

## NONDISCRIMINATION

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

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

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

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

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

[Adoption date: August 24, 1987; Revised: June 30, 2004]

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000d et seq.

Civil Rights Act, (Amended 1972), Title VII; 42 USC 2000e et seq. Education Amendments of 1972, Title IX; 20 USC 1681

Executive Order 11246, as amended by Executive Order 11375 Equal Pay Act; 29 USC 206

Rehabilitation Act; 29 USC 794

Individuals With Disabilities Education Act; 20 USC 1401 et seq. Age Discrimination in Employment Act; 29 USC 623

Immigration Reform and Control Act; 42 USC 1324a et seq. Americans With Disabilities Act; 42 USC 12112 et seq.

Ohio Const. Art. I, § 2

ORC 3323.01

Chapter 4112

~~OAC 3301-35-02(A)(1); 3301-35-03(A)~~ **OAC 3301-35-02; 3301-35-03**

CROSS REFS.: ACA, Nondiscrimination on the Basis of Sex

ACB, Nondiscrimination on the Basis of Disability  
GBA, Equal Opportunity Employment

GBO, Verification of Employment

Eligibility IGAB, Human Relations

Education

JB, Equal Educational Opportunities

## NONDISCRIMINATION ON THE BASIS OF RACE

The Board believes that public schools operate most effectively when void of any discrimination concerning race. Therefore, the Board states both its intention to ensure compliance with all anti-discrimination laws regarding race and its intention to not discriminate towards students, employees or community members on such basis.

In an effort to further this ideal, the Superintendent is instructed to develop and monitor an ongoing plan to implement and achieve the objectives of this policy.

[Adoption date: August 24, 1987; Revised: June 30, 2004]

LEGAL REFS.: Title VI, Civil Rights Act of 1964 ***42 USC 2000d et seq.***

Title VII, Civil Rights Act of 1964, as amended by the Equal  
Employment Opportunity Act of 1972, ***42 usc 2000e et seq.***  
Executive Pay Act, as amended by the Education Amendments of 1972  
Title IX, Education Amendments of  
1972 Constitution of Ohio, I-2  
~~ORC 3313.486~~  
ORC Chapter 4112  
State Board of Education Minimum Standards 3301-35-02(A-1)

## DEVELOPMENT OF PHILOSOPHY OF EDUCATION

The Board's philosophy of education gives direction to the educational program and daily operations of the District. **The philosophy allows for the flexibility necessary in an ever-changing society. Furthermore, the philosophy provides general criteria by which to assess the District's program and operations.**

Periodically, the policy committee of the Board and the Superintendent evaluate the philosophy of education. Suggestions from both staff and community are considered.

The committee revises or confirms the existing philosophy or writes a new statement of philosophy. The committee presents its recommendation regarding a philosophy of education to the Board for adoption or re-adoption.

All building and course of study philosophies reflect and extend the Board's philosophy. The Superintendent disseminates the Board's philosophy of education to all staff members and directs that it be published in all handbooks.

[Adoption date: August 24, 1987; Revised: June 30, 2004]

LEGAL REFS.: OAC 3301-35-02; 3301-35-03; **3301-35-04**; **3301-35-05**

CROSS REFS.:       ADA, Educational Philosophy  
                      BF, Board Policy Development and Adoption  
                      BFG, Policy Review and Evaluation

## SPECIAL INFORMATION

The Board or an individual Board member may from time to time need additional research before completing a policy, or information about school operation and problems. To gather the information the Board may ask the Superintendent or his/her designee to report findings and make recommendations.

**The following guidelines may apply:**

1. **Individual Board members requesting information or special reports should make the request to the Superintendent who presents the request to the board for consideration.**
2. **The Board votes on the action to be taken.**
3. **The Superintendent appoints an individual to perform the task.**
4. **The information is distributed at a regular Board meeting to the entire Board.**

[Adoption date: May 11, 1994; Revised: June 3, 1996] Reviewed: June 30, 2004

## SCHOOL BOARD MEETINGS

The Board transacts all business at official meetings of the Board. These may be either regular or special meetings. At the organizational meeting, the Board shall fix the time for holding its regular meetings. Regular meetings shall be held at least once every two months. ~~Special meetings are meetings called between the regularly scheduled meetings to consider specific topics.~~ **There may be either regular or special meetings defined as follows:**

1. **Regular meeting- the usual official legal action meeting held regularly.**
2. **Special meeting- an official legal action meeting called between the scheduled regular meetings to consider specific topics.**

All regular and special meetings of the Board are open to the public, school personnel and members of the news media. All Board meetings are publicized and conducted in compliance with the Sunshine Law. No action may be taken in executive session.

### Rules of Order

The Board shall observe Roberts Rules of Order Revised except as otherwise provided by these rules and regulations or by statute.

[Adoption date: August 24, 1987; Revised: June 30, 2004]

LEGAL REFS.: ORC 121.22; 3313.15; 3313.16

CROSS REFS.: BCE, Board Committees  
BDC, Executive  
Sessions  
BDDA, Notification of Meetings

## EXECUTIVE SESSIONS

Educational matters should be discussed and decisions made at public meetings of the Board (in accordance with the rationale for the creation of public governing bodies). Some matters are more properly discussed by the Board in executive session. As permitted by law, such matters may involve:

1. the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee, official or student or the investigation of charges or complaints against such individual, unless an employee, official or student requests a public hearing; (The Board will not hold an executive session for the discipline of one of its members for conduct related to the performance of his/her official duties or for his/her removal from office.)
2. the purchase of property for public purposes or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair advantage to a person whose personal, private interest is adverse to the general public interest;
3. specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law;
4. matters required to be kept confidential by Federal law or State statutes;
5. preparing for, conducting or reviewing negotiations with public employees concerning their compensation or other terms and conditions of their employment or
6. in-person conferences with an attorney for the Board concerning disputes involving the Board that are the subject of pending or imminent court action.

Conferences with a member of the Office of the State Auditor or an appointed certified public accountant for the purpose of an audit are not considered meetings subject to the Sunshine Law.

The Board meets in executive session only to discuss legally authorized matters. Executive sessions are held only as part of a regular or special meeting and only after a majority of the "quorum" determines, by a roll-call vote, to hold such a session.

When the Board holds an executive session for any of the reasons stated above, the motion and vote to hold the executive session shall state one or more of the purposes listed under such paragraph for which the executive session is to be held, but need not include the name of any person to be considered in the executive session. The minutes shall reflect the information described above.

In compliance with law, no official action may be taken in executive session. To take final action on any matter discussed, the Board reconvenes into public session.

The Board may invite staff members or others to attend executive sessions at its discretion.

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Board members shall not disclose or use, without appropriate authorization, any information acquired in the course of official duties (which is confidential because of statutory provisions) or which has been clearly designated as confidential because of the status of proceedings or the circumstances under which the information was received.

***There shall be no record keeping or note taking in executive session except where stipulated by State law or where the Superintendent requests and/or Board approves such action.***

[Adoption date: August 24, 1987; Revised: June 30, 2004]

LEGAL REFS.: ORC 102.03 121.22

CROSS REFS.: BD, School Board Meetings

KBA, Public's Right to Know

KLD, Public Complaints About District Personnel

## PRELIMINARY DEVELOPMENT OF POLICIES

Proposals regarding school District policies and operations may originate at any of several sources: a parent, a student, a community resident, an employee, a member of the Board, the Superintendent, a consultant, a civic group.

A careful and orderly process will be used in examining such proposals prior to action upon them by the Board.

Final action on such proposals, whatever their source, will be by the Board in accord with its policy on policy adoption. The Board will take action on most matters on the basis of recommendations presented to the Board by the Superintendent. **The Superintendent will base his/her recommendation upon results of study and upon the judgment of the professional staff and study committees.**

[Adoption date: August 24, 1987]

Reviewed: June 30, 2004

## SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSOPS

In keeping with the need for continuing in-service training and development for its members, the Board encourages the participation of all members at appropriate school Board conferences, workshops, and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. A calendar of school Board conferences, conventions, and workshops will be maintained by the Superintendent;
2. Funds for participation at such meetings will be budgeted for on an annual basis;
3. Upon approval of the Board, reimbursement for their travel expenses will be in accordance with the Board's travel expense policy; and
4. When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

~~Beginning on January 1, 2004~~, Board members may receive compensation for attending Board-approved training programs. A Board member desiring to attend training program should have the Board take action to approve each training program. Compensation amounts are determined by the length of the program. A program of three hours or less may be compensated at a rate of \$60.00. A program of more than three hours maybe compensated at a rate of \$125.00.

[Adoption date: September 28, 1992; Revised January 13, 2003]

LEGAL REFS: ORC 3315.15

CROSS REFS: BHA, New Board Member Orientation  
BHD, Board member Compensation and Expenses DLC, Expense Reimbursements

INCAPACITY OF SUPERINTENDENT

**The Board is obligated to provide the District with sound management in all areas. As a key member of the District, the Superintendent has a major responsibility in managing the operation of the public schools.**

~~As the executive officer of the District, the Superintendent has a major responsibility in managing the operation of the schools.~~

Should the Superintendent become incapacitated, the Board appoints a Superintendent Pro Tempore who shall meet the certificate requirement as established by law. The appointment is made by a majority vote of the Board and only after the conditions relating to incapacity are met in accordance with Ohio law and the Family and Medical Leave Act of 1993.

The Superintendent Pro Tempore performs all the duties and functions of the Superintendent and may be removed at any time by a two-thirds majority vote of the members of the Board or upon return to full-time active service of the Superintendent.

[Adoption date: August 24, 1987; Revised December 13, 2004]

LEGAL REFS.: **Family and Medical Leave Act; 29 USC 2611 et seq.**  
ORC 3319.01; 3319.011; 3319.13; 3319.16

## DUTIES OF TREASURER

The Board of Education believes that the Treasurer of the School District should strive to achieve District goals for students by providing leadership and supervision in the program of fiscal management.

In order to achieve the function of his/her position, the Treasurer shall:

- A. establish and maintain long-range fiscal and building plans and prepare the annual budget based on District resources and needs;
- B. ensure that all District fiscal activities comply with the laws and guidelines of the state, the negotiated agreements and policies of the Board, and the administrative guidelines of the Superintendent;
- C. ensure that proper District personnel levels are maintained in the areas of his/her responsibility;
- D. attain student goals through the efficient management of the District fiscal system as it applies to:
  1. purchasing and supply management
  2. plant construction
  3. plant operation
  4. transportation
  5. food services
  6. insurance
  7. inventory
  8. salaries of certificated and non certificated employees,
- E. analyze the effectiveness of District programs in his/her areas of responsibility and recommend changes in program, staffing, or management strategies as they relate to the fiscal system of the district;
- F. develop personal capabilities in financial strategies and supervisory methods;
- G. increase the efficient use of resources toward the achievement of District goals;
- H. work cooperatively with the Superintendent and the administrative staff towards the achievement of District objectives;
- I. help interpret the budget and the District affairs under his/her supervision to interested members of the school community;
- J. interprets and applies the appropriate salary schedule to each individual employee.

In order to perform the duties required by law, the Treasurer shall:

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## DUTIES OF TREASURER

- A. call special meetings of the Board (R.C. 3313.16);
- B. sign all checks of the Board (R.C. 3313.51);
- C. record the proceedings of each meeting of the board (R.C. 3313.26, ~~3313.262~~);
- D. notify the Board of Elections of all changes in boundaries of the School District (R.C. 3313.261);
- E. deduct from the wages and salaries of employees amounts authorized by the employees and board (~~R.C. 3313.262~~);
- F. produce all money, bonds, and securities in his/her hands at the expiration of his/her term (R.C. 3313.27);
- G. deliver all books and papers in his/her hands to his/her successor at the expiration of his/her term (R.C. 3313.28);
- H. keep an account of all District funds and maintain all records pertaining thereto in the manner described by law. The treasurer will be responsible for the rendering of a treasurer's report and a financial report of all funds to the Board. (R.C. 3313.29)
  - 1. The treasurer's report will be made monthly and will show:
    - a. cash on hand at the beginning of the month
    - b. receipts by source
    - c. disbursements during the month
    - d. cash balance on hand at the end of the month
    - e. reconciliation with bank statements
  - 2. Appropriation Accounts:
    - a. original appropriation
    - b. transfers and adjustments
    - c. revised appropriations
    - d. expenditures to date
    - e. outstanding encumbrances
    - f. unencumbered balance
  - 3. Revenue Accounts:

## DUTIES OF TREASURER

- a. estimated revenues
  - b. amounts received to date of report
  - c. revenues estimated to be received during balance of the fiscal year
- I. render a statement of accounts to the Board and Superintendent in the form prescribed by law and at the times required by law and by the Board (R.C. 3313.29)
- J. ~~file a statement with the county auditor at the time and in the form required by law (3313.30)~~
- K. execute all conveyances of the Board (~~R.C. 3313.30~~) (3313.31)
- L. meet the qualifications specified for the position by law. (~~O.A.C. 3301.5-01~~)

The Treasurer shall be directly responsible to the Board for the performance of his/her assigned duties and responsibilities. He/she shall have direct supervisory responsibility for the activities of all classified staff assigned to him/her, and shall provide advice and guidance to said staff. Observation of his/her performance and preparation of performance reports shall be the responsibility of the Board.

