

SECTION J: STUDENT

JA	Student Policies Goals
JAA*	Student Policies Priority Objectives
JB	Equal Educational Opportunities
JC	School Attendance Areas
JD*	School Census
JE*	Student Attendance
JEA	Compulsory Attendance Ages
JEB	Entrance Age (Mandatory Kindergarten)
JEC	School Admission
JECA*	Admission of Resident Students
JEECA	Admission of Homeless Students
JEECA-R	McKinney-Vento Homeless Assistance Act LEA Enrollment Responsibilities and Enrollment Dispute Resolution
JECB	Admission of Nonresident Students
JECBA	Admission of Exchange Students
JECBB	Admission of Interdistrict Transfer Students
JECBC	Admission of Students from Nonchartered or Home Schooling
JECBD	Intradistrict Open Enrollment
JECC	Assignment of Students to Schools
JECD*	Assignment of Students to Classes
JECE	Student Withdrawal from School (Loss of Driving Privileges)
JED	Student Absences and Excuses
JEDA	Truancy
JEDB	Student Dismissal Precautions
JEE	Student Attendance Accounting (Missing and Absent Children)
JEF*	Released Time for Students
JEFA*	Open Campus
JEFB	Released Time for Religious Instruction
JEG	Exclusions and Exemptions from School Attendance
JEGA	Permanent Exclusion
JF	Student Rights and Responsibilities
JFA	Student Due Process Rights
JFB	Student Involvement in Decision Making (Also ABC)
JFBA	Student Government
JFC	Student Conduct (Zero Tolerance)
JFCA	Student Dress Code
JFCB*	Care of School Property by Students

JFCC	Student Conduct on School Buses (Also EEACC)
SECTION J: STUDENT	
(continued)	
JFCD*	Underground Student Publications
JFCE*	Secret Societies
JFCEA	Gangs
JFCF	Hazing
JFCG	Tobacco/Tobacco-like Product Use by Students
JFCH	Alcohol Use by Students
JFCI	Student Drug Abuse
JFCIA*	Prevention of Chemical Abuse
JFCIAA*	Inpatient Treatment
JFCJ	Weapons in the Schools
JFCK	Use of Electronic Communications Equipment by Students
JFCL	Unsafe Schools (Persistently Dangerous Schools)
JFD*	Students of Legal Age
JFE	Pregnant Students
JFF	Married Students
JFG	Interrogations and Searches
JFH*	Student Complaints and Grievances
JFI*	Student Demonstrations and Strikes
JG	Student Discipline
JGA*	Corporal Punishment
JGB	Detention of Students
JGC*	Probation of Students
JGD	Student Suspension
JGDA	Emergency Removal of Student
JGE	Student Expulsion
JGF*	Discipline of Disabled Students
JH*	Student Welfare
JHA	Student Insurance Program
JHB*	Student Aid Programs
JHC	Student Health Services and Requirements
JHCA	Physical Examinations of Students
JHCB	Inoculations of Students
JHCC	Communicable Diseases
JHCCA	HIV/AIDS (Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome) (Also GBEA)
JHCD	Administering Medicines to Students
JHD*	Student Psychological Services
JHDA*	Psychological Testing of Students
JHE*	Student Social Services
JHEA*	Home Visits
JHF	Student Safety
JHFA*	Supervision of Students
JHFB*	Student Safety Patrols
JHFC*	Student Bicycle Use
JHFD*	Student Automobile Use

JHG Reporting Child Abuse
JHH Notification About Sex Offenders

SECTION J: STUDENT
(continued)

JJ Student Awards and Scholarships
JJ* Student Volunteers for School and Public Service
JK Employment of Students
JL* Student Gifts and Solicitations
JM Staff-Student Relations (Also GBH)
JN Student Fees, Fines and Charges
JO Student Records
JOA Student Surveys

*** Indicates policies not currently in manual**

STUDENT POLICIES GOALS

The Board advocates the following goals:

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

[Adoption date: August 15, 2003]

LEGAL REFS.: Ohio Const. Art. II
ORC 3313.48

EQUAL EDUCATIONAL OPPORTUNITIES

All students of the District have equal educational opportunities.

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

Adoption date: August 15, 2003

Revision date: June 23, 2008

LEGAL REFS.: The Elementary And Secondary Education Act; 20 &SC 1221 et seq.
Civil Rights Act, Title VI; 42 USC 2000d et seq.
Civil Rights Act, (Amended 1972), Title VII; 42 USC 2000e et seq.
Executive Order 11246, 1965, amended by Executive Order 11375
Education Amendments of 1972, Title IX, Pub. L. No. 92-318 (1972)
Individuals with Disabilities Education Act
American with Disabilities Act; 42 USC 12101 et seq.
Vocational Rehabilitation Act of 1973, Section 504
ORC 9.60 through 9.62
Chapter 4112
5903.01(G)
OAC 3301-35-02(a)(2)

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACB, Nondiscrimination on the Basis of Disability
GBA, Equal Opportunity Employment
IGBA, Programs for Students with Disabilities
IGBB, Programs for Gifted and Talented Students
IGBI, English as a Second Language (Limited English Proficiency)
IGBJ, Title I Programs
JECAA, Admission of Homeless Students
JFA, Student Due Process Rights

SCHOOL ATTENDANCE AREAS

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

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

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.48; 3313.64; 3313.65; 3313.97
3319.01

CROSS REFS.: JECBD, Intradistrict Open Enrollment
JECC, Assignment of Students to Schools

COMPULSORY ATTENDANCE AGES

Under law, children between the ages of six and 18 are of compulsory school age. Every person of compulsory school age must attend a school which conforms to the Minimum Standards prescribed by the State Board of Education until one of the following occurs.

1. The person receives a diploma granted by the Board or other governing authority indicating such student has successfully completed all state and local requirements.
2. The person receives an age and schooling certificate.
3. The person is excused from school under standards adopted by the State Board of Education pursuant to State law.

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

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3321.01 et. seq.
3331.02
OAC 3301-35-02

CROSS REFS.: IGBG, Home-Bound Instruction
JEG, Exclusions and Exemptions from School Attendance
JFE, Pregnant Students

ENTRANCE AGE
(Mandatory Kindergarten)

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

The District policy requiring successful completion of kindergarten may be waived upon parental request to the pupil personnel services committee. This committee shall be comprised as set forth in the Ohio Revised Code.

When a request for early entrance to kindergarten is received, the building principal interviews the parent(s) and child and arranges for the testing. The child's fifth birthday must fall between October 1 and December 31 of the year requested for early entrance. The testing assists the Superintendent by measuring the following areas.

1. The child's mental age should be between 14 and 16 months above his/her chronological age as determined by standardized tests.
2. The child's total I.Q. should be at least 125 on a deviation scale as determined by standardized testing.
3. The child should possess and demonstrate social and emotional characteristics that permit conformity with the pattern of behavior commonly expected of children in kindergarten.
4. Admission of the child is recommended by both the school psychologist and building principal.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3321.01
OAC 3301-35-03(F)(1)

SCHOOL ADMISSION

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

A student is considered a resident of the District if he/she resides with a parent or a person or government agency with legal custody whose place of residence is within the boundaries of the District.

New entrants at all grade levels are required to present at the time of enrollment a birth certificate or other document as evidence of birth, a certified copy of any child custody order or decree, proof of having received or being in the process of receiving required immunizations, proof of residency and copies of those records pertaining to him/her which are maintained by the school most recently attended.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.48; 3313.64; 3313.67; 3313.671; 3313.672
3317.08
3319.321
3321.01
OAC 3301-35-03(F)

CROSS REFS.: AFI, Evaluation of Educational Resources
JEE, Student Attendance Accounting (Missing and Absent Children)
JHCB, Inoculations of Students

ADMISSION OF HOMELESS STUDENTS

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

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

In compliance with the McKinney-Vento Homeless Assistance Act, the District must make school placement determinations on the basis of the best interest of the student. To the extent feasible, homeless students are kept in the school of origin unless doing so is contrary to the wishes of the student's parent or guardian.

The Board ensures that:

1. it reviews and revises Board policies and regulations to eliminate barriers to the enrollment, retention and success in school of homeless students;
2. the District does not segregate homeless students into separate schools or separate programs within a school based on the student's status as homeless;

3. it appoints a District liaison who ensures that homeless students enroll and succeed in school and

page 1 of 2

File: JECAA

4. homeless students are provided with education, nutrition and transportation services that are at least compatible to the service provided to nonhomeless students.

The liaison ensures compliance with the sub grant and coordinates services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

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

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

(Adoption date: August 15, 2003)
(Revision date: August 27, 2007)

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
42 USC Sections 11431 et seq.
ORC 9.60 – 9.62
OAC 3301-35-02; 3301-35-04; 3301-35-06

CROSS REFS.: AC, Nondiscrimination
JB, Equal Educational Opportunities
JECB, Admission of Non resident Students

McKinney -Vento Homeless Assistance Act

LEA Enrollment Responsibilities and Enrollment Dispute Resolution

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

ENROLLMENT

Reference- McKinney-Vento Homeless Assistance Act, 42 U.S.C.S & 11432(g)(3)(A)-(C)

The McKinney-Vento Homeless Assistance Act includes definitive language concerning the enrollment of homeless children and youth including:

The local educational agency shall according to the youth's best interest:

- Continue the child's education in the school of origin for the duration of homelessness-
 - In any case in which a family becomes homeless between academic years or during an academic year or
 - For the remainder of the academic year, if the child or youth become permanently housed during an academic year or
- Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the local educational agency (LEA) shall:

- To the extent feasible, keep the homeless child or youth in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Provide a written explanation to the parent or guardian, including a statement regarding the right to appeal if the local educational agency sends the child or youth to a school other than the school of origin or a school requested by the parent or guardian.
- Refer unaccompanied youth to the homeless liaison designated the district to provide assistance in placement and/or enrollment decisions. The views of the unaccompanied youth will be considered and the youth will be notified of the right to appeal.