[Adoption date: October 9, 1995]

Reviewed December 13, 2004

LEGAL REFS: O.R.C. 3301.074.

## BUDGET ADOPTION PROCEDURES

If, as a result of the public hearing, it should be determined that certain changes in the budget are necessary, these changes will be made before the budget is adopted. The adoption of a budget by the Board will take place on or before January 15 and will be by roll-call vote.

Following the public hearing and approval of the budget by the Board, the budget will be submitted to the county budget commission for review and approval.

It will be the responsibility of the Treasurer and members of his/her staff, to attend the hearing of the county budget commission to review the budget and answer any pertinent questions. The Superintendent and members of his/her staff may be required to attend when necessary.

The purpose of the annual tax budget is to enable the County Budget Commission to establish tax rates and to serve as a basis for certification of revenue to the District.

[Adoption date: August 24, 1987; Revised: December 13, 2004]

LEGAL REFS.:       ~~ORC 3311.40~~  
                          5705.28

## FUNDING PROPOSALS AND APPLICATIONS

The Board ~~designates~~ **directs** the Superintendent/**designee** to consider whether to apply for any State or Federal grants for which ~~it is~~ **the District is** eligible. The Superintendent/designee evaluates federally funded programs and State grants, including their possible benefits to the students in the District and appraises the Board of the worth of each and makes recommendations accordingly.

The District participates to its limit of eligibility in the use of funds provided by the State of Ohio for the educational benefit of its students.

[Adoption date: August 24, 1987; Revised: December 13, 2004]

**LEGAL REF.: ORC 3313.20**

## REVENUES FROM TAX SOURCES

In an attempt to provide sufficient financial resources, the Board:

1. requests that voters approve adequate local funds for the operation of the District and determines the amount of the individual levies at the time of the initial request, or at the time of a request for renewal or replacement, to yield sufficient revenue for the operating expenses of the District;
2. accepts available State funds to which the District is entitled by law or through regulations of the State Board of Education; and
3. accepts Federal funds which are available, provided that there is a specific need for them and that the required matching funds are available.

[Adoption date: August 24, 1987; Revised: December 13, 2004]

LEGAL REFS.: Ohio Const. Art. XII, § 2  
ORC 3301.07 3311.21 3313.02-3313.91 3317.01-  
3317.11  
3323.09; Chapters 5701; 5705; ~~5727~~  
5747.01; 5748.01-5748.06

## INVESTMENT POLICY

The purpose of the investment policy is to maximize the returns on the Lorain City School District excess cash balances consistent with complete safety of the portfolio's principal value and the liquidity and yield desired.

### OBJECTIVES

- To invest in such a way as to be consistent with the Ohio Revised Code, as well as policies and procedures prescribed by the Auditor of the State of Ohio.
- To safeguard cash and equivalents from loss due to theft and/or credit risk.
- To allow for diversification of investments to avoid incurring unreasonable and avoidable risks regarding specific security types.

### POLICY

1. The Treasurer of the Lorain City School District (hereinafter known as "Treasurer"), shall be bound in any and all investment transactions to those policies, rules and regulations provided by this document.
2. All investment activities shall be undertaken by the Treasurer.
3. The Treasurer shall be responsible for the daily investment activities, including reporting, monitoring, reviewing and complying with the laws established by the Ohio Code and the compliance regulations established by the Auditor of the State of Ohio.
4. The Treasurer shall invest in securities that have maturities of five years or less (except for repurchase agreements).

### CRITERIA

1. **SAFETY** - The safety of the investment portfolio is of greatest concern to the Board of Education, thus regarded as the primary objective of the investment policy. At no time will the safety of the portfolio's principal investment be impaired or jeopardized. Safety is herein defined as the certainty of receiving full par value plus accrued interest, at the security's legal final maturity. The investment section of this policy will identify those securities eligible for purchase into the portfolio.
2. **YIELD** - The Treasurer will consider yields attained by various investments. The primary goal will be to attain maximum yield possible per investment while complying with the policies and procedures established within this policy.
3. **LIQUIDITY** - The Treasurer shall invest in instruments that give some flexibility to its portfolio to avoid unreasonable and avoidable risks. Portfolio liquidity is defined as the ability to sell a security on short notice.

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## INVESTMENT POLICY

### INVESTMENTS

The following investments shall be permitted by this policy, and are those define in Section 135 of the Ohio Revised Code.

1. United States Treasury bills, bonds, notes, or other obligations of or guaranteed by the United States, or those for which the faith of the United States is pledged for the payment of principal and interest thereon;
2. Bonds, notes, debentures, or other obligations of securities issued by any federal government agency, or the export-import bank of Washington;
3. Certificates of deposit in eligible institutions applying for interim money as provided in Section 135.08 of the Ohio Revised Code;
4. Bonds and other obligations of the State of Ohio;
5. The State Treasurer's Asset Reserve pool, STAR Ohio, as provided in Section 135.45 of the Ohio Revised Code;
6. Written repurchase agreements with any eligible Ohio financial institution that is a member of the Federal Reserve System or Federal Home Loan Bank, or any recognized United States government securities dealer. The Treasurer shall not invest in repurchase agreements for a period longer than thirty (30) days and the underlying collateral shall not have a maturity exceeding five (5) years. The repurchase agreement shall be collateralized at 103% of the principal.

The repurchase agreements shall limit the investments to U.S. Direct and Agency Securities as defined by the Ohio Revised Code. The agreement shall contain the requirement that the participating institution shall provide all of the following information:

- a. The face amount of the security;
  - b. The type, rate and maturity date of the security;
  - c. A numerical identifier generally accepted in the security industry that designates the security;
  - d. The repurchase agreement and collateral shall be held by a third party custodian approved by the Treasurer.
7. Any security or investment not listed in this policy, but which may become allowable under the laws of the State of Ohio through amendments to the Uniform Depository Act (Section 135, ORC).

### GUIDELINES

An institution designated by the Board of Education as a public depository shall safe-keep pledged securities on deposit. The Treasurer will four (4) times per year request public depositories to report the amount of public monies deposited by the Treasurer, the total value of the pool of securities pledged to secure public monies held by the depository, including those deposited by the Treasurer, and provide an itemized list of the securities in the pool.

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## INVESTMENT POLICY

If any security purchased under the authority of this section is issued to a designated payee or to the order of the designated payee, the name of the Treasurer and the title of that office shall be designated. If any such securities are registered either as to principal or interest, or both, then such securities shall be registered in the name of the Treasurer as such.

All investments shall be made with a securities brokerage headquartered within the State of Ohio, or a primary dealer of the Federal Reserve. These dealers shall be a member of the National Association of Securities Dealers, Inc., or through an institution regulated by the Superintendent of Banks, Superintendent of Savings and Loans Association, Comptroller of the Currency, Federal Deposit Insurance Corporation, Board of Governors of the Federal Reserve, or Federal Home Loan Bank Board.

Payment for investments shall be made only upon the delivery of security representing such investments to the Treasurer. If the securities transferred are not represented by a certificate, payment shall be made only upon receipt of confirmation of transfer from the custodian by the Treasurer.

The Treasurer shall report to the Board of Education the amount, type and maturity of investments as part of the regular monthly financial report to the Board.

## PRUDENCE

The standard of prudence to be used by the Treasurer in the context of managing the overall portfolio shall be the prudent investor rule, which states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

The Treasurer and/or staff, acting in accordance with this policy and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported as soon as practical and that appropriate action is taken to control adverse developments.

LEGAL REFS.: Inter-governmental Cooperation Act of 1968 (P.L.91577) ORC 135.01 through 135.45 and ORC 3313.51

[Adoption Date: October 9, 1995; Revised June 10, 2002]  
Reviewed: December 13, 2004

## EXPENSE REIMBURSEMENTS

District personnel who incur expenses in carrying out their authorized duties are reimbursed by the District upon submission of a properly filled out and approved voucher and forms with such supporting receipts as required by the Administrative Procedures. Such expenses may be approved and incurred within the limits of budgetary allocations for the specific type of expense.

When official travel by a personally-owned vehicle has been authorized, mileage payment is made at the rate currently approved by the Board and within the limitations of Federal law.

A traveler on official school business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excessive costs, such as those caused by circuitous routes or luxury services or accommodations, are not considered prudent, nor are they accepted for reimbursement.

**The Board prohibits employees and Board members from accepting, soliciting or using the authority or influence of his/her position to secure, for personal travel, a discounted or "frequent flyer" airline ticket or other benefit from an airline if he/she has obtained or earned the ticket on official travel. Any miles earned become the property of the District and must be used for future official travel by District employees or the Board.**

[Adoption date: August 24, 1992; Revised: June 10, 2002; December 13, 2004]

LEGAL REFS.:           ORC 3313.12; 3313.20  
                              3315.15 ;  
                              ORC 2921.42; 2921.43

CROSS REF.: GCL, Professional Staff Development Opportunities

## EMERGENCY PLANS (Crisis Plans)

The safety and well-being of the students and staff are a priority. Although emergencies and disasters cannot be predicted, plans are prepared to minimize the effects of a disaster.

Emergency plans have been prepared for District schools by the administration and shall be used by personnel and students in case of fire, civil emergencies and natural disasters. The regulations shall be posted in each classroom and other areas accessible to students. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur.

### Comprehensive School Safety Plans and Drills

The Board directs the Superintendent/designee to prepare emergency/safety plans for use by staff and students. The plans are posted in each classroom and other areas accessible to students.

The comprehensive safety plan sets a protocol for addressing and responding to serious threats to the safety of the school property, students, staff and volunteers. Each protocol includes procedures deemed appropriate by the Board or governing authority for responding to threats and emergency events including, but not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance and informing parents of affected students.

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

State law determines the type and number of drills the District must conduct in order to adequately prepare staff and students for emergency and disaster situations. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur.

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

The District's comprehensive safety plan must be updated every three years and within 90 days whenever a major modification to an individual school building necessitates changes in that building's plan.

Administrative Rules/Protocols

The Board directs each building principal/designee to develop administrative rules/protocols regarding the topics listed below. The rules/protocols are kept in the central office and produced to board of health sanitarians, upon request, during board of health inspections.

1. A list of dangerous or recalled products, as identified by the State Board of Health.

2. Radon rules or protocols including evidence that the school has been built radon resistant or has been tested for radon within the past five years.

3. An asbestos management plan including evidence of inspection for asbestos within three years, evidence of periodic surveillance within the past six months and a copy of the yearly written notice to the public referencing asbestos inspection and the availability of the asbestos management plan for review.

4. A school-wide safety or crisis management plan, which provides a protocol for responding to any emergency events and a protocol providing for immediate notification to the appropriate fire department and board of health in the event of any spill or release of a hazardous substance on school grounds.

5. Guidance regarding blood borne pathogen risk reduction.

6. Procedures for administering medications to students.

7. A written comprehensive safety plan addressing:

A. safety management accountabilities and strategies;

B. safe work practices;

C. accident analysis procedures;

D. job safety analysis procedures;

E. safety committees and employee involvement strategies;

F. employee safety and health training;

G. treatment of sick or injured workers;

H. safety and health hazard audits;

I. ergonomics;

J. transportation safety;

K. identification and control of physical hazards;

L. substance abuse;

M. school violence prevention and

N. personal protective equipment.

8. A written chemical hygiene plan, which sets forth procedures, equipment, personal protective equipment and work practices that are capable of protecting employees and students from the health hazards of chemicals in the school.

9. Material data sheets for every hazardous chemical used in the school building or on the school grounds for cleaning, maintenance or instruction. (These must be kept where the chemicals are stored in addition to the central office of each building).

10. Protocols on staff and student hand washing.

11. No smoking signs.

12. The District's integrated pest management policy.

13. A flushing protocol if lead pipes or lead-lined storage wells are used.

14. Protocols for using automated external defibrillators (AEDs);  
15. Protocols for responding to in-school crises, including student crime, suicide, death of student or employee, acts of violence (including bomb threats and school intruders), trauma, accidents and/or terrorism.  
16. Protocols for the management of students with life-threatening allergies.

[Adoption date: December 28, 1987; Revised: January 31, 2005]

LEGAL REFS.:       ORC 3737.73; 3737.99  
                          OAC 1301-7-7-07  
                          ~~3301-35-03(D)(4-7)~~  
                          ORC 149.433  
                          2305.235  
                          2923.11  
                          3301.56  
                          3313.20; 3313.536; 3313.717  
                          3314.03; 3314.16  
                          3701.85  
                          OAC 3301-35-06  
                          3701-54-09

CROSS REFS.:       EBD, Crisis Management  
ECA, Buildings and Grounds Security Emergency/Crisis Plans Handbook

## EMERGENCY CLOSINGS

The Superintendent may close the schools, dismiss students early or delay the opening of schools in the event of hazardous weather or other emergencies which threaten the safety or health of students or staff members. In the event of hazardous weather, the superintendent takes such action only after consultation with transportation and weather authorities.

In the event that the Superintendent or his/her designee shortens the school day by not more than two hours due to hazardous weather or other emergencies which threaten the safety or health of students or staff members either at the beginning or the end of the given school day, that day will not be designated a calamity day.

Parents, students and staff members are informed early in each school year of the method of notification in the event of emergency closings or early dismissals.

Prior to September 1 of each year, the Board adopts a resolution specifying a contingency plan under which the students make up days the schools were closed because of calamity days. These make-up days are beyond the five calamity days provided for by law.

***The District may make up excess calamity days by increasing the length of one or more school days in increments of one-half hour.***

The contingency plan cannot in any way conflict with district collective bargaining agreements.

[Adoption date: October 28, 2002]

Reviewed January 31, 2005

LEGAL REFS.:ORC 3313.48; 3313.482; 3313.483 3317.01; 3737.73  
OAC 3301-35-06

Teachers' Negotiated Agreement Support Staff Negotiated Agreement

## BUILDINGS AND GROUNDS SECURITY

The Lorain Board of Education is committed to safe and secure learning environments in support of the district's mission and vision. To that end, the Board of Education recognizes that the buildings and grounds of the school district constitute one of the greatest investments of the school district. It is in the best interest of the district to protect such investments.

Security includes maintenance of a secure (locked) building, protection from fire hazards, repair and or replacement of faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires and encourages close cooperation with local police and fire departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours will be limited to only those personnel whose work requires such access. An adequate key control system will be established that limits access to buildings only to authorized personnel.

### Access to Buildings

At no time is a nonscheduled building staff member permitted to enter or be in a school building without a district administrator or custodian present. Staff members planning to be in a building without a District administrator or custodian present, other than for a scheduled event, must secure permission ahead of time from the District Administrator.

Students will not be permitted to enter buildings before the time established by the building administrator. All building visitors must report to the main office and follow the established sign in procedure prior to visiting classrooms, teachers, etc.

Notification that the buildings and grounds are monitored by video cameras and or security monitors will be placed on the doors into the building.  
Funds and valuable records will be kept in a safe place and under lock and key during the day. Funds are not to be kept in the building overnight.

### Surveillance Equipment

**The Board recognizes the District's responsibility to maintain order and discipline on school property and in school vehicles. Recognizing the value of electronic surveillance systems in monitoring activity, the Board directs the administration to develop regulations to implement the surveillance program. The regulations must be in compliance with law to protect the privacy rights of students and staff.**

**1. Cameras : Surveillance cameras may be used both inside and outside of buildings to assist in the security of students, staff and property.**

**2. Metal Detectors: The administration is authorized to use stationary or mobile metal detectors at its discretion. The Board directs the administration to develop regulations for the use of detectors.**

**Any search of a student's person as a result of activation of the detector is conducted in private.**

BUILDINGS AND GROUNDS SECURITY

[Adoption date: December 28, 1987; Revised: January 31, 2005]

LEGAL REF.: ORC 3313.20 ;ORC 149.41; 149.43; 1347.01 et seq.

*The Elementary and Secondary Education Act; 20 USC 1221 et seq.; Family Educational Rights and Privacy Act; 20 USC Section 1232g; U.S. Const. Amend. IV*

CROSS REF.: EBC, Emergency plans (Crisis Plans)

## VANDALISM

Parents and students are made aware of the legal consequences of vandalism. Students, employees and citizens of the District are urged to report any incidents of vandalism to owned and leased District property belonging to the District together with the name(s) of the person(s) believed to be responsible. The Board may offer a reward for information leading to the arrest and conviction of any person who steals or damages Board property. The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. The Superintendent is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

Any student found guilty of any form of vandalism or defacement of school property may be subject to suspension or expulsion.

Parents are liable up to the amount provided by law for the willful destruction of property by a minor in their custody or control. If parents are found liable for monetary damages and are unable to make restitution, the Board may allow the parents to perform community service for the District instead of repayment of the damages.

***Money collected for damaged property is to be given to the Treasurer and a receipt is given to the parent/guardian for record of payment.***

Adoption date: December 28, 1987; Revised: January 31, 2005]

LEGAL REFS.: ORC 2909.05;3109.09;3737.73;3737.99

CROSS REFS.: JG, Student Discipline

JGA, Corporal Punishment

JGD, Student Suspension

JGDA, Emergency Removal of Student JGE, Student Expulsion

## SCHOOL BUS SAFETY PROGRAM

The primary consideration in all matters pertaining to transportation is the safety and welfare of student riders. Safety precautions shall include the following.

1. The transportation program meets all State requirements regarding the approval of bus drivers, standards for buses and safe speeds.
2. Special limits are set for students if terrain, age of student, traffic, lack of sidewalk or student's health has a bearing on the student's safety.
3. Bus stops are limited, where feasible, so that students from several homes can meet safely at a central point for group pickup.
4. Emergency evacuation drills are conducted regularly throughout the school year to thoroughly acquaint student riders with procedures in emergency conditions.
5. All vehicles used to transport students are maintained in such condition as to provide safe and efficient transportation service with a minimum of delay and disruption of service due to mechanical or equipment failure.
6. Students in the primary grades are given instruction on school bus safety and behavior within the first two weeks of the school year.
7. **Drivers of Board owned, leased, contracted or operated vehicles other than school buses have met state training qualifications and the vehicles have been equipped for safety and signage according to State law.**

[Adoption date: December 28, 1987; Revised: January 31, 2005]

LEGAL REFS.: ORC 3327.09; 3327.10  
4511.75; 4511.76; 4511.761; 4511.762-  
4511.78 OAC 3301-87-01

CROSS REF.: EB, Safety Program

## STUDENT CONDUCT ON SCHOOL BUSES

The Board furnishes transportation in compliance with Ohio 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.

**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.**

[Adoption date: December 28, 1987; Revised: January 31, 2005]

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

CROSS REFS.:       Student Handbook Transportation Handbook

## DATA AND RECORDS RETENTION

All records\* are the property of the District and shall not be removed, destroyed, mutilated, transferred, or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by a School District Records Commission. Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred or destroyed unlawfully.

The Lorain City School District Records Commission is composed of the President, the Treasurer of the Board of Education and the Superintendent. The Commission shall meet at least once every twelve months.

The functions of the Commission shall be to review applications for one-time records disposal and schedules of records retention and disposition submitted by *any* employee of the District. Records may be disposed of by the Commission pursuant to the procedure outlined below. The Commission may at any time review any schedule it has previously approved and for good cause shown may revise that schedule. Please see attached regulation for schedule.

The Treasurer of the Lorain City School District is designated the "Records Officer" and shall be responsible for all aspects of records retention.

When District records have been approved for disposal\*\*, the Records Commission sends a list of such records to the Auditor of State. If he/she disapproves the action by the Commission, in whole or in part, he/she so informs the Commission within a period of 60 days, and these records are not destroyed. Before public records are disposed of, the Ohio Historical Society is informed and given the opportunity for a period of 60 days to select for its custody such public records as it considers to be of continuing historical value.\*\*\*

### **Electronic Mail**

**Electronic mail sent or received by the Board and/or District employees may be considered a public record subject to public disclosure or inspection under Ohio's Sunshine Law. Upon sending or receiving electronic mail, all users shall segregate or store public electronic mail records.**

**All Board and District electronic mail communications are monitored in accordance with the attached regulation to ensure that all public electronic mail records are retained, archived and destroyed in compliance with State law.**

**District employees are subject to disciplinary action for violation of this policy and regulation.**

[Adoption date: February 14, 2000; Revised: January 31, 2005]

LEGAL REFERS: ORC 9.011; 149.35 ORC, 149.41; 149.43  
33313.29 ; 3319.311; 3319.321~~3729.46~~  
"Family Educational Rights and Privacy Act of 1974," 88 Stat.  
571.20 U.S.C.A. 123g.; Auditor of State Circular 81

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\* Records include any document, device, or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of the school district which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the school district. 149.011 ORC

\*\* No record may be destroyed prior to being audited by the Auditor of State Office and released.

\*\*\* The Historical Society may not review or select for its custody the records set forth in Section 149.41 (A) and (B) ORC.

## FACILITIES PLANNING

The Board is responsible for the regular operation and orderly development of its physical plant. For this reason, the Board concerns itself with both short- and long-range planning as it relates to the properties of the District.

The Board follows a long-term building program to serve as a guide for capital improvements. This program is subject to systematic study, revision and extension. The respective construction projects are acted upon individually when proposed for implementation.

The Board building program is designed to provide adequate facilities to conduct educational programs for all students residing in the District. The building program is based upon specific Board policies which have been, and continue to be, modified to conform to changes in the curriculum, availability of construction funds, technological needs, changes in enrollments and the results of annual evaluation of facilities. The Board establishes priorities using these and other relevant factors.

**Determination of Needs to be Met:**

**All new buildings planned and constructed shall conform to the requirements as set forth in State law, State Board regulations and the planning criteria of the State Department of Education. The following goals should be considered in determining the needs to be met:**

- 1. have a school plant planned, arranged, equipped and sufficiently flexible to facilitate the achievements of curriculum objectives and changes and**
- 2. provide for the safety, health and comfort of all of the occupants.**

**Long-Range Planning**

**A long-range school plant program should serve as a guide for the acquisition of school sites, the erection of new buildings and the modernization and rehabilitation of existing buildings.**

**Study to Determine Needs**

**Forecasting Growth Patterns:**

**It is the responsibility of the Superintendent, in cooperation with the administrative staff, to furnish enrollment information necessary for the determination of school plant needs.**

**Evaluation of Existing Buildings**

**A program for the evaluation of existing buildings is initiated to establish meaningful immediate and long-range plans.**

**The program should include the following:**

- 1. evaluation of physical plants and the need for new or expanded facilities;**
- 2. establishment of individual site improvement needs;**
- 3. evaluation of the school plant as it relates to the needs of the community and**
- 4. evaluation of physical facilities with respect to efficient and desirable use and placement.**

**Updating Study**

**The Superintendent develops procedures and makes recommendations for periodically updating the long-range school plant program to provide guidance for capital outlay expenditures and to assure that the District has well-planned school buildings at the proper locations at reasonable costs.**

[Adoption date: August 28, 1987; Revised: January 31, 2005]

LEGAL REFS.: ORC 3313.37  
3315.10; 3315.18; **3315.181**  
Chapter 3318  
OAC 3301-35-03(c); 3301-35-06

CROSS REFS.: FA, Facilities Development Goals FL, Retirement of Facilities

TAX ISSUES

The Board examines financial needs in advance of any levy or bond elections. The Board provides the public with information on school building needs and on levy and bond elections. It does not use District funds to promote approval of school-related tax issues.

Tax reduction factors are considered in coordination with the sexennial property appraisal in affected district counties. In considering a potential tax issue, the Board examines all legal options to obtain additional revenue.

**To promote community support, a citizens' committee for better schools may be encouraged to form.**

[Adoption date: December 28, 1987; Revised: January 31, 2005]

LEGAL REFS.: Ohio Const. Art XII, § 2, § 5  
ORC Chapter 133 3311.21 3313.46  
3315.07 3501.01  
Chapter 5705; 5748.01

CROSS REF.: BCF, Advisory Committees to the Board

## NAMING NEW FACILITIES/MEMORIALS

~~The Board shall name no school facility in honor of any living person.~~

**The Board is responsible for the naming/renaming of all District-owned facilities. The Board considers facilities to include, but not be limited to, buildings, athletic fields, stadiums, gymnasiums, libraries and multi-purpose rooms. In selecting a name, the Board may consider individuals, geographical locations, general features of the area in which the school or facility is located and other names that are deemed appropriate by the Board. If the facility is named for an individual, that individual must have made an outstanding contribution to the community, county, state or nation.**

**The Board directs the Superintendent to establish a committee composed of administrators, parents, community members, employees and, when applicable, students to suggest names. The Board will not be influenced in its decision by personal prejudice or favoritism, political pressure or temporary popularity in choosing a name. Although the Board considers all recommendations, final authority rests with the Board.**

### Memorials

No individual or group of individuals shall be permitted to erect any honor roll, memorial, or other structure of any kind upon school grounds, except by special permission of the Board. Such permission will not be granted for any permanent structure unless it has utilitarian value in the operation of the school plant and/or it is erected in memory of some individual or group of individuals who have been associated with the schools either as students or employees.

Permission to erect any temporary structure shall be given only on condition that the structure will be removed within a reasonable time and that the premises will be restored to the condition in which found.