ENROLLMENT DISPUTE RESOLUTION

References

McKinney-Vento Homeless Assistance Act, 42 U.S.C.S. 11432 (g) (3) (E)
U.S. Department of Education McKinney-Vento Homeless Assistance Act Non-regulatory Guidance
(July 2004) (Pages 17-18)

GENERAL GUIDELINES-

- Disputes should be resolved at the district level rather than the school level.
- The dispute resolution process should be as informal and accessible as possible allowing for impartial and complete review.
- Parents, guardians and unaccompanied youth should be able to initiate the resolution process directly at the school they choose, as well as at the district homeless liaison's office.
- Parents, guardians, and unaccompanied youth should be informed that they can provide written or oral documentation to support their views.
- Students are to be provided with all services for which they are eligible while the disputes are being resolved.
- Written documentation should be complete, as brief as possible, simply stated and provided in a language the parent, guardian, or unaccompanied youth can understand.

RESOLUTION PROCESS-

- Should a dispute arise over school selection or enrollment in a school the following procedure is to be followed:
- The principal shall provide the parent or guardian with a written explanation of the school's decision regarding school selection or enrollment.
- The principal shall inform the parent or guardian in writing of their right to appeal the decision.
- Should the dispute continue the principal shall refer the parent or guardian to the district liaison who shall review the complaint and issue an opinion in writing to the parent or guardian.
- Should the dispute continue the district liaison shall assist the parties involved in presenting the situation to the Ohio Department of Education's homeless education coordinator.
- The state homeless education coordinator shall recommend a decision for distribution to the parent, district superintendent and district educational agency liaison.
- Should the dispute continue the final appeal is made to the State Superintendent of Public Instruction for review and disposition.

ADMISSION OF NONRESIDENT STUDENTS

In order to be eligible for a free public education in the District's schools, a student must be the child of a resident of the District. If legal or permanent custody or legal guardianship of the student has been granted by a court to a resident of the District or a government agency within the District, the student is entitled to attend District schools and tuition is paid in compliance with State law.

In compliance with State law, students are exempt from paying tuition when:

1. an adult resident of the District submits a sworn statement that he/she has begun legal custody proceedings for the student (maximum 60 days permitted);
2. the student is at least 18 but not yet 22 years of age and resides in the District, lives apart from his/her parent(s), supports himself/herself by his/her own labor and does not possess a high school diploma;
3. the student is under 18 years of age, resides in the District and is married, regardless of the residence of the parent(s);
4. the student has a medical condition which may require emergency attention and his/her parent is employed in the District;

(The parent(s) of such child must submit to the Board a statement from the child's physician certifying that the child's medical condition may require emergency medical attention.)

5. the student resides with a person other than his/her parent(s) and such student has a parent serving outside Ohio in the U.S. Armed Services;
(The student's parent(s) must file an affidavit with the Superintendent stating (1) that the parent is serving outside the state in the U.S. Armed Services, (2) that the parent intends to reside in the District upon returning to the state, and (3) the name and address of the person with whom the student is living while the parent is outside the state. This tuition exemption may be granted only for a period of up to 12 months.)
6. the student resides with a parent who is planning to either have a home built or has purchased a home in the District and is waiting for the closing date of the mortgage loan; (The student's parent(s) must provide the Superintendent with a sworn statement revealing the location of the house and the parent(s)' intention to reside there. The parent(s) must also provide a statement from a home builder, real estate broker or bank

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

7. the student is not otherwise entitled to attend school in the District but his/her parent is a full-time employee of the District, provided the Board establishes such an admission policy;
(Any such policy shall take effect on the first day of the school year and the effective date of any amendment or repeal may not be prior to the first day of the subsequent school year. The policy shall be uniformly applied to all such children and shall provide for the admission of any such student upon request of the parent(s). No student may be admitted under this policy after the first day of classes of any school year.)
8. the student resides with his/her parent(s) under the care of a shelter for victims of domestic violence;
9. the student is not a resident of the District, does not require special education and resides with his/her grandparent(s), provided that the Board and the board of education of the district in which the student's parent(s) reside enters into a written agreement showing good cause for the student to be admitted to the District;
(The grandparent(s) are required to sign all consent forms required by the District, even if the student would remain in the legal custody of the parent(s).)
10. the student is under the age of 22 and his/her parent(s) moved from the District following the commencement of classes during the student's senior year, for the remainder of the school year and for one additional semester, provided the Board has approved such a procedure;
11. the student is under the age of 22 and because of the death of a parent resides in a new school district;
(The student is entitled to finish the current school year in the District upon approval of the Board.)
12. the student is under the age of 22 and the superintendent of the district in which the student is entitled to attend (the student's district of origin) enters into a contract with the Superintendent of this District (the district into which the student wishes to enroll) consenting to the attendance of the student in this District or
(The Superintendent of this District specifies that the purpose of such attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the Superintendent.)
13. the student whose parent is a full-time employee of an educational service center may be admitted tuition free to the schools of the district where the parent's job is primarily located, pursuant to the admission policy of that district.

Although the Board does not normally allow the attendance of nonresident students, applications from nonresidents to attend the schools on a tuition basis may be considered if space is available. The amount of tuition is set annually by the state, based on a per-student cost determined in compliance with State law.

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

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

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

The District may temporarily deny admittance to any student who is otherwise entitled to be admitted to the District, if the student has been expelled from the schools of another district and if the period of expulsion has not expired. The student and parent(s) will have an opportunity for a hearing before the Superintendent/designee to determine the admittance or nonadmittance of the student.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3311.211
3313.64; 3313.644; 3313.65
3317.08
3327.04; 3327.06
OAC 3301-35-03; 3301-42-01

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

ADMISSION OF EXCHANGE STUDENTS

The Board believes that one of the most effective vehicles for improving international understanding is communications among the individuals of various nations. Accordingly, the Board endorses the involvement of high school students and their families in recognized foreign exchange student programs. The Superintendent and administrative staff are responsible for developing regulations to direct the involvement of the high school with such programs.

Exchange students are not responsible for tuition if sponsored under an approved exchange program while temporarily residing in the District with a host family. Exchange students must meet the regulations and expectations of local students, including immunization requirements.

Exchange students are encouraged to participate in all student activities, provided they meet the academic requirements.

The Board reserves the right to limit the number of exchange students in any given year.

Foreign exchange students not enrolled in a state-approved educational or exchange program must be legally adopted by a resident of that school district in order to be eligible for athletics.

[Adoption date: August 15, 2003]

ADMISSION OF EXCHANGE STUDENTS

The following regulations shall be observed in administering the foreign exchange student program:

1. Exchange students must be associated with an organized foreign exchange program that is approved by the Ohio Association of Secondary School Administrators and/or National Association of Secondary School Principals. Such organizations must maintain either an office or a representative in central Ohio.
2. The sponsoring parents and/or representatives of the approved sponsoring organization must contact the designated coordinator of the foreign exchange student program in the high school guidance office.
3. Exchange students must have a host family assigned and accepted by July. The maximum number of foreign exchange students to be enrolled in any one building is five.
4. The Board reserves the right to restrict the number of foreign exchange students in any given academic year. Organizations will be limited to a certain number of students each year unless space becomes available for another student after July 1.
5. The school reserves the right to deny enrollment to foreign exchange students if approval by the high school guidance office has not been given by July 1 preceding the year of desired enrollment.
6. In order to provide a quality education and to minimize potential disruption, the high school will not accept foreign exchange students after the school year has begun. However, students who were accepted before the July 1 deadline will not be denied enrollment due to late arrival.
7. Exchange students must be full-time students carrying a full academic classload. Enrollment eligibility shall be determined on an annual basis. Exchange students shall receive pass/fail grades only for purposes of class GPA ranking. The coordinator shall keep a record of the students' actual grades for permanent records.
8. Exchange students will not be accepted on a part-time basis. Part-time is defined as less than a full school day or school year.
9. Priority for enrollment will be granted to students enrolling in a level other than grade 12.

10. Exchange students completing grade 12 will receive a standard diploma (marked honorary) granted to regular high school graduates. Exchange students are not eligible for an honors diploma.

To receive a standard diploma (marked honorary), the exchange student must successfully complete:

- 1 credit English (Comp. 11, Comp. 12, or College Prep English)
- 1/2 credit American History
- 1/2 credit Principles of Democracy
- 1/2 credit Economics
- 1 credit Mathematics

The remainder of the schedule will be electives selected by the student.

Those students who complete the above requirements will be permitted to participate in graduation ceremonies with expenses borne by the student or sponsoring parents.

Exchange students will not be permitted to participate in the Ohio Proficiency Testing Program.

11. Exchange students are expected to share their cultural heritage to the fullest extent possible including topics such as government, economics, historical understanding and language.
12. Exchange students are subject to the same rules, fees and regulations of the Board as apply to all high school students.

(Approval date: August 15, 2003)

ADMISSION OF INTERDISTRICT TRANSFER STUDENTS

The Board permits any student from any district in the state to apply and enroll in the District schools free of any tuition obligation, provided that all procedures as outlined in the administrative regulations are met. Requirements include:

1. application procedures, including deadlines for application and notification of students and the Superintendents of districts whenever a district's student's application is approved
2. district capacity limits by grade level, school building and educational program are determined;
3. resident students and previously enrolled adjacent district joint vocational students have preference over first-time applicants;
4. no requirements of academic, athletic, artistic or extracurricular skills required;
5. no limitations on admitting disabled students, unless services required in an IEP are not available in the District;
6. no requirement that the student be proficient in the English language;
7. no rejection of any applying student because the student has been subject to disciplinary proceedings, except an applicant who has been suspended or expelled by the adjacent district for 10 consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought and
8. procedures to ensure maintenance of an appropriate racial balance in the District's schools.

Students are ineligible for athletics for one year when they transfer from one school district to another without changing residency. Transfers within the District are not affected.

Application for open enrollment must be submitted annually between April 1 and May 15 of each year. Exceptions will be reviewed by the Superintendent/designee.

Adoption date: August 15, 2003

Revised: September 26, 2005

LEGAL REFS.: ORC 3313.65; 3313.98
Chapter 3327

ADMISSION OF STUDENTS
FROM NONCHARTERED OR HOME SCHOOLING

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

In making a placement decision, the Superintendent may consider:

1. the student's most recent annual academic assessment report;
2. whether to require the student to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for District students of similar age;
3. whether to require a student in grades 6-8 to take final exams for grade level placement;
4. whether to require a student in grades 9-12 to take final exams for credit only and
5. other evaluation information that may include interviews with the student and the parent.

~~Home schooled students must be enrolled in the District on a full-time basis in order to participate in cocurricular and extracurricular activities. Full-time enrollment is defined as courses/classes/credit hours/Carnegie units per semester.~~

[Adoption date: August 15, 2003]

LEGAL REF.: OAC 3301-34-06

CROSS REFS.: IGBG, Home-Bound Instruction
IGCF, Home Instruction
IGD, Cocurricular and Extracurricular Activities

INTRADISTRICT OPEN ENROLLMENT

Students should be permitted to attend their school of choice within the District. The Board permits students to apply for attendance at their school of choice based upon criteria established by the school administration. The specific criteria are consistent with State law and include application procedures, including deadlines for application and notification of students and principals of alternative schools, whenever a student's application is accepted. Only students wishing to attend a school other than their assigned school need apply.

Procedures for admitting applicants to other schools include but are not limited to:

1. establishing capacity limits by grade level, school building and educational program;
2. requiring that students enrolled in a school building or living in the attendance area of the school building established by the Board be given preference over applicants and
3. ensuring that an appropriate racial balance is maintained in the schools.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.64; 3313.65; 3313.97

CROSS REF.: JECC, Assignment of Students to Schools

ASSIGNMENT OF STUDENTS TO SCHOOLS

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

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

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.49; 3313.64; 3313.65; 3313.97
3319.01

CROSS REFS.: JC, School Attendance Areas
JECBD, Intradistrict Open Enrollment

STUDENT WITHDRAWAL FROM SCHOOL
(Loss of Driving Privileges)

When the Superintendent receives information that a student of compulsory school age has withdrawn from school, the Superintendent must, within two weeks after the withdrawal, notify the registrar of motor vehicles and the county juvenile judge. Notification is not necessary if a student has withdrawn because of a change of residence; the student is enrolled in and attending, in accordance with District policy, an approved program to obtain a diploma or its equivalent or if the student holds a full-time age and schooling certificate and is regularly employed.

Notification to the registrar of motor vehicles and the county juvenile judge must comply with State and Federal laws.

After receiving such information from the Superintendent, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued to that student, the registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches 18 or until the denial of driving privileges is terminated for another reason allowable under State law.

In compliance with State law, a student whose driving privileges have been denied can file a petition seeking his/her reinstatement with the juvenile court in whose jurisdiction he/she resides.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3319.321
3321.13
4507.061
Family Educational Rights and Privacy Act; 20 USC 1232g

STUDENT ABSENCES AND EXCUSES

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

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

1. personal illness of the student;
2. illness in the student's family;
3. death in the family;
4. quarantine for contagious disease;
5. religious reasons or
6. Superintendent/designee

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

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

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

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3321.01; 3321.04; 3321.13; 3321.14; 3321.38
4507.061
OAC 3301-35-02; 3301-35-03
3301-51-13

CROSS REF.: JHC, Student Health Services and Requirements

Franklin City School District, Franklin, Ohio

STUDENT ABSENCES AND EXCUSES

Students Habitually Absent – Loss of Driving Privileges

When the Superintendent receives information that a student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 15 days in any term or semester, the following procedure applies.

1. The Superintendent notifies, in writing, the student and his/her parent(s) and states that information regarding the student's absences has been provided to the Superintendent, and, as a result of that information, the student's driving privileges are denied. This notification also states that the student and his/her parent(s) may appear before the Superintendent/designee to challenge the information provided to the Superintendent.
2. The notice from the Superintendent to the student includes the scheduled time, place and date of the hearing, which is scheduled between three and five days after the notification is given. Upon the request of the student or parent(s), an extension may be granted by the Superintendent. The Superintendent must then notify the student and the parent(s) of the new hearing time, place and date.
3. At the hearing before the Superintendent/designee, the student has an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. State law defines "legitimate excuses" for absence from school to include, but not be limited to:
 - A. enrollment in another school or school district in Ohio or another state;
 - B. possession of an age and schooling certificate;
 - C. a bodily or mental condition that prohibits attendance or
 - D. participation in a home instruction program.
4. If a habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student does not convince the Superintendent or designee that the absences were legitimate, the Superintendent must notify the registrar of motor vehicles and the juvenile judge. Such notification must be given to the registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences or, if the hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of motor vehicles and the county judge must comply with State and Federal laws.

File: JED-R

The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges remains in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by State law. In accordance with State law, a student whose driving privileges have been denied can file a petition seeking their reinstatement.

(Approval date: August 15, 2003)

TRUANCY

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

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

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

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

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

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

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

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

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

Regarding "habitual" truants, the Board must take as an intervention strategy any appropriate action contained in the Board policy, or the Board may file a complaint in juvenile court jointly against the child and the parent. The complaint must state that the child is an "unruly child" by

virtue of being a “habitual truant” and that the child’s parent violated the School Attendance Law.

File: JEDA

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

The Board directs the administration to develop intervention strategies that may include the following:

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

Working in conjunction with the Warren County Court, the Board has established procedures which can be found in the administrative guidelines.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3321.03-04; 3321.07-09; 3321.22; 3321.38
3313.663

CROSS REF.: JED, Student Absences and Excuses

STUDENT DISMISSAL PRECAUTIONS

Permission for a student to leave school when school is in session requires approval by the principal or a person specifically designated by him/her to exercise that authority. In evaluating requests for this permission, he/she gives primary consideration to the best interests of the student and/or public welfare. Requests are not approved without a parent's permission. When a request originates from a person other than the parent(s), the school official in authority contacts the parent(s) to obtain permission. An exception may be made in the case of the student who is 18 years of age or older, who may make requests on his/her own behalf.

[Adoption date: August 15, 2003]

LEGAL REF.: ORC 3313.20

CROSS REF.: JEE, Student Attendance Accounting (Missing and Absent Children)

STUDENT ATTENDANCE ACCOUNTING
(Missing and Absent Children)

The Board believes in the importance of trying to decrease the number of missing children; therefore, efforts are made to identify missing children and to notify the proper adults or agencies.

A student, at the time of initial entry into school, shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him/her which were maintained by the school which he/she most recently attended. In lieu of a birth certificate, birth documentation may include:

1. a passport or attested transcript thereof filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child;
2. an attested transcript of the certificate of birth;
3. an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
4. an attested transcript of a hospital record showing the date and place of birth of the child or
5. a birth affidavit.

If the student does not present copies of the required documents, the principal shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within 14 days, the principal shall notify the police department having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

The primary responsibility for supervision of a student resides with his/her parent(s). The staff provides as much assistance as is reasonable to parents with this responsibility.

Parents must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The principal or his/her designee is also required to notify a student's parent(s) when the student is absent from school. The parent(s) or other responsible person shall be notified by telephone or written notice, which is mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses and any emergency telephone numbers.

The Board shall designate the Superintendent to develop informational programs for students, parents and community members relative to the subject of missing children.

[Adoption date: August 15, 2003]

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

CROSS REFS.: JEC, Student Admission
JEDB, Student Dismissal Precautions
JHF, Student Safety

RELEASED TIME FOR RELIGIOUS INSTRUCTION

The Board permits students to be released from school for religious instruction consistent with law. Absence during the school day for religious instruction is permitted, provided the student's parents or guardians submit a written request to the building principal.

Regular classroom instruction missed as a result of a student's absence for religious instruction will not be made up. The District neither aids, assists or enforces attendance in a religious instruction program, nor discriminates against students who participate in such a program.

Individuals providing religious instruction are not permitted to promote student participation by directly contacting students on school premises or by encouraging students in the program to recruit their friends. All promotional activities for such instruction must be conducted off school grounds.

[Adoption date: August 15, 2003]

LEGAL REFS.: U.S. Const. Amend. I
ORC 3321.04
OAC 3301-51-13

CROSS REF.: IGAC, Teaching About Religion

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

A child of compulsory school age residing in the District may be legally excused from public school attendance by:

1. holding a full-time age and schooling certificate (work permit) and being regularly employed;
2. receiving approved home instruction;
3. attending a private or parochial school or
4. having graduated from an approved high school.

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

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3321.02; 3321.03; 3321.04; 3321.07

CROSS REFS.: IGCF, Home Instruction
JEA, Compulsory Attendance Ages
JECE, Student Withdrawal from School (Loss of Driving Privileges)
JEGA, Permanent Exclusion
JHCC, Communicable Diseases
JK, Employment of Students

PERMANENT EXCLUSION

The Board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance and/or
2. aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a District employee.

In addition, complicity in any of the above acts may be the basis for permanent exclusion.

Any building administrator witnessing, or having knowledge of, one of these acts must report the incident to the Superintendent within 24 hours, whether or not the student is over 16 years of age.

If the Superintendent receives notification that a student has been found guilty of or is adjudicated delinquent for any of the listed offenses, a determination must be made whether the student's continued attendance endangers the health and safety of other students or employees or whether the student's attendance poses a danger of disruption to the graded course of study. If the Superintendent determines that either danger exists, he/she may recommend that the Board adopt a resolution requesting the State Superintendent of Public Instruction to permanently exclude the student from attendance in any Ohio school. Written notice of the Superintendent's recommendation for permanent exclusion is provided to the student and his/her parent(s).

The Board acts upon the Superintendent's recommendation within 14 days. Among the items the Board considers is information on:

1. academic and extracurricular activity record of the student;
2. disciplinary record of the student;
3. social history of the student;
4. response to prior discipline and sanctions;
5. seriousness of the offense and any aggravating circumstances;

6. any mitigating circumstances;

File: JEGA

7. evidence regarding the possible danger to other students and employees if the student remains in the District;
8. evidence regarding the probable disruption of the graded course of study and
9. availability of less serious sanctions that would permit the student to stay in the District without conflict with either (7) or (8).

The Board may allow for the hearing of witnesses and the presentation of additional evidence.