[Adoption date: December 28, 1987; Revised: January 31, 2005]

## STAFF PROTECTION

~~The Board of Education has a statutory responsibility to provide for the health, safety and welfare of the school district, its employees and students and, in this regard, Boards of Education must cooperate with their Board of Health in the prevention and control of disease. The Board may delegate the duties and powers it possesses for the protection of the school district to the Board of Health or offices performing the functions of a Board of Health within the school district (3313.68).~~

~~The Board of Health may make such order and regulations as are necessary for its own government, for the public health, the prevention or restriction of disease, and the prevention, abatement or suppression of nuisances. Since the Health Commissioner of the Lorain City Board of Health has issued Guidelines and Recommendations for Employees and Students with AIDS in addition to recommendations for the handling of blood and body fluids in schools and is prepared to assist the Lorain City School District in the detection and prevention of AIDS, it shall be the role of the City Health Commissioner to determine what information shall be disclosed by the school district regarding this AIDS victim, and to whom.~~

~~The City Health Commission has also agreed to review all cases of AIDS which are referred to the Health Department by the school district to determine (1) whether a particular employee or student has AIDS, (2) whether that employee or student should attend school in the school district, and (3) if so, what medical precautions need to be taken to protect the health, safety, and welfare of persons within the school district.~~

~~Decisions regarding exclusion or restriction of the AIDS victim and the disclosure of information shall be on an individual basis based upon current medical information and opinion.~~

### 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. The Board will work cooperatively with state and local health organizations in assessing the needs of HIV-infected students or staff and keeping up-to-date 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, everyday contact; the type of contact that occurs in the school setting, such as shaking hands, sharing an office or a classroom, coughing or sneezing, or the sharing of drinking fountains; therefore, students who are infected with HIV shall attend the school and classroom to which they would be assigned if they were not infected. They 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 of employees who are HIV infected. The District will provide equal opportunities for employment, retention and advancement for all staff members. School 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 school employees with long-term diseases or disabling conditions, utilizing the information/rights in any negotiated agreements or Board policies as appropriate. A change in employment status or location due to HIV complications will be made on a case-by-case basis.

#### Evaluating Students and Staff Who Are Infected with HIV

The Superintendent will be the District designee regarding all HIV incidences. When an individual is found to be infected with HIV, the Superintendent shall determine whether the person has a secondary infection, such as tuberculosis, that constitutes a recognized risk of transmission in the school setting. This is a medical question and the Superintendent shall answer by consulting with the infected person's physician, a qualified public health official who is responsible for such determination and the infected person and a student's parent or guardian. This group shall also discuss 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; however, the Superintendent shall periodically review the case with the infected person (and the student's parents or guardians) with the medical advisors described above.

If there is 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 student's parents or guardians). 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 parents/guardians. The Superintendent should consult with the school attorney to make sure that any official action is consistent with State and Federal law. 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 will periodically review individual cases and will oversee 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; thus, 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 parents or guardians 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 will be granted only to those people who have the written consent of the infected staff member or the infected student's parents or guardians.**

LEGAL REFS.: ORC 3313.67, 3313.68 3313.71; 3319.321; **3319.13;3319.141**  
3701.13; 3701.14; 37 7.04 3707.06, 3707.08; 3707.20, 3707.21;  
3707.26; 3709.20; 3709.21  
**OAC 3301-35-06**

STAFF PROTECTION

1. ~~Upon receipt of notice of any staff member of the possibility of a member of the school district having AIDS, that staff member is responsible for contacting the school administration (principal, Superintendent or designee).~~
2. ~~The Superintendent or his/her designee will in turn contact the school physician and City Health Commissioner who will conduct an investigation and report the findings to the Superintendent or designee.~~
3. ~~The Superintendent or his/her designee will follow the recommendations of the City Health Commissioner in regard to disclosure and medical procedures.~~
4. ~~If it is determined that an employee has AIDS, a committee will be established to review the case and make recommendations to the City Health Commissioner regarding placement in the work environment, identification, disclosure, records, and treatment, within the guidelines established within this policy. Said committee shall include the following members: (1) the City Health Commissioner, (2) the employee's personal physician, (3) the school's physician, (4) the principal, (5) the Superintendent or designee, and (6) the employee and/or his/her personal representative.~~
5. ~~If it is determined that a student has AIDS, a committee will be established to review the case and make recommendations to the City Health Commissioner regarding placement in the school environment, identification, disclosure, records, and treatment, within the guidelines established within this policy. Said committee shall include, at least, the following members: (1) the City Health Commissioner, (2) the student's personal physician, (3) the school's physician, (4) the principal, (5) the Superintendent or designee, and (6) the student's parents or representative.~~
6. ~~The determination of whether an AIDS infected person can remain in the school environment is a medical decision rather than a legal one. In making the determination, as to whether the person can remain in the school district the above committee should consider the physical, developmental, neurological, and behavioral condition of the victim as well as his/her present medical condition.~~
7. ~~If an AIDS infected person is admitted to the school district, information about the condition and identity of the AIDS employee or student shall not be disclosed by the school personnel to nonschool personnel unless directed by the City Health Commissioner to do so. However, confidential information regarding the victim's medical condition shall be provided by the school Superintendent to those staff members responsible for the educational supervision of the victim.~~

## STAFF-STUDENT RELATIONSHIPS

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.

In an effort to assist staff in understanding the District's policies regarding staff-student relations certain behavior is identified herein as strictly prohibited and other behavior is offered as guidelines.

### **A. Prohibitions**

- i. Staff members shall not make obscene, derogatory, profane, insulting or deprecatory comments to students about other students, staff or the school.
- ii. Staff members shall not knowingly fraternize with students in writing, verbally or by way of social networking sites (either electronically or in person). This prohibition does not include contact with a student regarding school related or sponsored programs. If a student initiates inappropriate contact with a staff member, the staff member shall immediately notify his or her principal.
- iii. Staff members shall not engage in any activity with students which is sexually oriented or involves the presence or use of tobacco, drugs or alcohol. This prohibition does not apply to conducting or participating in educational programs sponsored and approved by the District.
- iv. Staff members shall not date any students from this district regardless of age, nor shall staff date students from other school

districts who are under the age of 18.

- v. Staff shall not disclose personal information concerning a student, other than directory information, to any person who is not otherwise authorized to receive such information. This information includes but is not necessarily limited to information regarding grades, assessments, mental or physical health or illnesses, or family background and history.

**B. Guidelines**

Certain conduct can be improper under certain circumstances or can give the appearance of impropriety. In the interests of protecting the integrity of the District, its' staff and its' student body the District strongly discourages the use of sarcastic, rude or caustic body language or verbal language that is designed to be insulting or demeaning since that sort of conduct seldom achieves the desired results and can too easily be misinterpreted by students to be acceptable behavior. Staff should behave in such a way as to model the sort of respectful behavior the District hopes all of its students will adopt. The District therefore offers the following as a guide to staff behavior;

- i. The exchange of purchased gifts between students and staff members is discouraged.
- ii. Social events in which staff members and students are in attendance should be limited to school sponsored activities and only where there is proper adult supervision and/or the students' parents are in attendance.
- iii. Use of sarcasm or insults regardless of how trivial or humorous is not an acceptable method of communicating expectations of staff to students or as a means of forcing compliance with rules or other requirements and is therefore discouraged.
- iv. The safety and security of students under the custody and control of the District is paramount, therefore students should at all times be required to act appropriately and with regard for the safety of their fellow students and staff. Staff must maintain a reasonable

degree of supervision and control of students consistent with their educational and other assigned duties and responsibilities.

- v. The use of students to assist staff in carrying out certain school related activities is acceptable, but the unreasonable use of students to assist staff in activities of a personal nature or to run personal errands is not appropriate or acceptable conduct.

C. **Affirmative Duties**

- i. Staff members shall report to the proper authorities and the Superintendent any suspected cases of child abuse or neglect as well as cases of drug, alcohol or substance abuse or sexual or physical abuse by or among students.
- ii. Staff members should offer comfort and encouragement to students who display emotional, physical or personal problems however staff shall notify parents, the Superintendent and/or other proper authorities where such problems are in evidence and require professional care or investigation, outside of staff's capabilities or licenses.

[Adoption Date: June 14, 2004]

CROSS REFS.: GBC, Staff Ethics

GBCA, Staff Conflict of Interest (w GBCB, Staff Conduct

GBI, Staff Gifts and Solicitations

JHG, Reporting Child Abuse

JL, Student Gifts and Solicitations

JO, Student Records

KBA, Public's Right to Know

CONTRACT REFS.: Teachers' Negotiated Agreement

Support Staff Negotiated Agreement

## STAFF GIFTS AND SOLICITATIONS

### Gifts

Students, parents, and other district residents and taxpayers will not be encouraged in the giving of gifts to teachers and other district employees. No exchange of gifts involving students and teachers shall take place within the schools.

The bestowal of gifts to and the arrangement of social affairs for, employees leaving the system for reasons other than retirement will be governed by the following policy:

1. Each building principal will appoint, or the employees may volunteer, for a small social committee to plan social affairs such as teas and luncheons.
2. Any gifts to be presented to departing employees by their respective groups will be at the discretion of the group involved.

### Vendor Compensation

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

### Solicitations

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

Employees may not be engaged in the sale of products to the schools, even if the proceeds of such sales are intended for charitable or civic purposes; nor will staff members collect any money or distribute any fund—raising literature without the express approval of the Superintendent.

[Adoption date: December 28, 1987]

**LEGAL REFS.:**            **ORC 102.3 ; 117.01**  
                                 **2921.43**  
                                 **3313.81; 3313.811 ; 3315.15 ; 3329.10**

STAFF COMPLAINTS AND GRIEVANCES

The Lorain Board of Education will encourage the administration to develop effective means for resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and Board of Education.

[Adoption date: December 28, 1987]

LEGAL REFS.: ORC 4117.09; 4117.10

CROSS REF.: GB, General Personnel Policies

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

## FAMILY AND MEDICAL LEAVE

An employee who has worked for the District for at least 12 months is eligible for 12 work weeks of FMLA leave during a 12-month period provided the employee worked at least 1,250 hours in the 12 months preceding the beginning of the leave.

### Types of Leave

An eligible employee may take FMLA leave for:

1. the birth and first-year care of a child;
2. the adoption or foster placement of a child;
3. the serious illness of an employee's spouse, parent or child or
4. the employee's own serious health condition that keeps the employee from performing the essential functions of his/her job.

An employee may elect, or the Board may require, an employee to use accrued paid vacation, personal or sick leave for purposes of a family leave. An employer cannot compel an employee to use accrued medical/sick leave in any situation for which the leave could not normally be used.

### Spouses Employed by the District

If a husband and wife eligible for leave are employed by the District, their combined amount of leave for birth, adoption, foster care placement and parental illness may be limited to 12 weeks. An employee may not take FMLA leave to care for a parent-in-law.

### Intermittent and Reduced Leave

Intermittent leave is leave taken in separate blocks of time due to a single illness or injury.

Reduced leave is a leave schedule that reduces employee's usual number of hours per work week or hours per work day.

Intermittent or reduced leave is available only for the employee's own serious health condition or to care for a seriously ill spouse, child or parent. Such leave may not be used for the birth or adoption/placement of a child.

The employee who wishes to use intermittent or reduced leave must have the prior approval of the Board/designee. Although the Board/designee and employee may agree to an intermittent or reduced leave plan, the employee who uses family leave is not automatically entitled to use such leave on an intermittent or reduced leave schedule.

The Board may provide such leave for medical purposes, but the Superintendent may transfer the employee to a position which is equivalent, but more suitable for intermittent periods of leave. The employee must furnish the Board with the expected dates of the planned medical treatment and the duration of the treatment. The Superintendent must authorize such leave in writing.

Additional information is contained in the regulations which follow this policy.

### Benefits

The Board maintains the employee's health coverage under the group health insurance plan during the period of FMLA leave. The employee should make arrangements with the Treasurer to pay the employee's share of health insurance (e.g., family coverage) prior to the beginning of the FMLA leave.

The employee will not lose any other employment benefit accrued prior to the date on which leave began but is not entitled to accrue seniority or employment benefits during the leave period. Employment benefits could include group life insurance, sick leave, annual leave, educational benefits and pensions.

### Notice

When the FMLA leave is foreseeable, the employee must notify the Superintendent of his/her request for leave at least 30 days prior to the date when the leave is to begin. When the leave is not foreseeable, the employee must give notice as early as is practical. When the employee requests medical leave, the employee must make reasonable attempts to schedule treatment so as not to disrupt the District's operations.

The Board may deny the leave if the employee does not meet the notice requirements.

### Certification

The Board may require the employee to provide certification from a health care provider containing specific information required under the law if he/she requests a medical leave. If there is a question concerning the validity of such certification, a second and, if necessary, a third opinion can be required, both at the expense of the District.

Upon the employee's return to work, the Board requires that the employee present a fitness statement from the employee's health care provider certifying that the employee is able to return to work.

### Restoration

When the employee returns from the leave, the Board restores the employee to the same or an equivalent position with equivalent benefits, pay, terms and conditions of employment in accordance with Board policy.

Under certain circumstances, the Board may deny restoration to a key employee. The Board complies with the notice requirements of the FMLA in denying restoration. A key employee is one who is among the highest paid 10 percent of the employees and whose absence would cause the District to experience a substantial and grievous economic injury.

### Instructional Employees

Special leave rules apply to instructional employees. Instructional employees are those employees whose principal function is to teach and instruct students in a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary

personnel such as counselors, psychologists or curriculum specialists. It also does not include cafeteria workers, maintenance workers or bus drivers.

Limitations apply to instructional employees who take intermittent or reduced leave. If the leave requested is:

1. to care for a family member or for the employee's own serious health condition;
2. foreseeable based on planned medical treatment and
3. the employee would be on leave for more than 20 percent of the total number of working days over the period the leave would extend.

The Board then may require the employee to choose either to:

1. take the leave for a period or periods of a particular duration, not greater than the planned treatment or
2. transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than does the employee's regular position.