If the Board adopts the resolution to permanently exclude the student, the Board:

1. forwards the written resolution, together with the adjudication or conviction and a copy of the student's entire school record, to the State Superintendent;
2. promptly designates a representative to present the District's case for permanent exclusion to the State Superintendent and
3. forwards a copy of the resolution to the student and his/her parent(s).

If the State Superintendent rejects the resolution, the student shall be re-admitted to the District's schools.

No employee shall knowingly admit, or cause by inaction to be admitted, any student who has been permanently excluded.

Re-admission

If the Superintendent determines that a permanently excluded student no longer represents either a danger to the health and safety of other students or staff, the Superintendent may recommend the re-admission of the student.

On the recommendation of the Superintendent, the Board considers a resolution requesting the State Superintendent to revoke the permanent exclusion. If the Board adopts the resolution, it is forwarded to the State Superintendent, together with the reasons for the resolution and any relevant information.

Probationary Admission Following Permanent Exclusion

Under State law, a student permanently excluded from school may request probationary admission for 90 days in any public school district.

If a student requests consideration of probationary admission into this District, the Superintendent may enter into discussions with the student and his/her parent(s) to develop a

probationary admission plan designed to meet the educational needs of the child and the disciplinary requirements of the District.

File: JEGA

If a satisfactory plan is developed, the Superintendent recommends that the Board allow the student to attend classes according to the terms of the plan. The Board acts on the recommendation within 14 days.

If a student violates the terms of the re-admission plan, the Superintendent may immediately remove the student, pending action by the Board. The Board's action must take place within five days from receipt of the Superintendent's recommendation to revoke the re-admission.

A student in compliance with his/her probationary re-admission plan may request either an extension of the plan for an additional 90 days or for the Superintendent to recommend that the permanent exclusion be revoked.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: JFCJ, Dangerous Weapons in the Schools
JGD, Student Suspension
JGE, Student Expulsion

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

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

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

A copy of the school discipline code is posted in each of the schools. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

[Adoption date: August 15, 2003]

LEGAL REFS.: U.S. Const. Amend. I
U.S. Const. Amend. XIV, Section 1
ORC 3313.20; 3313.66; 3313.661; 3313.662

CROSS REFS.: ABC, Student Involvement in Decision Making (Also JFB)
JFC, Student Conduct
Student Handbooks

STUDENT DUE PROCESS RIGHTS

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The State and Federal Rules of Evidence do not apply.

Students have clearly established means by which administrative due process is available for the protection of his/her rights.

Due process procedures are:

1. applied equally to all and
2. enforced in a manner which involves:
 - A. adequate and timely notice and opportunity to prepare a defense;
 - B. an opportunity to be heard at a reasonable time and in a meaningful manner and
 - C. the right to a speedy and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy or administrative guidelines are followed.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC Chapter 2506
3313.66; 3313.661; 3313.662
OAC 3301-35-03(G)(2)(c)

CROSS REFS.: JB, Equal Educational Opportunities
JFC, all subcodes
JGD, Student Suspension
JGE, Student Expulsion

STUDENT INVOLVEMENT IN DECISION MAKING

Students share responsibility for developing a climate in the school which is conducive to learning. Through participation in the decision-making process, students can be an important resource for the improvement of the school, the educational system and the community. Periodically, students may be asked to review school policies, rules and regulations. Final authority for all decisions rests with the Board.

[Adoption date: August 15, 2003]

LEGAL REF.: OAC 3301-35-03

CROSS REFS.: BCE, Board Committees
BCF, Advisory Committees to the Board
JF, Student Rights and Responsibilities
JFA, Student Due Process Rights
JFC, Student Conduct
Student Handbooks

STUDENT GOVERNMENT

A student government and other similar means through which students may participate in practical exercises in citizenship and may communicate their views to the Board shall be established in each school. Students shall be encouraged to take an active role in the organization and operation of student government.

The students of each school, with the advice and consent of the principal, shall formulate a constitution for student government that specifies the authority of the students and that designates areas in which students may deal directly with practical problems that concern the student body. Each student government shall have a faculty advisor.

Students participating in the student government of the school shall be protected against any form of academic punishment for their actions while serving as legislators.

The Board shall view student government as representing the student body and shall recognize their representatives as such upon appearance before the Board.

[Adoption date: August 15, 2003]

STUDENT CONDUCT (Zero Tolerance)

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

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

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

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

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

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

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

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

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662
OAC 3301-35-03

CROSS REFS.: ABC, Student Involvement in Decision Making (Also JFB)
EBC, Emergency Plans
JFCA, Student Dress Code
JFCEA, Gangs
JFCJ, Dangerous Weapons in the Schools
JG, all subcodes
Student Handbooks

STUDENT DRESS CODE

School dress should not threaten the health, welfare and safety of the members of the student body and enhance a positive image of the students and the District. Any form of dress or grooming which attracts undue attention, prompting a disruption of the learning environment or violating the previous statement, is unacceptable.

Requirements include the following.

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
2. When a student is participating in school activities, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students.
3. Dress and grooming are not such as to disrupt the teaching/learning process.

[Adoption date: August 15, 2003]

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

CROSS REFS.: JFC, Student Conduct
JFCEA, Gangs
Student Handbooks

STUDENT CONDUCT ON SCHOOL BUSES

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures are followed.

The Board's policy regarding bus riding privileges must be posted in a central location and made available to students upon request.

After Board approval, regulations regarding conduct on school buses, as well as general information about the school transportation program, are available to all parents and students.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3319.41
3327.01; 3327.014
OAC 3301-83-08

CROSS REF.: Student Handbooks

STUDENT CONDUCT ON SCHOOL BUSES

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school buses.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the highway;
2. be on time at the bus stop in order to permit the bus to follow the time schedule;
3. sit in assigned seats. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom;
4. reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;
5. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
6. keep the bus clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the bus at any time;
7. refrain from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
8. keep head, arms and hands inside the bus at all times;
9. be courteous to fellow students and to the bus driver;
10. treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden) and
11. remain seated until the bus stops, wait for the signal from the bus driver and cross in front of the bus.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation by school bus.

Discipline

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the Transportation Supervisor. The Transportation Supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
3. Problems which cannot be resolved by measures specified above are referred to the Superintendent.

(Approval date: August 15, 2003)

GANGS

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated by the District. The Board believes gangs or gang activity create an atmosphere where violations of policies and regulations as well as State laws may occur.

The Board directs the administration to establish regulations to ensure that any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student is subject to disciplinary action.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.20; 3313.66; 3313.661

CROSS REFS.: JFC, Student Conduct
JFCA, Student Dress Code
JFCF, Hazing
JGD, Student Suspension
JGE, Student Expulsion

HARASSMENT, HAZING AND BULLYING

Harassment includes: 1) actions a student has exhibited toward another in a verbal, physical, or written way, and 2) causes mental or physical harm and is sufficiently severe, persistent or pervasive to create an intimidating, threatening, or abusive educational environment.

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

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another student more than once, and the behavior causes mental and/or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

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

Prohibited activities of any type, including those activities engaged via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any harassment, hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any harassment, hazing and/or bullying. Harassment, intimidation or bullying of any student on school property or at any school-sponsored activity is prohibited.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include harassment, hazing and/or bullying. If harassment, hazing and/or bullying or planned harassment, hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all harassment, hazing and/or bullying activities immediately. All harassment, hazing and/or bullying incidents are to be reported immediately to the principal or appropriate administrator, and appropriate discipline is to be administered as outlined in the student handbook.

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

The principal/appropriate administrator must report the incident to the Superintendent. In addition, the building principal/appropriate administrator must notify parents or guardians of students (perpetrators and victims) involved in harassment, hazing and/or bullying and permit access to written reports pertaining to the incident as permitted by law. Strategies must be developed and documented for protecting victims from additional harassment, hazing and/or bullying.

When acts of harassment, hazing and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences according to school/district disciplinary procedure. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

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

Expulsion may be imposed only after a hearing before the superintendent. This consequence shall be reserved for serious incidents of harassment, hazing or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Intervention Strategies for Protecting Victims

- Supervise and discipline offending students fairly and consistently
- Provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition
- Maintain contact with parents and guardians of all involved parties
- Provide counseling for the victim if assessed that it is needed
- Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed
- Check with the victim on a regular basis to ensure that there have been no incidents of harassment/hazing/bullying or retaliation from the offender or other parties.

The district shall maintain a database of all reported incidents of harassment, hazing and/or bullying and post a summary on the District's website to the extent permitted by the Family Educational Rights and Privacy Act (FERPA).

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

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

Adoption Date: August 15, 2003

Revision Date: November 26, 2007

LEGAL REFS: ORC 117.53
2307.44
2903.31
3301.22
3313.666; 3313.667
3314.03
3319.073

CROSS REFS.: AC, Nondiscrimination
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
IIBH, District Web Site Publishing
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JFCK, Use of Electronic Communications Equipment by Students
JHG, Reporting Child Abuse
Student Handbooks

NOTE: **THIS IS A REQUIRED POLICY**

HAZING AND BULLYING

The prohibition against hazing, harassment, intimidation or bullying is publicized in student and employee handbooks and in the publications that set the standard of conduct for schools and students in the District.

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

Hazing, harassment, intimidation or bullying can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - a. posting slurs on web sites, social networking sites, blogs or personal online journals;
 - b. sending abusive or threatening e-mails, web site postings or comments and instant messages;

- c. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - d. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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

Teachers and Other School Staff

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

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

Complaints

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation or bullying. The reports should be written and signed by the complainant. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must then be documented on a district form by the complainant and/or staff member and must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, hazing, intimidation and/or bullying.

School Personnel Responsibilities and Intervention Strategies

1. Teachers and Other School Staff

Teachers and other school staff, who witness acts of harassment, hazing, intimidation and/or bullying, as defined above, are required to address these acts and are also required to promptly notify the building principal/designee of the event observed and file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, hazing, intimidation and/or bullying promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint that is received by a teacher or other professional employee, the complainant and/or staff member prepares a written report of the informal complaint which is promptly forwarded to the building principal/designee no later than the next school day.

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

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

2. Administrator Responsibilities

a. Investigation

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

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

b. Nondisciplinary Interventions

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

c. Disciplinary Interventions

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

Expulsion may be imposed only after a hearing before the Superintendent. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

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

Report to the Parent or Guardian of the Perpetrator

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

Reports to the Victim and his/her Parent or Guardian

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

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Retaliation of any type is prohibited.

Police and Child Protective Services

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

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

Franklin City Schools

HAZING, HARASSMENT, INTIMIDATION, BULLYING REPORT FORM

Name of Individual Reporting _____

Date of Report _____

Description of Incident(s) Including Date(s) and Place(s) of Suspected Occurrence(s):

Target of Suspected Occurrence(s):

Name(s) of Potential Student or Staff Witness(es):

Keep reporter(s)' and /or victim(s)' name(s) confidential? YES NO

Franklin City Schools

HAZING, HARASSMENT, INTIMIDATION, BULLYING INVESTIGATOR'S FORM

Name of Individual Completing
Investigation_____

Date of Investigation Report_____

Investigation Findings of Fact:

**Determination as to Whether Acts of Hazing, Harassment, Intimidation and/or Bullying
Were Verified:**

Recommendation for Intervention, Including Disciplinary Action:

Attach witness statements where appropriate.

TOBACCO/TOBACCO-LIKE PRODUCT USE BY STUDENTS

Health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board wishes to encourage good health practices among the students of this District. Therefore, the Board prohibits the smoking, use or possession of tobacco in any form including, but not limited to, cigarettes, cigars, chewing tobacco, snuff and any other forms of tobacco or tobacco-like products by any student in any area under the control of the District or at any activity supervised by any school within the District. State law also prohibits the distribution of tobacco products to any person under 18 years of age and specifically regulates the location of vending machines dispensing tobacco products.

Disciplinary measures taken against students for violations of this policy comply with the requirements of State law and related District policies.

The Board directs the Superintendent and Treasurer to inform all suppliers of goods and services to the District that it no longer makes purchases from vendors violating the Ohio Revised Code, including establishments in which cigarette vending machines are in locations other than those specifically provided for by State law.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 2927.02
3313.47; 3313.66; 3313.661; 3313.751
OAC 3301-35-03
20 USC Section 6082

CROSS REFS.: JFA, Student Due Process Rights
JFC, Student Conduct
JGD, Student Suspension
JGE, Student Expulsion
Student Handbooks

ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented or perceived to be a controlled substance, nonalcoholic beers, steroids and drug paraphernalia.

Possession and Use: First Offense

1. The student is suspended up to 10 days. The suspension may be reduced to a 5-day suspension if the parent and the student agree to the terms of the Alternative to Suspension which includes a chemical evaluation from an approved list of agencies and/or per verification by someone who is trained in chemical dependency evaluations.
2. If possession of drugs, drug paraphernalia or drug-like substances is involved, the incident is reported to the police and all items turned over to the police.
3. The student is referred to the building CORE Team.

Possession and Use: Second Offense in a School Year

1. The student is suspended 10 days with a recommendation for expulsion.
2. If possession of drugs, drug paraphernalia or drug-like substances is involved, the incident is reported to the police and all items turned over to the police.
3. The student is referred to the building CORE Team.

Possession and Use: Subsequent Offense in a School Year

1. The student is suspended 10 days with a recommendation for expulsion.
2. If possession of drugs, drug paraphernalia or drug-like substances is involved, the incident is reported to the police and all items turned over to the police.

3. The student is referred to the building CORE Team.

File: JFCH/JFCI

Selling, Offering to Sell, or Dealing of Chemicals (Drugs Alcohol, etc.)

1. Supplying, offering to sell, dealing or selling of chemicals results in a 10-day suspension with recommendation for expulsion.
2. The principal refers the case to the Franklin Police Department for possible prosecution.

In all cases of expulsion the Superintendent considers the following in making the decision on the length of the expulsion:

1. the age and grade level of the student;
2. data collected by the school, the past record of the student and other pertinent data;
3. the degree of involvement;
4. the cooperativeness of the student and the family with the school and the Franklin Policy Department and
5. the family's willingness to seek a professional evaluation from a trained Chemical Dependency Counselor and to follow the recommended treatment program.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 2925.01; 2925.37
3313.66; 3313.661
3719.011; 3719.41

CROSS REFS.: IGAG, Drugs, Alcohol and Tobacco Education
JHCD, Administering Medicines to Students
Student Handbooks
Student Code of Conduct

WEAPONS IN THE SCHOOLS

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

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

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

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

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

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

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

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

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

1 of 2

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

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

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

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 2923.122
3313.66; 3313.661; 3313.662
3321.13
18 USC 921
20 USC 2701 et seq. - Title IX 9001-9005
20 USC 8921

CROSS REFS.: JEGA, Permanent Exclusion
JFC, Student Conduct
JGD, Student Suspension
JGDA, Emergency Removal of Student
JGE, Student Expulsion
Student Code of Conduct

USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS

Students will not possess pagers, cellular telephones or other communications devices while on school property or while attending a school-sponsored activity on or off school property. Exceptions may be granted by the principal that may include students who are volunteer firefighters or emergency medical service personnel.

First-time violators of this policy are reported to the principal, who confiscates the device and holds it in his/her office until appropriate arrangements are made with the parent/guardian and/or student.

The District assumes no liability if these devices are broken, lost or stolen. Notices of this policy are posted in a central location in every school building and in the student handbooks.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.20; 3313.753

UNSAFE SCHOOLS
(Persistently Dangerous Schools)

The Board complies with State and Federal law in adopting a policy on persistently dangerous schools.

Beginning in the 2004-2005 school year, a student attending a “persistently dangerous” school in this District or who becomes a victim of a “violent criminal offense,” “as determined by State law”, anywhere on District “grounds” or during school-sponsored activities is allowed to attend another school in the District that is not persistently dangerous that offers instruction at the student’s grade level. However, there is no transfer option if there is no other school in this District that offers instruction at the student’s grade level.

A “persistently dangerous” school is defined by State law as a school that has two or more violent criminal offenses in or on school grounds, per 100 students, in each of two consecutive school years. In schools with 300 or fewer students enrolled, six or more violent criminal offenses must occur. Likewise, if a school has 1350 or more students enrolled, 27 or more violent criminal offenses must occur in each of two consecutive school years.

“Violent criminal offense” refers to any violent criminal offense set forth and defined in State law as violent in nature.

“As determined by State law” means that the student has been identified as the victim and the perpetrator has pled guilty to, been adjudicated or convicted of a violent criminal offense in an Ohio court.

“Grounds” includes school bus transportation to and from school and school-sponsored activities and designated bus stops.

[Adoption date: August 15, 2003]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
OAC 3301-35-02; 3301-35-04

CROSS REFS.: JFC, Student Conduct (Zero Tolerance)
JFCJ, Dangerous Weapons in the Schools
Student Handbooks

PREGNANT STUDENTS

The Board affirms the right of a pregnant student to continue her participation in the educational program.

As soon as the pregnancy is medically confirmed, the Board recommends that the student consult with a member of the student personnel staff or the principal to plan her educational program.

With the staff member involved, the student may elect any of the following educational plans or suggest alternatives.

1. She may remain in her present school program, with modifications as necessary, until the birth of her baby is imminent or until her physician states that continued participation would be detrimental to her health or that of the baby.
2. When information has been obtained from the student's physician indicating that the student is unable to attend school, home-bound instruction is available at school expense until her physician states that she is physically able to return to school.
3. She may temporarily withdraw from school and enroll in an approved educational program in which she can continue her education.

Efforts are made to ensure that the educational program of the student is disrupted as little as possible and that she receives health and counseling services, as well as instruction. Students under the age of 18 are still subject to compulsory education requirements. Students 18 or older are encouraged to return to school after delivery and complete requirements for graduation.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3321.01; 3321.04

CROSS REF.: JEA, Compulsory Attendance Ages

MARRIED STUDENTS

Married students of school age shall continue their education in the District schools. These students shall be accorded the same rights and expected to assume the same responsibilities as other students.

[Adoption date: August 15, 2003]

INTERROGATIONS AND SEARCHES

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property within the area of the school's responsibility.

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

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

[Adoption date: August 15, 2003]

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

CROSS REF.: JHG, Reporting Child Abuse

INTERROGATIONS AND SEARCHES

Searches of School Property Assigned to a Student

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

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

Searches of a Student's Person or Personal Property by School Personnel

Principals and their designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable cause to believe that the search results in obtaining evidence which indicates the student's violation of the law or school rules.
2. Searches of a student's person are conducted by a member of the same sex as the student.
3. Searches are conducted in the presence of another administrator or staff member.
4. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.

6. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

Searches of Student Property by Police

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

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control. Therefore, the following steps shall be taken.

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

(Approval date: August 15, 2003)

STUDENT DISCIPLINE

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

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

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

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

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

A student's failure to comply with the requirements for student conduct outlined in the student handbooks may result in the student's being disciplined. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner.

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

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.20; 3313.66; 3313.661; 3313.662

Franklin City School District, Franklin, Ohio

3319.41

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

DETENTION OF STUDENTS

Detention

Students may be assigned detention by the assistant principal or any member of the faculty. Detention is assigned for tardiness or other undesirable conduct.

Students will be given at least a 24-hour notice before their assigned detention(s) in order that they can arrange transportation home.

Students assigned detention are to report to the room designated on the detention notice at the time given and for the days assigned.

Students are expected to bring sufficient books and materials to study during this time period.

Failure to report to detention or misconduct in detention may result in additional disciplinary action.

Saturday School

Saturday School program serves as an alternate step between detention and suspension from school. Assignment to Saturday School is dependent upon the nature of the offense and at the discretion of the principal and/or assistant principal. This program makes it possible for a student to attend regular classroom instruction time while they are being disciplined for inappropriate behavior. Students assigned to Saturday School are permitted to make up classroom assignments and participate in extracurricular activities.

[Adoption date: August 15, 2003]

STUDENT SUSPENSION

The Superintendent, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension. 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 into the following school year.