Limitations also apply to instructional employees who take leave near the end of a semester. When an instructional employee begins leave more than five weeks before the end of a semester the Board may require the employee to continue taking leave until the end of the semester if

1. the leave will last at least three weeks and
2. the employee would return to work during the three-week period before the end of the semester.

When an instructional employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of the semester, the Board may require the employee to continue taking leave until the end of the semester if:

1. the leave will last more than two weeks and
2. the employee would return to work during the two-week period before the end of the semester.

When an instructional employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of a semester and the leave lasts more than five working days, the Board may require the employee to continue taking leave until the end of the semester.

### Failure to Return

The Board is entitled to recover health care premiums paid during the leave if the employee fails to return from leave. Recovery cannot occur if the employee fails to return because of the continuation, recurrence or onset of a serious health condition or due to circumstances beyond the control of the employee.

[Approval date:

## PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS

Certain assignments may require extra responsibility or extra time over and above that required of all professional staff members. When the Board and administration determine the need, such assignments will be provided a supplemental contract and supplemental compensation. From time to time additional compensation may be authorized for additional hours worked by time-carding' the additional hours at the established rates.

Except as determined through the negotiations process and collective bargaining agreements, the Board will establish upon recommendation of the Superintendent, a salary schedule for supplemental contracts.

A teacher who is offered and undertakes a supplemental assignment will enter into a one-year limited contract with the Board. In order to comply with statutory notification dates, and to accommodate the planning, scheduling, and budgetary needs of the district, the Board may, prior to April 30, notify all holders of supplemental contracts that their contracts will not be renewed for the following school year. The Board can later authorize such contracts in such circumstances as the budget will permit.

Except for "timecarded" payments for casual or temporary duties, all supplemental contracts and compensation designated by the Board. Contracts for the Board upon the recommendation of the

*Certain positions assigned to professional staff members may require extra responsibility or extra time beyond that required of all professional staff members. When the Board and administration determine the need, qualified staff selected for such positions are provided supplemental contracts and additional compensation.*

*The Board approves the positions and the compensation for these assignments. Supplemental contracts for such assignments are awarded by the Board upon the recommendation of the Superintendent.*

*Supplemental contracts are limited contracts given for terms not to exceed five years. Supplemental contracts expire automatically at the end of their terms, with or without Board action.*

*The Board directs the Superintendent/designee to identify those supplemental contract positions that supervise, direct or coach student activity programs which involve athletic, routine/regular physical activity or have health and safety considerations. Individuals accepting these contract positions must complete the requirements established by the Ohio Department of Education, State law and the Ohio Administrative Code.*

*Professional staff members who accept supplemental contract positions as athletic trainers must meet additional requirements determined by the State Board of Education.*

(Adoption date: December 28, 1987]

LEGAL REFS.: ORC 3313.53; 3319.08; 3319.11  
3319.111; 3319.39  
OAC 3301-20-01; 3301-27-01; 3301-27-02

CROSS REFS.: GCB, Professional Staff Contracts and Compensation Plans GCKA, Professional Staff Extra Duty accorded extra compensation will be such assignments will be awarded by Superintendent.

## PROFESSIONAL STAFF LEAVES AND ABSENCES

The Lorain Board of Education will provide a plan for considering leaves and absences for its staff members in accordance with the Ohio Revised Code and negotiated agreements.

Compensation, if any, during leaves of absence will depend on the type of leave. Deductions may be made in salaries for certain absences in accordance with due process procedures or voluntary absences without pay.

An employee returning from a leave of absence will return to the same contract status held at the start of his/her leave and will be assigned to a position for which he/she is certificated to occupy.

*A leave of absence is a period of extended absence from duty by a staff member, for which written request has been made and formal approval granted by the Board. The Board provides a plan for considering leaves and absences for its staff members in accordance with the Ohio Revised Code and Board policies.*

*Compensation, if any, during leaves of absence depends upon the type of leave. Deductions are made in salaries for absence in accordance with regulations developed by the administration and approved by the Board.*

*Depending on the type of leave and when the group insurance policy permits, an employee may continue to participate in Board-approved insurance programs, provided that the employee pays the entire premium for these benefits.*

*A staff member terminates his/her affiliation with the Board if, at the expiration of the specified period of leave, he/she declines the position that is offered to him/her. Assuming his/her contract has not expired during a leave of absence, an employee holds the same contract status upon returning to duty as was held on the date on which the leave began.*

[Adoption date: December 28, 1987]

LEGAL REFS.:        *Family and Medical Leave Act; 29 USC 2611 et seq*  
                          ORC 124.39  
                          3313.20; 3313.211  
                          3319.08; 3319.09; 3319.13; 3319.131; 3319.14; 3319.143

CONTRACT REF.: Teachers' Negotiated Agreement

## PROFESSIONAL STAFF HIRING

Through its employment policies, the Lorain Board of Education will attempt to attract, secure, and retain the highest qualified personnel for all professional positions.

The Superintendent will determine the personnel needs of the school district and will recommend suitable candidates for employment to the Board. Through effective recruiting and evaluation procedures, the Superintendent will attract and recommend to the Board the employment and retention of personnel who are motivated to do their best work, demonstrate an individual interest in what is best for students, demonstrate professional decision making, and to be creative from their own inner resources.

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

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to age, sex, race, color, national origin, handicap, religion, ancestry, although the district's commitment to Affirmation Action Employment while being an Equal Opportunity Employer will be considered to achieve the following staffing ratio: Race/ethnic representation of professional staff in proportion to the adult population.
2. The quality of instruction is enhanced by a staff with a wide variation **in** background, educational preparation, and previous experience. Concerted efforts will be made to maintain a variation in the staff.
3. Administrators responsible for the work of a staff member will have an opportunity to aid in the selection; however, the final selection will be made or approved by the Superintendent.
4. ~~No candidate will be hired without a personal interview. References will be carefully checked.~~ **No candidate is hired without an interview and a criminal record check.**
5. All candidates will be considered on the basis of their merits, qualifications, and the needs of the district. In each instance, the Superintendent and others having a role in the selection will seek to recommend the best qualified person for the job based on job-related criteria.

### **Employment of Retired Administrators**

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

PROFESSIONAL STAFF HIRING

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

*Rehiring of Retirees*

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

While the Board may accept or reject a nomination, an appointment will be valid only if made with the recommendation of the Superintendent. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

*LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.*

*Fair Credit Reporting Act; 15 USC 1681 et seq.*

*ORC 3307.01; 3307.353; 3313.53; 3319.02; 3319.07; 3319.08; 3319.11; 3319.22-3319.31; 319.39; 3323.06*

*OAC 3301-35-05; 3301-35-06; 3307.1-13-03*

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT  
Regulation

Vacancy determination: When the administration determines that a temporary vacancy exists for which a substitute rather than a regular employee is needed, substitute services will be provided. Substitutes are employed under the provisions of Ohio Revised Code 3319.10; regular teachers are employed under ORC 3319.07-3319.08.

Salary placement:     ~~\$40.00 per day in the same assignment, days 1-10.~~

~~\$45.00 per day in the same assignment, days 11-60.~~

~~Regular teacher salary beginning the 61st day in the same position  
(including fringe benefits).~~

In the event an absence is anticipated to be in excess of 60 days and in the event the substitute is expected to perform all duties and have all responsibilities of the regular teacher, per diem pay may start with day one. The determination of comparable duties and responsibilities shall rest with the administration on a case-by-case basis.

Evaluation: Building administrators will regularly evaluate the performance of substitute personnel. In the event performance is not satisfactory as a substitute, the administrator will notify the personnel director immediately. Building administrators shall also notify the personnel department of exceptional performance by substitute employees so that they may receive due consideration for fulltime positions.

(Approval date: December 28, 1987)

**Do these rates need to be changed?**

## RESIGNATION OF PROFESSIONAL STAFF MEMBERS

~~A teacher who has a contract covering the ensuing school year will be free to resign up to July 10, preceding that ensuing school year. After that time, the consent of the Board must be given before a staff member may resign his/her position. Similarly, a staff member may not resign during a school year unless the Board of Education consents.~~

***Any professional staff member who has a contract effective for the next school year is permitted to resign prior to July 10 preceding that year. After that time, the consent of the Board must be given before a staff member may resign his/her position. A teacher who resigns after July 10 is subject to certification sanctions imposed by the State Board of Education.***

Resignations will be submitted to the Superintendent for presentation to the Lorain Board of Education.

[Adoption date: December 28, 1987]

LEGAL REFS.: ORC 3319.02; 3319.15

POLICY ON DRESS CODE

All teachers shall dress in a professionally appropriate manner.

**Staff dress and grooming should enhance a positive image of the District and not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety and decency.**

**The Board retains the authority to specify the following dress and grooming guidelines for staff. All staff members will, when assigned to District duty, including extracurricular activities:**

- 1. be physically clean, neat and well-groomed; and**
- 2. dress in a manner reflecting their professional assignment.**

**LEGAL REF.: ORC 3313.20**

[Adoption Date: November 1, 1999]

Legal Ref: O.R.C. Chapter 4117

SUPPORT STAFF RECRUITING/POSTING OF VACANCIES/HIRING

The educational effort of a district is dependent on every member of the staff for its overall effectiveness and value. The Board intends to have the best qualified people to serve as support staff personnel.

The recruitment and selection of suitable candidates for positions will be the responsibility of the Superintendent who will confer with principals and other supervisors before making a selection. A present employee may apply for any vacancy for which he/she is qualified.

All appointments to the support staff will be made by the Superintendent subject to confirmation by the Board of Education. In making these appointments, the Superintendent will carefully observe all pertinent laws as well as any regulations that may be approved from time to time by the Board.

Conditions of employment for support staff members as well as wages, hours, and other items of this nature will be fixed by the Board upon the recommendation of the Superintendent or to be determined by the negotiated agreement.

[Adoption date: December 28, 1987]

LEGAL REFS.:       ORC Chapter 124;3319.04  
                      3319.081 et seq.  
                      3327.10  
                      4141.29  
                      State Board of Education Minimum Standards 3301-35-03(A),~-

CONTRACT REF.: Support Staff Negotiated Agreement

## SUPPORT STAFF DEVELOPMENT OPPORTUNITIES

(Computer/Word Processing, Shorthand, and other Clerical Skills)

Staff members will be encouraged and provided with opportunities to develop increased competencies in addition to those which they may attain through the performance of their assigned duties and assistance from supervisors.

Opportunities for developing computer/word processing, shorthand, and other clerical skills will be provided through such means as the following:

1. — Planned in-service programs and workshops offered from time to time within the school system. Planned in-service programs will normally be arranged between the administration and the representatives from the support staff.
2. — Visits to other schools or worksites and attendance at conferences, workshops, and other meetings. Requests for all released time and any expense reimbursement must be processed through normal channels prior to attendance.
3. — Adult education courses on a space-available, first-come first-serve basis through the i—. In the event the requests for course attendance surpass available space, separate courses may be provided at no expense to the employees requesting such courses. Employees desiring to attend Lorain Institute Adult Education courses should contact the Supervisor of Adult Education at Charleston.

**Support staff employees are an integral part of the District's total staff. Their training and development are essential to the efficient and economical operation of the schools.**

**All support staff employees are encouraged to grow in job skills and to take additional training which improves their skills on the job. It is the responsibility of all building principals to assist in the training of support staff assigned to their buildings.**

**The Superintendent may grant absences to attend meetings, conventions, conferences or workshops of local, state or national associations which serve to advance the welfare of the District through the upgrading and strengthening of the support service.**

[Adoption date: December 28, 1987]

LEGAL REFS: ORC 3313.20; 3315.07

OAC 3301-35-03

State Board of Education Minimum Standards 3301-35-03

RESIGNATION OF SUPPORT STAFF MEMBERS

Any support staff member may terminate his/her contract of employment with this district by filing a written notice of such termination with the Treasurer of the Board 30 days prior to the effective date of termination.

[Adoption date: December 28, 1987]

LEGAL REFS.: ORC 124.39 3319.081

SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS

The employment of support staff members may be terminated only for violation of written policies and regulations as set forth by the Board or for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty *sexual battery, certain ethics violations, conflicts of interest*, or any, other acts of misfeasance, malfeasance, or nonfeasance; or for reasons as set forth in relevant negotiated agreements.

The Board may also suspend an employee without compensation for a definite " period of time while investigating and pursuing termination proceeding. The Board may suspend an employee with compensation for a definite or indefinite period of time while investigating and pursuing termination or other disciplinary proceedings.

The administrators are cautioned and advised to seek appropriate legal advice and direction when pursuing termination of an employee to assure that all due process procedures are afforded the employee.

Established by law.

[Adoption date: December 28, 1987]

LEGAL REFS.: ORC 124.32; 124.33; 124.34 (re Civil Service)124.36

ORC 3319.04 (re business manager's authority); 3319.081; 3319.083

ORC3319.088 (re educational aides)

*Fair Credit Reporting Act; 15 USC 1681 et seq.*

EMPLOYEE ORGANIZATION

The employee organization certified as the exclusive bargaining representative of the employee group by the State Employment Relations Board (SERB) **are in accordance with Ohio Law.**

[Adoption date: December 28, 1987]

Reviewed: March 28, 2005

NEGOTIATIONS PROCEDURES

***The negotiations procedure may be jointly developed by the Board and the certified employee organization(s) in compliance with Ohio law.***

In absence of a mutually agreed upon dispute resolution process, the statutory provided negotiation procedure shall prevail.