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

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within 24 hours, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the:
 - A. Superintendent;
 - B. Treasurer and
 - C. student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion - If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Appeal Procedure

Level 1: A student who is 18 or older or a student's parent, guardian or custodian may appeal the decision of the principal/assistant principal to the Superintendent. Such appeal is submitted in

writing to the Superintendent within five days of the written notice of the decision of the Superintendent or designee on the appeal hearing to suspend.

1 of 2

A date for the formal appeals hearing with the Superintendent and/or designee is set with the principal. The Superintendent and/or designee:

1. notifies the parties;
2. hears the charges and
3. provides clarification.

Within 48 hours the Superintendent and/or designee notifies the student and/or his/her parents/guardians of the decision to uphold the suspension, modify the suspension or rescind the suspension.

Level 2: the student, parent, guardian or custodian may further appeal to the Board and be represented in all such appeal proceedings before the Board. A verbatim record is kept of the hearing (a tape recorder may be used), which may be held in executive session at the request of the Board or the pupil, parent, guardian or custodian.

Formal action to affirm or modify the disciplinary action on the appeal, by a majority vote of the full membership of the Board, is taken in public session. A student remains under suspension during the appeal process and may not participate in any activity or attend any school function unless reinstated by the Superintendent.

Level 3: Under State law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: IGCI, Community Service Learning
JEGA, Permanent Exclusion
JFC, Student Conduct
JFCEA, Gangs
JFCJ, Dangerous Weapons in the Schools
JGE, Student Expulsion

EMERGENCY REMOVAL OF STUDENT

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

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

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

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

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

[Adoption date: August 15, 2003]

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

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

STUDENT EXPULSION

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

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

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

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

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

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

Permanent Exclusion

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

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee within fourteen (14) calendar days after the effective date of the expulsion. They may be represented in all such appeal proceedings and are granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s). The student may be excluded from school during the appeal process.

Appeal to the Court

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

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

Adoption Date: August 15, 2003

Revision Date: October 22, 2007

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

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

STUDENT INSURANCE PROGRAM

The Board may make available for purchase by the students an insurance plan for protection against accidents. The Superintendent annually shall review this program and shall recommend to the Board an insurance carrier who can provide the required coverage at a competitive price. The involvement of the school staff in the administration of the insurance plan shall be kept to a minimum.

[Adoption date: August 15, 2003]

STUDENT HEALTH SERVICES AND REQUIREMENTS

The Board recognizes the responsibility of the schools to help protect the health of students. The services of a nurse or nurses are available to the District. The principal is responsible for the administration of the health program in his/her school.

Of necessity, school health services must be limited to the prevention and detection of health problems, referral of problems through parents to the family physicians or community health agencies and emergency care.

Each school shall have on file for each student an emergency medical authorization form providing information from the parent(s) on how they wish the school to proceed in the event of a health emergency involving the student and authorization for the school in case emergency action must be taken.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.50; 3313.67-3313.73
OAC 3301-35-03(D)

CROSS REFS.: IGBA, Programs for Students with Disabilities
JED, Student Absences and Excuses
JHCB, Inoculations of Students
JHCD, Administering Medicines to Students
JHG, Reporting Child Abuse

PHYSICAL EXAMINATIONS OF STUDENTS

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

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

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.50; 3313.671; 3313.673; 3313.68; 3313.73

CROSS REF.: JHCB, Inoculations of Students

INOCULATIONS OF STUDENTS

Immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella and mumps is required for each student unless the parent(s) file an objection. The Board also requires tuberculosis examinations in compliance with law.

Students eligible for kindergarten and students new to the District must present written evidence of similar immunizations, or written evidence to indicate that they are in the process of receiving such immunizations, to be completed no later than the day of entrance. Students entering the seventh grade must present evidence of an MMR booster. Students failing to complete such immunizations within 14 days after entering are not permitted to return to school.

All kindergarten students are required to receive hepatitis B immunizations.

[Adoption date: August 15, 2003]

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

CROSS REFS.: JEC, School Admission
JEG, Exclusions and Exemptions from School Attendance
JHCA, Physical Examinations of Students

COMMUNICABLE DISEASES

All students with signs or symptoms of diseases suspected as being communicable to others are given immediate attention and sent home if such action is indicated.

Any student suspected or reported to have a communicable disease is examined by a school nurse or public health nurse. Upon the recommendation of the school physician, the student may be excluded from school. Re-admission is dependent upon a decision by a physician, school nurse or public health nurse. In case of doubt, the school physician is consulted.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.67; 3313.68; 3313.71
3319.321
3707.04; 3707.06; 3707.08; 3707.20; 3707.21; 3707.26

CROSS REF.: JEG, Exclusions and Exemptions from School Attendance

HIV/AIDS
(Human Immunodeficiency Virus/
Acquired Immune Deficiency Syndrome)

General Principles

The Board recognizes that the human immunodeficiency virus (HIV) and the condition of acquired immune deficiency syndrome (AIDS), which is caused by the HIV infection, are significant medical, legal, educational and social issues. The Board desires to protect the rights of all students and employees and does not discriminate against students and employees who are HIV-infected. The Board works cooperatively with state and local health organizations in assessing the needs of HIV-infected students or staff and keeping updated on current educational information to be included in the District's educational plan.

Current medical information available indicates that HIV cannot be transmitted from one individual to another by casual contact, i.e., the type of contact that occurs in the school setting, such as shaking hands, sharing an office or a classroom, coughing, sneezing or the use of drinking fountains. Students who are infected with HIV are entitled to all rights, privileges and services accorded to other students. Decisions about any changes in the educational program of an HIV-infected student shall be made on a case-by-case basis, relying on the best available scientific evidence and medical advice.

There shall be no discrimination against employees who are HIV-infected. The District provides equal opportunities for employment, retention and advancement for all staff members. Employees who are unable to perform their duties due to an illness, such as those related to HIV, shall retain eligibility for all benefits that are provided for other employees with long-term diseases or disabling conditions, utilizing the information/rights in any negotiated agreements or Board policies as appropriate. Changes in employment status or location due to HIV complications are made on a case-by-case basis.

Evaluating Students and Staff Who Are Infected with HIV

The Superintendent is the designee regarding all HIV incidences. When an individual is found to be infected with HIV, a physician shall attempt to ascertain, in consultation with the infected individual, whether he/she has a secondary infection such as tuberculosis that constitutes a recognized risk of transmission in the school setting. This is a medical question that can only be determined by the infected person's physician. The Superintendent shall also attempt to determine ways that the District may help anticipate and meet the needs of the student or staff member infected with HIV.

If there is no secondary infection that constitutes a medically recognized risk of transmission in the school setting, the Superintendent shall not alter the education program or job assignment of

the infected person. The Superintendent shall periodically review the case with the infected person (and the parent(s) of the student) and with the medical advisors described above.

File: JHCCA (Also GBEA)

If there is a secondary infection that constitutes a medically recognized risk of transmission in the school setting, the Superintendent shall consult with the physician, public health official and the infected person (and the parent(s) of the student). If necessary, they will develop an individually tailored plan for the student or staff member. Additional persons may be consulted, if this is essential for gaining additional information, with the consent of the infected staff member or the student's parent(s). The Superintendent should consult with the school attorney to make sure that any official action is consistent with State and Federal laws. When the Superintendent makes a decision about the case, there shall be a fair and confidential process for appealing the decision.

If an individually tailored plan is necessary, it shall have a minimal impact on either education or employment. It must be medically, legally, educationally and ethically sound. The Superintendent periodically reviews individual cases and oversees implementation of the plan in accordance with local, State and Federal laws.

Confidentiality

Information regarding a student or staff member infected with HIV is classified, by law, as confidential. Those individuals who have access to the proceedings, discussions or documents must treat such information as confidential. Only with the written consent of the staff member or the student's parent(s) shall other school personnel, individuals and agencies be informed of the situation/condition. All information pertaining to the case shall be kept by the Superintendent in a locked file; access to this file is granted only to those people who have the written consent of the infected staff member or the infected student's parent(s).

HIV Education Program

The Board directs the administration to develop a program for educating persons regarding HIV. The program should provide a plan for making information about HIV available to students as a part of the health curriculum. HIV education should be developmentally appropriate to the grade level.

The Board directs the administration to develop an educational plan to inform employees about HIV-related issues and safety. In developing such programs, it is expected that information from sources such as the National Centers for Disease Control, the Ohio Department of Health and the Ohio Department of Education is utilized.

The educational program should ensure that, at a minimum, students and staff are informed in a consistent manner about:

1. the nature of HIV infection, including how it is and is not transmitted according to current scientific evidence;

2. District guidelines related to students and employees with diseases such as HIV infection;
3. resources within the District and the surrounding community for obtaining additional information or assistance and
4. procedures to prevent the spread of all communicable diseases at school.

[Adoption date: August 15, 2003]

LEGAL REFS.: Family and Medical Leave Act; 29 USC 2611 et seq.
ORC 3313.67; 3313.68; 3313.71
3319.13; 3319.141; 3319.321
3701.13; 3701.14
3707.06; 3707.08; 3707.20; 3707.21; 3707.26
3709.20; 3709.21
OAC 3301-35-02

CROSS REFS.: AC, Nondiscrimination
ACB, Nondiscrimination on the Basis of Disability
EBBC, Bloodborne Pathogens
GBA, Equal Opportunity Employment
GBE, Staff Health and Safety
GBL, Personnel Records
JB, Equal Educational Opportunities
JO, Student Records
Staff and Student Handbooks

ADMINISTERING MEDICINES TO STUDENTS

WHEREAS, Section 3313.713 of the Revised Code required boards of education of each school district to adopt a policy for the administration of medication prescribed by physicians to students.

NOW, THEREFORE, BE IT RESOLVED that the following policy be followed for the administration of medication prescribed by physicians to students:

1. No employee of the Board shall be required to administer any of the following medications:
 - A. any medication given by injection other than those required by Federal law and/or
 - B. any medication that is not approved by the FDA (Federal Drug Administration).
2. Only those employees designated by the Board may administer physician-prescribed medication to students.
3. The following people or positions are responsible for receiving requests from parents and statements by physicians for the administration of medication to students:
 - A. principal of the building in which the child is registered
 - B. school nurse
4. The following people or positions are to be responsible for administering medication to students in accordance with this policy:
 - A. school nurse
 - B. principal
 - C. building secretary
 - D. designated staff member
5. The forms attached hereto and entitled Request for Assistance in the Self-Administration of Medication and Record for Assistance in the Self-Administration of Medication forms shall be utilized in the implementation of this medication policy.

6. Each child to whom medication is dispensed must have on file with the building principal a completed Request for Assistance in the Self-Administration of Medication form before a medication will be administered to that student.

File: JHCD

7. The person administering the medications must be provided with a copy of said form(s) no later than the next school day after the form(s) is received by the proper Board administrator.

8. The medication to be administered to the student must be delivered by the parent/guardian in the container in which it was dispensed by the prescribing physician or a licensed pharmacist when given to the Board employee authorized to administer the medication.

9. Students who use inhalers or Epi-pens may carry these medications on their person only after a Medication form is on file and signed by the physician and the parent/guardian stating permission to carry on person. Students are not allowed to carry any other medication with them or store them in their lockers.

10. The building principal in each school building shall establish a location in his/her building for the storage of medication. The location selected shall permit the medication to be locked in the storage area. The only exception to the requirement of locking the medication in a secure area is that medication required to be refrigerated must be kept in a refrigerator in a place not commonly used by students.

11. Each time medication is administered to a student, a written record of that fact shall be maintained by the employee administering the medication on the form designated Record for Assistance in the Self-Administration of Medication.

12. No employee shall be required to administer a medication to a student if the employee objects to administering the medication because of religious conviction.

13. 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 medication 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. This policy adopted by the Franklin City Schools Board of Education does not apply to or otherwise regulate conduction of such dental disease prevention programs sponsored by the Ohio Department of Health.

[Adoption date: August 15, 2003]
(Revision date: March 26, 2007)

LEGAL REFS.: ORC 2305.23; 2305.231
3313.712; 3313.713
OAC 3301-35-03

CROSS REFS.: EBBA, First Aid

Franklin City School District, Franklin, Ohio

JFCH, Alcohol Use by Students
JFCI, Student Drug Abuse

ADMINISTERING MEDICINES TO STUDENTS

Students needing medication are encouraged to receive the medication at home, if possible.

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care or charge of the student, that the drug be administered to the student.
2. Each person designated to administer medication receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:
 - A. the name and address of the student;
 - B. the school and class in which the student is enrolled;
 - C. the name of the drug and the dosage to be administered;
 - D. the times or intervals at which each dosage of the drug is to be administered;
 - E. the date on which the administration of the drug is to begin;
 - F. the date on which the administration of the drug is to cease;
 - G. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency and
 - H. special instructions for administration of the drug, including sterile conditions and storage.
3. The parent(s) agree to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe medication as described above changes.
4. The person authorized to administer the drug receives a copy of the statement described above.
5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional.

The person designated by the Board establishes a location in each school building for the storage of drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs which require refrigeration may be kept in a refrigerator in a place not commonly used by students.

No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him/her prior to administering the drug is liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes "gross negligence or wanton or reckless misconduct."

A person employed by the Board is not required to administer a prescribed drug to a student unless a Board regulation establishes a requirement; furthermore, the Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Board policy and regulations regarding dispensation of medication must be formally adopted by the Board and may be changed, modified or revised only by action of the Board.

Inhalers

In order for a student to possess and use an inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

The physician's written approval must specify the minimum following information:

1. the student's name and address;
2. the name of the medication contained in the inhaler;
3. the date the administration of the medication is to begin;
4. the date, if known, that the administration of the medication is to cease;
5. written instructions which outline the procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack;
6. any severe adverse reactions that may occur to the student using the inhaler that should be reported to the physician;
7. any severe reactions that may occur to another student for whom the inhaler is not prescribed, should he/she receive a dose of the medication;

8. at least one emergency telephone number for contacting the physician;
File: JHCD-R
9. at least one emergency telephone number for contacting the parent, guardian or other person having care or charge of the student in an emergency and
10. any other special instructions from the physician.

In no circumstances will the District, any member of the Board or any Board employee be liable for injury, death or loss of person or property when a District employee prohibits a student from using an inhaler because the employee believes in good faith that the required written approvals have not been received by the principal. Additionally, liability cannot accrue because the employee permits the use of an inhaler when the employee believes in good faith that the written approval(s) have been received by the appropriate authority.

(Approval date: August 15, 2003)

Student's Name: _____ School: _____ Grade: _____

REQUEST FOR ASSISTANCE IN THE SELF-ADMINISTRATION OF MEDICATION

Some students are able to attend school only through the effective use of medication. If possible, all medication should be given under the supervision of the parent/guardian outside of school hours. When this is not possible, school personnel may give medication when complete documentation of all information, as requested from the physician and parent/guardian, is received. The medication must be delivered to the school, by the parent/guardian, in the original labeled container in which it was dispensed. The container needs to have a pharmacist's label with the following information: student's name, physician's name, pharmacy's name and telephone number, name of medication, dosage and frequency and special handling and storage instructions.

Information from Prescribing Physician	
Student's name:	Date of birth:
Address:	Allergies
Home telephone:	
The following medication needs to be administered during the school hours and is being prescribed for that time. I understand that unlicensed school personnel will be assisting the child with the self-administration of this medication.	
Name of the medication:	
Dosage, route and time or intervals for administration:	
If p.r.n., conditions indicating need:	
If allowed to carry inhaler, document training, PFM use and conditions. (Other special instructions, storage of the medication):	
Possible adverse reactions to report to the physician:	
Date to begin administration:	
Date to cease administration:	
Print physician's name, address and telephone	Physician signature
I request that the medication prescribed by the physician be administered to the student. I agree to submit in writing a revised physician's statement in the event that any of the required information should change. I give permission for the school nurse to contact the physician regarding the administration of this medication in the school setting. I agree to deliver the needed medication to the school in the proper container. I agree to pick up the medication within three days of termination of administration or the end of the school year, or the medication will be disposed of by school staff. I agree to release the Board of Education of the Franklin City School District and their designated representative from any liability concerning the giving or non-giving of the medication to my child.	
Parent/Guardian Name _____	Daytime Phone _____
Signature _____	Date _____
For school use only:	Request Accepted _____ Request Denied _____
Reason for Denial:	
Signature of School Nurse _____	Date _____

RECORD FOR ASSISTANCE IN THE SELF-ADMINISTRATION OF MEDICATION

Name of student: _____

Medication: _____

Date administration is to begin: _____

Date administration is to end: _____

Prescribing Physician's Name and Telephone Numbers:

Name: _____

Telephone number: _____

Fax number: _____

Possible adverse reactions: _____

Administration of Medication Log								
<u>Date</u>	<u>Time</u>	<u>Dosage</u>	<u>Initial</u>		<u>Date</u>	<u>Time</u>	<u>Dosage</u>	<u>Initial</u>

Signatures	Initial	Title	Date

STUDENT SAFETY

The objectives of safety instruction in the District include:

1. learning how to practice safety and prevent accidents;
2. learning how to safely use and properly care for tools and equipment so as to reduce the potential for accidents;
3. developing habits of good housekeeping, proper storage and handling of materials, and sanitation;
4. becoming familiar with personal protection devices and the proper clothing to be worn for safety purposes and
5. learning how to cooperate with others in the promotion and operation of a safety program in the schools and on school vehicles.

Instruction in courses in industrial technology, science, family consumer science, art, physical education, health and safety includes and emphasizes safety and accident prevention.

Safety instruction precedes the use of materials and equipment by students in the courses listed above, and instructors teach and enforce all safety rules established for the particular courses. These include the wearing of personal protective devices in appropriate situations.

Staff members instruct students not to accept gifts or automobile rides from strangers. Students are also instructed to tell staff members, parents, police or school safety patrols of any suspicious strangers in or around school property.

The Board provides instruction in personal safety and assault prevention in grades kindergarten through 6. Upon the written request of a parent, a student shall be excused from such instruction.

In an attempt to further ensure student safety, staff members:

1. shall not send students on errands that would require the student to leave school property and/or drive a vehicle;
2. shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance;

3. shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background and
4. shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.

Buildings are inspected annually to detect and remedy health and safety hazards. Staff members shall immediately report to the building administrator any accident or safety hazard he/she detects. The Superintendent is authorized and directed to develop appropriate means for the implementation of this policy.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.60; 3313.643; 3313.96
3705.05
3737.73
4107.31
OAC 3301-35-03

CROSS REFS.: AFI, Evaluation of Educational Resources
EB, Safety Program
EBD, Crisis Management
JEE, Student Attendance Accounting (Missing and Absent Children)
JHG, Reporting of Child Abuse
JHH, Notification About Sex Offenders

File: JHG

REPORTING CHILD ABUSE

All employees of the District who know or suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered or is suffering any type of abuse or neglect are required to immediately report such information to the public children services agency or the local law enforcement agency.

To ensure prompt reports, procedures for reporting are made known to the school staff. A person who participates in making such reports is immune from any civil or criminal liability, provided the report is made in good faith.

The Board directs the Superintendent/designee to develop a program of in-service training in child abuse prevention for all school nurses, teachers, counselors, psychologists and administrators. This program is developed in consultation with public or private agencies or persons involved in child abuse prevention or intervention programs.

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

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

Adoption date: August 15, 2003

Revision date: January 28, 2008

LEGAL REFS.: ORC 2151.011; 2151.421
3313.662
3319.073

THIS IS A REQUIRED POLICY

NOTIFICATION ABOUT SEX OFFENDERS

Megan's Law requires certain sexual predators and sex offenders to register with the sheriff in the county of their residence. In some circumstances the sheriff notifies the Superintendent that a sexual predator or habitual sex offender has moved into the area.

If the Superintendent receives information from the sheriff concerning a sexual predator or habitual sex offender subject to community notification, the Superintendent disseminates the information regarding the sexual predator or habitual sex offender to employees whose duties include supervision of or responsibility for students. Employees who receive the information are instructed to promptly notify the Superintendent if the sexual predator or habitual sex offender is observed in the vicinity of the school. The Superintendent notifies the local law enforcement agency if, in the judgment of the Superintendent, the presence of the sexual predator or habitual sex offender appears to be without a legitimate purpose or otherwise creates concern for the safety of the students. The law enforcement agency evaluates the situation and takes whatever action it deems appropriate. The law enforcement agency informs the Superintendent of any action taken and may provide advice regarding any additional action which the Superintendent should consider taking.