[Adoption date: December 28, 1987; Revised: March 28, 2005]

LEGAL REFS: ORC Chapter 4117

CROSS REF: Impasse Procedures:

Lorain Education Association

Local 103 National Conference of Firemen & Oilers/SEIU

Lorain City Schools Association of Classified Employees/OEA/NEA Ohio

Association of Public School Employees Chapter 120 Ohio Association of Public

School Employees Chapter 377 Lorain Administrators' Association

## WORK STOPPAGE

Ohio law defines a strike to be a ***continuous*** concerted action in failing to report to duty; willful absence from one's position; and, stoppage of work in whole from the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in wages, hours, terms or other conditions of employment.

In the event of a strike, the Lorain Board of Education will make efforts to keep the schools open and operating. Precautions are taken for the safety and health of the working staff and students.

The Board directs the administration to develop a strike plan as a precautionary measure well in advance of any anticipated work stoppage.

[Adoption date: December 28, 1987; Revision: March 28, 2005]

LEGAL REFS: ORC4117.01;4117.15;4117.16; **4117.18; 4117.23**

CONTRACT REFS: Lorain Education Association  
Local 103 National Conference of Firemen & Oilers/SEIU  
Lorain City Schools Association of Classified Employees/OEA/NEA  
Ohio Association of Public School Employees Chapter 120 Ohio  
Association of Public School Employees Chapter 377 Lorain  
Administrators' Association

## INSTRUCTIONAL OBJECTIVES

Skills, knowledge and attitudes crucial to the student's successful movement to the next level of learning will be identified within each subject area and at each grade level.

~~A competency based curriculum will be developed and implemented in reading, mathematics and English composition according to the requirements and timelines established by the State Board of Education Minimum Standards.~~

**A standards-based curriculum is developed and implemented according to the requirements established by the Ohio Administrative Code.**

The educational program of the district will be the result of systematic planning, articulation, implementation and evaluation.

Instructors will employ those methodologies as needed to assure accomplishment of that learning necessary to successful movement to the next level of learning.

Courses of study will be evaluated at least every five years under the supervision of the Superintendent or his/her designee. This evaluation will consider the achievement of learning objectives and learning outcomes. This evaluation will promote and guide appropriate revision and updating. The evaluated course of study will be presented to the board for adoption or re-adoption.

[Adoption date: June 12, 1989]

LEGAL REF.: State Board of Education Minimum Standards 3301-35-02;  
OAC 3301-35-04; 3301-35-06

CROSS REFS.: ADA, Educational Philosophy  
AE, School District Goals and Objectives IA,  
Instructional Goals

## ORGANIZATION OF FACILITIES FOR INSTRUCTION

The Board recognizes that the grouping of grades and services within the facilities of the District can assist the efficient operation of the District and help achieve a more effective instructional program.

The housing of grade levels in school facilities and the administration of the instructional program is according to plans developed by the Superintendent and the administrative staff and approved by the Board.

Modifications in the organizational plan of each school may be made only by the Board upon the recommendation of the Superintendent. The Superintendent or designee shall continually monitor the effectiveness of the organizational plan and recommend to the Board modifications in the plan which are in the best interest of the students; provide for the equivalency of instructional materials, equipment and personnel and make the wisest use of resources and personnel to serve the educational goals of the Board.

***The organization of facilities may be re-organized to comply with the provisions of No Child Left Behind.***

[Adoption date: June 12, 1989; Revised: July 24, 2006]

LEGAL REFS.: ***The Elementary and Secondary Education Act; 20 USC 1221 et seq.***  
ORC 121.22; 3311.29; 3313.53-3313.531; 3313.641  
***OAC 3301-35-02; 3301-35-03; 3301-35-04; 3301-35-06; 3301-35-07;***  
***3301-35-09***

CROSS REFS.: IGBJ, Title I Programs  
JECBD, Intradistrict Open Enrollment

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***OAC 3301-35-02; 3301-35-03; 3301-35-04; 3301-35-06; 3301-35-07;***  
***3301-35-09***

CROSS REFS.: IGBJ, Title I Programs  
JECBD, Intradistrict Open Enrollment

## BASIC CURRICULUM DESIGN PROGRAM

### Program of Instruction in Elementary Schools

The program of instruction in the regular elementary schools shall include but not be limited to:

- language arts
- embracing reading
- listening; speaking, reading and writing
- social studies, (embracing history, geography, economics, anthropology, sociology and political science)
- mathematics
- science
- physical education and health
- art, music, drama and other fine and performing arts
- lifelong democratic career and vocational studies

Each of these subject fields shall, (insofar as practicable) embrace in the materials and teaching procedures:

- instruction in study and work habits
- library usage
- safety
- economics
- conservation and wise use of resources
- health, hygiene and physical education
- citizenship
- the establishment of purpose
- the development of character and morality

Provision shall be made for the inculcation of ideals of group and individual behavior and to this end, organized play, intramural sports and games, hobby groups and other organized student activities shall be fostered and developed.

### Program of Instruction in Junior and Senior High Schools

The regular junior high schools shall provide instruction in the following fields:

- English, (embracing literature, reading, writing, spelling and oral and written expression and grammar usage)
- mathematics, (including arithmetic, algebra and general mathematics)
- general science and biology (life, physical and geological sciences)
- social studies, (embracing history, geography and governmental studies)
- general business
- fine and performing arts
- physical education and health
- industrial technology?
- home economics
- economics and business
- career education

The regular senior high school shall offer work in each of the subject fields listed for junior high schools, plus others, but in each field there shall be a greater variety of courses and more specialized instruction. The specific courses shall include instruction in the subjects outlined in the Programs of Studies for the senior high school designed for college preparation and professional, commercial, industrial, business, or other career fields.

The regular junior and senior high schools shall provide a broad range of programs. These shall include: opportunities in bands, orchestras and choral groups and shall offer special courses in art, speech, dramatics and English. These schools shall have organized programs of pupil activities, managed under a common pattern of student government under teacher supervision, for the purpose of developing leadership and democratic participation in group activities. They shall continue to develop the attitudes, ideals and democratic loyalties begun in the elementary schools and shall give careful attention to guidance and counseling. Provisions shall be made for intramural and intramural athletics and every pupil shall, insofar as possible, have instruction in safety and first aid. Adequate libraries shall be provided in these schools and they shall be staffed by professionally trained librarians.

(Approval date: June 12, 1989)

## BASIC INSTRUCTIONAL PROGRAM

### Language Enrichment and Assistance Program Policy

To implement the principle of equal educational opportunity for all students in order that they may be prepared for a full and productive life, it is necessary for all students to become proficient in English, therefore, the following policy is established:

1. In recognition of applicable laws and sound educational practice, the Lorain City Schools will implement transitional language enrichment and assistance programs to allow students whose main language is other than English an efficient and effective transition into the mainstream of educational programs.
2. Recognizing the increasing importance of international trade and the interrelationship among all cultures of the world, foreign language instruction is to be included within magnet programs, as well as other school programs.
3. Students will be served in enrichment and assistance programs according to student need, with priority being given to students whose only language is other than English.
4. Qualified teachers and other support personnel will be selected to accomplish such programs.
5. The Superintendent of schools is responsible for the development of administrative procedures and educational programs to implement the components of this policy and annually will present a progress report to the Board of Education.

[Adoption date: June 12, 1989]

## EXPERIMENTAL PROGRAMS

The Lorain City Board of Education believes that education is a developmental human enterprise. As such, there are times when approaches other than the traditional and proven should be attempted. Such programs are viewed as experimental and tentative.

To be initiated in the district, an experimental program must meet these requirements:

1. The program or course will be developed by a committee of administrators, teachers and necessary outside experts. The composition of the committee, its tasks and products are subject to the approval of the Executive Director of Curriculum and Instruction.
2. Upon recommendation of the Executive Director of Curriculum and Instruction, the Superintendent will make formal application to the State Department of Education for permission to implement the program on an experimental basis.
3. The program or course must be approved by the Superintendent or designee, the Board and the State Department of Education prior to implementation.
4. The program shall be evaluated in such areas as: learning outcomes, student achievements and accomplishment of stated objectives.
5. At the end of an established period of time, the Superintendent or designee will recommend the inclusion of the program in the district's educational program and inform the Board. The appropriate course of study will be amended to include the scope and sequence for the program.
6. Fees will be estimated for experimental programs as needed. Participating students will be expected to pay fees at the beginning of the program.
7. **All instructional material used in connection with this program are available for inspection by the parents or guardians of participating students.**
8. **Participating students must be recommended for participation. The parent(s) or guardian(s) must provide approval for students under 18 years of age to participate. A copy of the written approval must be retained in the school files. Students 18 years of age or older must submit a written request to participate. This request is kept on file.**

[Adoption Date: December 9, 1991]

LEGAL REF.: \_ State Board of Education Minimum Standards 3301-35-02 (D)  
**OAC 3301-35-04; 3301-35-06**

CROSS REF.: IGCD, Educational Options (Also LEB)

Board of Education. Lorain Cit<sup>y</sup> Schools. Lorain OH

## EDUCATIONAL OPTIONS

The Lorain City Board of Education realizes that an effective educational program is one that provides opportunities for student learning both within the classroom and, for specific reasons, beyond the traditional classroom and school day. These expanded opportunities are viewed as educational options to supplement the regular school program.

The intent of educational options is to allow educators, other professionals, parents and others to work together to provide opportunities for students to learn in an independent or individual setting and to study or work with recognized experts in specific fields. Educational options are seen as additional curricular opportunities to improve, expand and enrich student learning experiences and perspectives.

Independent study, tutoring, travel, mentoring, correspondence courses and college courses are representative of what the board views as educational options supplementing the regular school program-

When initiated, educational options must adhere to these criteria:

1. The parent(s)/guardian(s) must provide written approval for students under 18 years of age to participate. A copy of the written approval must be retained in the school files. Students 18 years of age or older must submit a written request to participate. This request will be kept on file.
2. An instructional plan that contains written measurable objectives must be submitted to and approved by the Superintendent.
3. The instructional plan will include an outline specifying major instructional activities and identifying materials, resources, faculties and equipment needed to achieve instructional objectives.
4. The instructional plan will include a written plan for the evaluation of student performance.
5. The instructional plan will include a written plan, including a timeline for the evaluation of the educational option. Continuance of the option will be determined by the results of evaluation.
6. Promotion and retention decisions for Kindergarten through eighth grade students participating in options will be based upon pupil performance relative to the objectives of the option.
7. A maximum of six credits may be applied to those required for graduation for grades nine through 12. No more than four of the six credits will be applied to the credits required for graduation in English, health, mathematics, physical education and social studies.
8. In tutorial programs and programs of independent study, an appropriate certified teacher will provide both the instruction of and evaluation of students. In all other cases, a certified teacher will provide only the evaluation of student progress.



## POSTSECONDARY ENROLLMENT OPTIONS

The law provides for student participation in the postsecondary enrollment option program and permits 9<sup>th</sup> through 12<sup>th</sup> grade students to enroll at any participating college/university on a full or part-time basis and complete nonsectarian courses for high school and/or college credit.

The Board directs the Superintendent or his/her designee to develop and establish procedures and necessary administrative guidelines to ensure that programs are in accordance with State requirements. The administrative guidelines contain the following.

1. General information about this option is distributed to all 8<sup>h</sup> through 11<sup>h</sup> grade students and parent(s) by March 1.
2. Notification to participate by the student to the District is require by March 31.
3. Counseling services are provided to students and parent(s) prior to participation in the program.
4. The college/university must notify the District of those students who have enrolled in the program.
5. Information about enrollment options for students must be provided.
6. Information concerning college and high school graduation credit for students enrolled in the program must be offered.
7. The calculation of full-time enrollment including the maximum number of Carnegie units and conversion of college courses to high school courses is provided.
8. Financial responsibilities of the student and District including tuition, books, materials, fees and transportation reimbursement is discussed.
9. **If a student is expelled from the District, the Board will deny high school credit for college courses taken during the period of the student's expulsion.**
10. **The Superintendent must send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the Board has denied high school credit for postsecondary education courses taken during the expulsion. If the expulsion period is extended, the Superintendent must notify the college of the extension.**

[Adoption date: December 14, 1998]

LEGAL REFS.: ORC 3365.01-3365.09

OAC 3301-44-01 thru 3301-44-08

CROSS REF.: IGCD, Educational Options (Also LEB)

## COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

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

The Lorain City Schools' Board of Education has established the criteria for cocurricular and extracurricular activities consistent with its philosophy of, and goals for, education. All activity programs must meet these criteria.

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

The following guidelines govern the student activity programs.

1. Student activities are those school-sponsored activities which are voluntarily engaged in by students and have the approval of the school administration.
2. Each school, under the direction of the principal and professional staff, has a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures are accounted for through the activity account.
3. Each activity should be designed to contribute directly to the educational, civic, social and ethical development of the students involved.
4. The student activity program receives the same attention in terms of philosophy, objectives, social setting, organization and evaluation which is given the regular school curriculum
5. Each school develops written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs.
6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain. Special consideration may be given in cases in which the expense of participating would result in exclusion.
7. Activities must be open to all students, regardless of race, color, national origin, citizenship status, religion, sex, economic status, age or disability.
8. Activities must not place undue burdens upon students, teachers or schools.

## COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

9. Activities should be held on non school time or at an appropriate designated school time.
10. Activities at any level should be unique, not duplications of others already in operation.
11. Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the Code of Conduct or the Code of Conduct of the particular activity in which *they* participate. Students absent from school for more than 2 day are not permitted to participate in extracurricular activities on that date. Students absent from school for more than 2 day on Fridays may not participate in extracurricular activities on the weekends.
12. Annually, the Board directs the Superintendent/designee to identify supplemental contract positions that supervise, direct or coach a student activity program which involves athletic, routine/regular physical activity or health and safety considerations. Upon the identification of the position, the individual must complete the requirements established by the Ohio Department of Education, Ohio law and the Ohio Administrative Code.
13. Students may be removed from extracurricular activities when their presence poses a continuing danger to persons or property or an ongoing threat of disruption. If a student is removed from extracurricular activities, such removal may include all extracurricular activities in which the student is involved.
14. **Students must be enrolled in the District on a full-time basis in order to participate in cocurricular and extracurricular activities.**
15. **Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.**

The Superintendent or his/her designee and building administrators are hereby authorized to suspend a student from any particular or all extracurricular activities of the District or school for a period of time equal to the length of the current school year or up to one semester of the following school year.

Due process must be afforded to any students suspended from extracurricular activity under this policy. Due process will begin with the coach/advisor who must notify the student and his/her parents in writing of the violation and provide the student with the opportunity to tell his/her side during a hearing along with the right of appeal to the next level of authority. For the purpose of suspension from extracurricular activities, building administrators will act as the hearing officer for all appeals unless the building administrators is also the coach/advisor of the activity. In such cases, the Superintendent or his/her designee shall act as the hearing officer for the appeal.

Policies and building procedures along with any particular extracurricular rules or regulations which might lead to the suspension of a student shall be included in the student handbook of each school and/or disseminated to all participants of the extracurricular activity. It is the responsibility of the building administrator and the athletic director to inform all advisors and coaches of this policy.

## COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

### Sportsmanship, Ethics and Integrity

The Board recognizes the value of extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside the traditional classroom.

Participants and responsible adults involved in Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups.

[Adoption date: June 12, 1989; Revised: September 11, 2006]

LEGAL REFS.:       ORC 3313.58; 3313.59; 3313.664 3315.062  
                          OAC 3301-35-02; 3301-35-03  
                          **OAC 3301-27-01; 3301-35-06**

CROSS REFS.: DJ, Purchasing  
                  IGDB, Student Publications  
                  IGDC, Student Social Events  
                  IGDF, Student Fund-Raising Activities IGDG,  
                  Student Activities Funds Management IGDJ,  
                  Interscholastic Athletics  
                  IGDK, Interscholastic Extracurricular Eligibility  
                  JECBC, Admission of Students from Nonchartered or Home Schooling JGD,  
                  Student Suspension  
                  JGDA, Emergency Removal of Student JGE,  
                  Student Expulsion  
JL, Student Gifts and Solicitations

CONTESTS FOR STUDENTS

Contests or other activities involving participation by pupils or the granting of awards or prizes to pupils, which are sponsored by agencies outside the schools, shall not be announced, promoted or permitted within the schools unless approved by the Superintendent

The Superintendent shall approve only such contests or other activities as will be of educational value to the participating pupils.

~~The Superintendent shall not approve any activity being promoted for commercial purposes, except that he/she may approve any scholarship contest (or other activity) which is sponsored by a commercial agency conducting a business which is not objectionable to any substantial group of residents of the school district. The contest shall be conducted primarily for educational rather than advertising purposes and offer substantial awards for effort and skill, and shall be conducted in such a manner that the competition is wholesome, and not detrimental to the educational purposes of the schools.~~

***The Superintendent may approve local participation in contests if he/she is satisfied that the contest meets the following criteria:***

- 1. open to students without discrimination;***
- 2. involves voluntary participation on the part of students;***
- 3. serves purposes in harmony with school purposes or programs;***
- 4. does not involve the promotion of a commercial product or partisan viewpoint in the school;***
- 5. provides valuable educational experiences not provided by normal school activities;***
- 6. undertaken without conflicting with the regular commitments of staff and students and without an entrance fee or***
- 7. planned so as to allow for effective administration and for adequate and objective evaluation.***

***Bus transportation is provided to all contests and students must use this service. This is in the best interest of student safety and for the protection of those persons responsible for student safety.***

***In case of trips planned other than using school transportation vehicles, reimbursement may be made to the parent or student. Trips made using personal vehicles must have the knowledge and approval of the Superintendent, who has sole authority in deciding transportation issues.***

(Adoption date: June 12, 1.89]-

INTRAMURALS

Intramurals are open to 5<sup>th</sup> and 6<sup>th</sup> grade students with permission of parent under the supervision of physical education teachers.

[Adoption date: June 12, 1989]

**Currently, the intramural program only applies to 5<sup>th</sup> and 6<sup>th</sup> grade students. There may be a need to amend policy.**

Lorain City School District, Lorain, Ohio

SCHEDULES (THIS NEEDS TO BE RENEWED)Selection of Subjects

In general, no student is told what subjects he/she must take in school. This decision is made in writing by the pupil and parent. The school guidance counselors are available for advice during school hours. Parents may arrange appointments by phoning the LHS Guidance Office.

A student may elect subjects below his/her classification, but not above his/her classification without the approval of the principal. For example, a sophomore may not take subjects listed for juniors or seniors.

Four units of credit in one school year constitutes a minimum class load when health and physical education are added. Any student who has made normal progress in school may take band, orchestra, choir, chorus (subject to any tryout required) or driver education (if 16 years of age or older) in addition to the normal work load. However, if at any time his/her academic work proves unsatisfactory, a student may be advised by his/her guidance counselor to withdraw from the additional courses.

Schedule permitting, a student may carry six full units during an academic year if he/she meets the following criteria:

1. Has a "C" average for the current year during which subject selections are being made.
2. Has his/her counselor's recommendation.
3. Has the principal's approval.

Most students find that a schedule which permits them to earn four units of credit in the ninth grade constitutes a reasonable load when Health is added. In the tenth, eleventh and twelfth grade, students are to take a minimum of 5 class hours of work daily. Many students even elect to fill the sixth hour with a subject to make maximum use of school time. The guidance counselor will work with all students in helping them select the most challenging and practical subjects that have a relationship to their high school plans.

Students and their families are encouraged to review information about high school standards and requirements as found in the Lorain Board of Education publication "Guide to High School Course Selection". This handbook is distributed to all eighth grade students.

Schedules can only be changed by the Guidance Counselor with the permission of the office.

The changing of any schedule shall be done through the Guidance Counselor. No student may add, drop or change their class schedule, study hall assignments or room numbers. If a schedule change is necessary, the following procedure will be followed:

1. The student must present a written request from their parents asking that subject be added, dropped or changed. The request must also state the reason for the request. The request must be presented to the Guidance Counselor.
2. All schedule changes must receive approval from the school principal. If approved, a student will receive a new schedule from the Guidance Counselor.

Counselors have planned programs to meet graduation requirements. Any alteration without his/her knowledge and approval always results in serious consequences. Counselors cannot work with students if they are not working with them.

[Adoption date: June 12, 1989]

## RULES FOR TUTORING

The tutoring of pupils in grades 9-12 for graduation credit is subject to the following partial list of regulations:

1. Arrangements for tutoring a student for high school credit must be made by the parents with the principal of the school before the work in a subject begins.
2. The teacher must be certified to teach in Ohio the subject being tutored.
3. The regular course of study must be followed.
4. Final examinations must be acceptable to and must be turned in to the high school principal.
5. At least 40 hours of tutoring will be required for one-half unit, 80 hours for a whole unit subject. The student makes his/her own financial arrangements with the tutor, who must be acceptable to the principal.

(Approval date: June 12, 1989)

## TEACHER'S AIDE

Pupil aides must be scheduled through the counselors. This assures that schedules are properly revised and recorded. Study hall teachers must not release pupils for assignment to another teacher without the counselor's "change permit". Aides, when in the corridors, must carry corridor passes the same as any other pupil. They are not privileged people. Do not let them walk the halls or visit with other aides.

No aides are allowed for a part of a period. Aides should not copy or average grades. This is a teacher's responsibility.

Teachers may send aides to the Principal's Office to ask for their mail or whatever is in their mail box.

Office aides who have been truant, who receive an "F" or who misbehave, will be removed by the office. It is an honor to be an aide! We want good citizens.

[Adoption date: June 12, 1989]

## MEDIA LEARNING CENTER

Students may use the Learning Center during a study hall or each school day. Students must obtain passes from either their classroom or study hall teacher. Students are encouraged to make extensive use of the facilities.

Proper student conduct is required in the media center at all times and students who do not practice good citizenship will be deprived of media center privileges.

(Adoption date: June 12, 1989]

## COMMUNITY INSTRUCTIONAL RESOURCES

Helping each student develop to his/her full potential and to become a citizen contributing to the welfare of this community are important objectives of this district's educational program.

Toward these ends, the Lorain Board of Education will encourage administrative and instructional personnel to rely on the community as one of the educational resources. The administration will direct a community instructional resources program designed to involve the citizens, the institutions and the environment of our community in the education of its children.

The Superintendent will have supervisory control over the community resources program, which will include the school volunteer service. Members of the staff and of the community will be encouraged to offer their ideas and services through the channels which the administration develops.

The Superintendent will report to the Board on the involvement and effectiveness of the community resource program.

[Adoption date: June 12, 1989]

LEGAL REF.: State Board of Education Minimum Standards 3301-35-03(J)(4,5)

## SCHOOL VOLUNTEERS

The Lorain City Board of Education encourages parents to become involved in school activities. During the course of the school year there will be many opportunities for parents to participate in school activities. This could be in the form of a parent volunteer or perhaps just a spectator at one of our many excellent programs. Those wishing to provide voluntary services should contact their child's teacher or school principal.

**The Board believes one of the greatest resources available may be found in the citizens of the community who have special knowledge and talents to contribute to the District. The use of citizens as volunteers within the school program enhances the educational process not only for students, but for the community as well. Volunteers may provide additional support in the classroom, promote community-school cooperation in facilitating the learning process and provide resource persons who have expertise in various areas.**

**Recruitment and selection of volunteers is done at the local building level. Interested individuals should contact the building principal or his/her designee. The interests and abilities of the volunteers are considered when making assignments.**

**All volunteers shall be registered with the District office and at the appropriate building. Standard procedures for record keeping include hours contributed by various volunteers, types of services or donations made and an application kept on file at the local school for any volunteer who works directly with students, especially in tutorial relationships.**

**Current and prospective volunteers who have or will have unsupervised access to children on a regular basis are subject to a criminal record check (BCII) and must adhere to all policies, regulations and rules of the District.**

**LEGAL REFS.: ORC 2305.23; 2305.231**

**Chapter 2744**

**3319.39 ;OAC 3301-9-01**

[Adoption date: June 12, 1989]

## GUIDANCE PROGRAM

The Lorain City Board of Education views guidance as helping students understand themselves in the light of their abilities, aptitudes, interest, attitudes, strengths and limitations. This process is meant to assist students in the development of their potential, their decisions relating to personal, educational and vocational matters and also in becoming capable of mature self guidance.

Guidance is based upon these broad fundamental principles:

1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
2. Conditions are improvable. Equality of educational opportunity will benefit the individual and society.
3. Guidance is a continual and developmental process. Every experience of the individual influences performance in some way.
4. Guidance does not propose to program an individual's course of action but rather tries to assist the individual in arriving at his/her own satisfactory solutions.
5. Guidance should assist individuals to understand circumstances and opportunities and to plan their lives in a satisfactory manner to serve themselves as well as society.

The district's guidance services include a wide variety of testing programs and interpretation of results to students, parents and staff; programs that will assist students to good study habits; and personal guidance which is in keeping with the principles of human dignity and equality.

A written guidance plan will be developed to provide systematic aid to students in Kindergarten through twelfth grade regarding educational, career, civic, personal and social concerns including the harmful effects of drugs, alcohol and tobacco. This plan will provide for appraisal of student's academic abilities, a variety of counseling opportunities and approaches, educational and career planning and, when necessary, appropriate referral. The plan will be evaluated and consistent with state guidelines.

The guidance department will be responsible for assisting with implementation of the testing dimension of the competency based educational program. The guidance staff will further assist the instructional staff and administration in developing and implementing intervention programs to assist students to improve academically. **Counseling services are provided by certificated/licensed school counselors.**

[Adoption date: June 12, 1989]

LEGAL REFS.: ORC 3317.023; State Board of Education Minimum Standards 3301-35-02(B)(2)(c-d) 3301-35-03(H); LEGAL REFS.: ORC 3317.023 ; **OAC 3301-35-04; 3301-35-05; 3301-35-06**

## STUDENT CONFERENCES/PARENT CONFERENCES

The Lorain City Board of Education believes that at no time should parents be in doubt of students' progress. They will be notified of student progress through the report card and progress notices. If parents have questions or feel that there has been a misunderstanding, they should call the teacher, counselor or principal. Students who wish to talk with a teacher about a problem should request a conference with the teacher before or after school, or at a time convenient to both during the day.