If the Superintendent receives information from the sheriff concerning a sexual predator or habitual sex offender subject to community notification, the Superintendent may inform parents, guardians and adult students that he/she has received notice that a sexual predator or habitual sex offender is residing within the District and that certain information concerning the offender is public record and is open to inspection at the office of the sheriff with whom the offender has registered.

If the Superintendent receives information from the sheriff concerning a sexual predator or habitual sex offender subject to community notification, he/she shall not release any other information and shall direct any inquiries to the office of the sheriff with whom the offender has registered.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC Chapter 2950, Section 149.93
OAC Chapter 109:5-2

CROSS REF.: GBQ, Criminal Record Check

STUDENT AWARDS AND SCHOLARSHIPS

The Board values excellence and wishes to encourage students to do their best in all endeavors. The Board directs the Superintendent to maintain a set of criteria and procedures for presenting letters or other suitable awards to students for academic accomplishment, as well as for distinguished service to the District through community service and/or cocurricular and extracurricular participation. Examples include, but are not limited to, the following:

1. academic excellence
2. community service (includes service to the school)
3. perfect attendance
4. cocurricular participation (band, choir, etc.)
5. extracurricular participation (athletics, intramural activities, other groups or clubs, etc.)

Each school may submit to the Superintendent recommendations for special recognition of any student or group of students who demonstrate accomplishments that benefit the District or the community.

Any person or organization desiring to give a gift, or make a grant or bequest, for special recognition of any student or group of students must contact the Superintendent, who submits the request to the Board.

Donations may be offered to the District in order to provide scholarship awards to students, provided the conditions of acceptance do not remove any portion of the control of the District from the Board.

Academic Letters

Academic letters are awarded to eligible students at the end of their 3rd nine weeks for freshman, 7th nine weeks for sophomores, 11th nine weeks for juniors and 15th nine weeks for seniors.

Academic letters are awarded to students with top grades for the purpose of public recognition. The letters are of similar size and color of those for athletics.

Eligibility for the letters is determined by students' cumulative grade point average. On a 4.0 scale, seniors must have a 3.5; juniors a 3.5; sophomores a 3.75 and freshmen a 4.0.

Academic letters pertain to all Franklin High School students (be it home-based or vocational) who qualify.

1 of 2

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 9.20
3313.20; 3313.36

CROSS REFS.: JO, Student Records
KH, Public Gifts to the Schools

EMPLOYMENT OF STUDENTS

Students' school responsibilities are to take precedence over nonschool-related jobs. If students need to work while attending school, they are cautioned against assuming work commitments which interfere with their studies and achievement in school. Opportunities for employment are provided through work-experience programs and as noted below.

Work Permits

In compliance with law, the Superintendent is responsible for processing requests for and issuing work permits as necessary. Employment must meet all legal requirements pertaining to jobs suitable for minors.

In-School Employment

Part-time and summer jobs may be open to students commensurate with their abilities and the needs of the school for student help. The Board also authorizes the District to provide cooperative work-experience programs.

The Board approves appointments and establishes pay rates. These rates comply with requirements of the minimum wage law.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.56; 3313.93
3321.08-3321.11
3331.01-3331.15
Chapter 4109
4111.02
48 USC 1324a et seq.

CROSS REF.: JEG, Exclusions and Exemptions from School Attendance

STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with individual students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make deprecatory comments to students regarding the school and/or its staff.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.

File: JM (Also GBH)

10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

[Adoption date: August 15, 2003]

CROSS REFS.: GBCA, Staff Conflict of Interest
GBCB, Staff Conduct
GBI, Staff Gifts and Solicitations
JHG, Reporting Child Abuse
JO, Student Records
KBA, Public's Right to Know

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

STUDENT FEES, FINES AND CHARGES

Materials Fees

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

If the District receives Disadvantaged Pupil Impact Aid funds, it cannot charge a student recipient of Aid to Dependent Children or Disability Assistance a fee for any materials needed to participate fully in a course of instruction. This provision does not apply to extracurricular activities and student enrichment programs that are not a course of instruction.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred.

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

All fines collected are sent to the Treasurer for deposit in the general fund of the Board.

Collection of Student Fees and Fines

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

Transcripts are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

The criteria utilized for the determination of financial need is based on the completed application and proof of receipt of ADC/DA under State law.

Collection Process

1. The principal will advise parents of fees due at the beginning of the school year.
2. The first week of October, the principal will send a letter from the Treasurer and an invoice to parents of students with outstanding fees and fines.
3. A payment schedule may be arranged at the building level with full payment to be received by June 15.

Adoption date: August 15, 2003
Revision Date: September 25, 2006

LEGAL REFS.: ORC 3313.642
3329.06

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

APPLICATION FOR WAIVER OF STUDENT INSTRUCTIONAL MATERIALS FEES

Under State law in school districts which receive Disadvantaged Pupil Impact Aid (DPIA) funds, students who receive Aid to Dependent Children or Disability Assistance are eligible for a waiver of instructional fees. This does not apply to any fees that may be charged for extracurricular activities, fines, school pictures, parking fees or lunch charges. Please complete this application if your child is eligible for a waiver of fees.

Student Name Parent or Legal Guardian Name

Address City State Zip Code

School Attending Grade

**Please attach documentation that shows that your child is currently receiving ADC/DA.
You may need to contact your case worker for this information.
Applications WILL NOT be approved without this documentation.**

RETURN THIS APPLICATION TO YOUR CHILD'S SCHOOL

My signature certifies that the above information is true and correct and that I understand that school officials may verify the information on the application.

Signature (Parent or Legal Guardian) Date

For Office Use Only

Application Approved, Waiver Granted _____
Application Rejected, Waiver Not Granted _____

STUDENT RECORDS

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

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

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

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

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

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

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;

3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act (FERPA) and

File: JO

4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. *(See administrative regulations.)

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

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

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

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

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

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district or to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.).

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

[Adoption date: August 15, 2003]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Family Educational Rights and Privacy Act; 20 USC Section 1232g
Health Insurance Portability and Accountability Act; 29 USC 1181 et seq.
ORC 149.41; 149.43
1347.01 et seq.
3317.031
3319.32; 3319.321; 3319.33
3321.12; 3321.13
3331.13
OAC 3301-35-04; 3301-35-07

CROSS REFS.: AFI, Evaluation of Educational Resources
KBA, Public's Right to Know

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
(Model Notice for Directory Information)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Franklin City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Franklin City Schools may disclose appropriately designated "director information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records as appropriate in certain school publications. A few examples include:

1. school newspaper articles highlighting school activities;
2. a playbill showing your student's role in a drama production;
3. the annual yearbook;
4. honor roll or other recognition lists;
5. graduation programs;
6. sports activity sheets, such as for wrestling, showing weight and height of team members;
7. District-developed web pages and
8. school videos shown on public access television (Channel 18).

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two Federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, address and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District by signing and returning the bottom portion of this form to your child's school. The District has designated the following

information as directory information: [Note: according to law a school district may, but does not have to, include all the information listed below:]

File: JO-E

1. student's name
2. address
3. telephone listing
4. electronic mail address
5. photograph
6. date and place of birth
7. major field of study
8. dates of attendance
9. grade level
10. participation in officially recognized activities and sports
11. weight and height of members of athletic teams
12. degrees, honors and awards received
13. the most recent educational agency or institution attended

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill and 10 U.S.C. 503 as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provided funding for the Nation's armed forces.

As parent/guardian of a Franklin City School District student, I do not wish to have any directory information and photographs published or released to organizations, companies, etc. of my child as indicated by my signature below.

Parent/Guardian Signature

Student's name

Date

(Return to your student's school by September 1)

Franklin City School District, Franklin, Ohio

cc: Tech Dept.
Superintendent's office

STUDENT SURVEYS

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. Boards that receive funds under any applicable program must provide reasonable notice to parents at least annually at the beginning of the school year that their children may be involved in Board-approved third party surveys. The school must also give the parents the opportunity to opt their child out of the activity. A student shall not be required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family, "potentially embarrassing to the student or family";
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the students or student's parent, or
8. income (other than that required by law to determine eligibility for participation in a program and/or for receiving financial assistance under such program).

Annually, the Board must provide reasonable notice to parents that their child may be involved in Board-approved third party surveys. The school must also give the parents the opportunity to opt their child out of the activity.

Parents have a right to inspect a survey created by a third party before that survey is administered by the school to students. Parents are notified by the school when a survey is to be administered and will have at least two weeks to review the materials. Parents do have the right to opt their child out of the survey.

In order to protect student privacy rights when a school survey is to be administered that contains one of the prohibited eight items identified in this policy, parents have the right to inspect the

survey. If parents do not want their child to be a participant in the survey, they must notify the school.

The collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose, is prohibited. This does not include personal information collected for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions such as:

1. postsecondary institutions or military recruiters;
2. book clubs, magazines and programs providing access to low-cost literary products;
3. curriculum and instructional materials used by K-12 schools;
4. tests and assessments used by grades K-12 to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students, or to generate other statistically useful data for the purpose of securing these tests and assessments, and the subsequent analysis and public release of the aggregate data from these tests and assessments;
5. the sale by students of products or services to raise funds for school or education-related activities or
6. student recognition program.

For specific events, the school must notify the parents annually of the projected or approximate dates of the following activities:

1. the collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose;
2. the administration of a survey containing any of the eight items identified in this policy and
3. annually, the District will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

[Adoption date: August 15, 2003]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
USA Patriot Act, Sec. 507, P.L. 107-56
Family Educational Rights and Privacy Act; 20 USC Sec. 1232g
ORC 149.41; 149.43
1347.01 et seq.

3317.031
3319.32; 3319.321; 3319.33
3321.12; 3321.13
3331.13
OAC 3301-35-04; 3301-35-07

2 of 2