Regularly scheduled parent-teacher conference days appear in the school calendar.

[Adoption date: June 12, 1989]

## MAKE-UP OPPORTUNITIES

Students who receive an Excused Absence must be given a reasonable opportunity to make up/complete assignments they missed due to the excused absence. This is especially important for items which may affect a student's grade. Teachers and students each have responsibilities in this matter. Teachers are obligated to inform the students of the procedures they need to follow to obtain missed assignments and to make themselves available to the student.

Students are responsible to have their Re-admittance Slip signed and to check with the teacher about any missed work and/or tests that must be made up. Students must be given a minimum of one week following their return to make up missed assignments and/or tests.

[Adoption date: June 12, 1989]

PROMOTION AND RETENTION OF STUDENTS - REGULATIONS

Retention Procedures K-8:

1. In cases of possible retention after reviewing 9 week progress reports the classroom teacher should submit an initial recommendation in writing to the principal with the reasons for retention stated briefly, including a detailed explanation of intervention strategies and a list of standards not met. This report should be submitted no less than two weeks before the end of the first semester or as soon as the need becomes evident. An initial conference between teachers and principal should take place before contacting parents.
2. Immediately following the end of the first semester or as soon as the problem arises:
  - A. A report of possible retention should be made to the parents by the classroom teachers, preferably through a conference.
  - B. The Child Study Team will convene to develop an intervention plan.
3. At the end of the third grading period:
  - A. Each case should be discussed carefully by the principal and the teacher(s).
  - B. A final summary and written recommendation should be submitted to the principal by the classroom teacher(s).
  - C. The Child Study Team will review documentation and determine retention or promotion.
4. In cases of retention, that student, upon successful completion of a summer school program in a state-accredited school in the required areas, may be promoted.

(June 19, 2006)

## HIGH SCHOOL CREDIT EARNED IN MIDDLE SCHOOL

Certain courses may be offered to students during the middle school years for which high school credit is awarded. These courses will be offered only to those students who have demonstrated the ability to work above the middle school level.

The following conditions for offering such courses will apply:

1. The Educational Services Division must approve all high school level courses offered at the middle school level.
2. The teacher of the course must possess a certificate/license qualifying him/her to teach in that field at the high school level.
3. Students and parents must be made fully aware that the course will be added to the student's transcript upon entering high school and that any grade, assessment, or evaluation will become part of the student's high school record.
4. 4. Students may re-take a course taken prior to ninth grade according to the policies for doing so established at the high school.

The success of students in the high school courses taken at the middle school level will be evaluated on an annual basis. The Superintendent's designee will provide procedures, process, and criteria to evaluate the program.

(October 30, 2006)

DIGITAL ACADEMY GRADUATE  
PARTICIPATION IN COMMENCEMENT EXERCISES

The Superintendent or designee may permit students in grades 9-12 who are enrolled in the Lorain City Schools' Board of Education sponsored digital academies, the Lorain High School Digital Academy and the Lorain Alternative Academy, to participate in the same commencement exercises as those students who graduate by attending a Lorain City

Schools district high school.

Digital academy graduates must meet or exceed the graduation requirements set forth by the Digital Academies' Governing Board. The Lorain City Schools administration and the Lorain Board of Education will have no authority in determining the eligibility for graduation of digital academy students.

The Board of Education desires that the standards for graduation from the Lorain City Schools Board-sponsored digital academies meet standards established by the Ohio Department of Education for graduation both (1) the minimum number of credits and (2) satisfactory performance on the Ohio Graduation Tests for the respective graduating class. Digital academy graduates must meet both Ohio Department of Education and the respective digital academy requirements for graduation.

It is understood that requirements for graduation from the digital academies will be different than those for students graduating from the Lorain City Schools high schools. The diploma received by a digital academy graduate will be from the respective digital academy and not from one of the Lorain City Schools high schools. Digital Academy graduates must follow the same procedures, rules, and guidelines as students in the traditional high schools for participation in the commencement exercises.

Names of potential digital academy graduates and all other pertinent information relative to digital academy graduates will be provided to the respective high school principal or his/her designee in an accurate and timely fashion by the Director of the Digital Academies or his/her designee.

[Adoption date: September 8, 2003]

## CREDIT FOR ALGEBRA IC/H AND PHYSICAL SCIENCE C

This is to establish procedure regarding credit for those students who take/have taken Algebra IC/H or Physical Science C while in junior high. Labels were made available to all the jr. high/middle schools on which this information is to be entered. The label is then sent on to the high school that the student will be attending to be placed on the front of the insert (transcript).

If a transcript is requested in the junior year it will appear as a course taken only. The grade or credit is not included in the G.P.A. at that time; but the information is made available to the college. The actual credit is awarded after the student has satisfied all requirements for graduation from the Lorain City Schools. Refer to the "Graduation Requirements" page in the requirements of a specific graduation class.

March 20, 1991

## COMPETENCY BASED EDUCATION

Competency based education measures student outcomes in light of the instruction provided. It asks a district to state what will be taught, substantiate the results and pursue appropriate corrective/supportive action.

The Board expects the Superintendent, employing the talents of appropriate administrators and instructional staff as well as outside consultants where necessary, to implement within the district a program of competency based education that meets or exceeds the State Board of Education Minimum Standards.

Initially such a program will be developed for the areas of reading, mathematics and English composition. Once this has been accomplished the Board expects competency based education programs to be developed in every curriculum area.

Such a program will include subject objectives (what will be taught), pupil performance objectives (what the student will be able to do to demonstrate learning), evaluation procedures to determine program effectiveness and intervention techniques to provide for program improvement and to assist student improvement.

Initially provisions will be made for periodic assessment, including testing, to be done in the areas of mathematics, reading, English composition at least once in grades one through four, grades five through eight and grades nine through eleven. The long range expectation of the Board is that such assessment be done with the same frequency in every subject area. Competency based tests selected as a part of assessment will be constructed so as to test those subject objectives established within the district.

The Superintendent will establish a committee of administrators and instructors to develop and use guidelines for the use of assessment results for improving instruction, program evaluation, intervention programs to assist students as needed, guidance programming and promotional decisions.

Program evaluations will be reviewed and updated every five years. A schedule for such will be developed and implemented by the Superintendent.

[Adoption date: June 12, 1989]

LEGAL REF.: State Board of Education Minimum Standards 3303-35-02 (b)(2)

## USE AND DISSEMINATION OF TEST RESULTS

Results of group testing and individual child study reports are to be placed in the appropriate spaces on the pupils' cumulative folders immediately after they are received. Aptitude scores and child study reports are confidential information.

[Adoption date: June 12, 1989]

## PROFICIENCY TESTING PROGRAM

### I. PROFICIENCY TESTING OF STUDENTS WITH DISABILITIES

#### A. Handicapped Student Participation:

Since the Individualized Education Program (IEP) determines the nature and degree of special education intervention needed, students with a handicapping condition shall take the Ninth Grade Proficiency Tests as documented on their IEP.

1. An exemption from taking the proficiency tests is sometimes in the best interest of the student.
2. Modifications are sometimes necessary for the student to take the proficiency test. If modifications are necessary, the following items should be considered.
  - a. The special education teacher/guidance counselor is/are responsible for notifying the examiner, prior to the testing date, the nature of the modifications.
  - b. The examiner is responsible for making and implementing the modifications.
  - c. It is not appropriate to place a student in the special education room to take the test while other "non-test taking" students are occupying the room.

#### B. Educational Intervention Plan (504)

Students on an Intervention Plan may have modifications in administration procedures of the proficiency tests. The modification(s) in curriculum must be documented on the Educational Intervention Plan: Students on an Educational Intervention Plan may not be exempted from participating in proficiency testing unless the<sup>y</sup> are completing a curriculum that is significantly different from that completed by other students required to take the tests. Such exemptions are rarely appropriate.

#### C. Translating Directions for LEP/ESL Students

As defined by the Ohio Department of Education, translation is permitted during the administration of the Ninth Grade Proficiency Tests to students whose native language is not English, those students whose proficiency in the use of English is not sufficient for them to understand the written or oral directions presented when students take the Ninth Grade Proficiency Tests, and for whom a waiver is not requested by the school district.

## PROFICIENCY TESTING PROGRAM

The Ohio State Department of Education believes that examiners who administer the Ohio Ninth Grade Proficiency Tests to all students, including those who meet the criteria described above, should do everything possible to assist each student in understanding the instruction for taking the tests and for completing the answer sheet. Examiners have many legitimate ways to help students, including the following: if possible, provide the instructions in the native language or dialect; but if not, use a combination of signaling, pointing and/or demonstrating; refer students to dictionaries; and/or use simplified sentences to say the same thing.

The Lorain School District has been provided a sample appeal form which may be used by the district to request an oral examination for seniors who will complete the high school curriculum at the end of the current semester and whose native language is not English. Such students are eligible for a state-administered oral examination. Students who appeal to take the citizenship and/or mathematics exams may request an interpreter. No interpreter is permitted for the reading test. There is no oral administration of the writing test. Districts are not permitted to provide an oral administration of any test, except pursuant to an IEP.

### II. TEST SECURITY

The Lorain City School District recognizes the need for test security for the Fourth, Sixth, Ninth and Twelfth Grade Proficiency Tests. All test questions and other materials including, but not necessarily limited to, reading passages, writing prompts, charts, graphs and tables shall be considered part of the tests. The only exception to test materials shall be those materials specifically designated as “practice tests” by the Department of Education.

The person designated as the District/Building Proficiency Test Coordinator shall be responsible for ensuring that all test security provisions are met while test materials are in the district and/or in the building respectively. No unauthorized person shall have access to any secure test materials at any time such materials are in the school district or building.

### III. ACCESS TO PROFICIENCY TEST RESULTS

Parents, guardians, or eligible students may inspect and review the student’s proficiency test results upon request. These results may also be shared between and among buildings within the district.

The proficiency test results will be recorded in the student’s permanent record. These records shall be maintained in the building where student attends.

The Lorain City School District will maintain an accurate record of all requests for information and access to student’s proficiency test results. The record will include at least:

**PROFICIENCY TESTING PROGRAM (NEEDS TO BE UPDATED)**

1. **The name of the person or agency that makes the request;**
2. **The interest the person or agency has in the information;**
3. **The date the person or agency makes the request and**
4. **Whether the request was granted and if it was, the date access was permitted or the disclosure was made.**

**It is essential that proficiency test result information be readily available to appropriate school personnel, be accessible to the student's parent(s) or legal guardian(s) or the student in accordance with law, and yet be guarded as confidential information.**

**The Superintendent is responsible for the proper administration of proficiency test results in keeping the Ohio law and federal requirements.**

**IV. PROFICIENCY TESTING ADMINISTRATION TO EIGHTH GRADERS**

**The Superintendent as directed submitted a request to the State Department of Education on its behalf for permission to administer the Statewide Student Proficiency Tests for Ninth Graders to students in Grade 8 during the Spring administration period pursuant to Section 3301.0711 (M) of the Ohio Revised Code. The district shall administer the test at least twice during the Fall and Spring of the school year to Ninth grade students who did not attain the designated scores on such tests in the eighth grade.**

[Adopted: December 16, 1996; Rev. 10/20/97]

LEGAL REF.:

OAC 3301-13-15 (F); 3301-13-03  
(B) ORC 3301.0711 (M); 3319.321

## EVALUATION OF INSTRUCTION PROGRAMS

The Superintendent will, on an annual basis, evaluate the effectiveness of instructional program in achieving the district's educational goals and objectives. Prior to the beginning of each year, he/she will submit a written and comprehensive report of his/her evaluative findings to the Board for its consideration and action. The specific purposes of this report will be to provide the Board with data for planning and budgeting for instructional improvements and for informing the public about the performance of the public schools. This data will include:

1. — Relation of student growth and development to the objectives of the school system;
2. — Suitability of educational programs in terms of community expectations;
3. — Report on how evaluation findings will be used for program improvement and
4. — Student achievement in light of testing results of standardized achievement tests and competency tests.

Periodically conduct follow-up studies that may include:

1. — The number of students who matriculate in a program of higher education and the percentage of these who successfully graduate;
2. — Extent of and trends in admissions to colleges and universities;
3. — Employment records of graduates not going to college.
4. — All other relevant data that the Superintendent deems necessary.

The Superintendent is instructed to keep abreast of current research and successful practices and to employ the best and most reliable methods and measures in the evaluative process. The results of the competency based testing program will be used as a part of the evaluation.

**The Superintendent regularly evaluates the effectiveness of the instructional program in achieving the District's educational goals and objectives. Periodically, he/she submits a written and comprehensive report of his/her findings to the Board for its consideration and action. The specific purpose of this report is to provide data for planning and budgeting for instructional improvements and for informing the public about the performance of the public schools. Data may include:**

1. **relation of student growth and development to the objectives of the school system;**
2. **suitability of educational programs in terms of community expectations;**
3. **how evaluation findings will be used for program improvement;**
4. **student achievement in light of standardized testing results;**
5. **the number of students who continue in a program of higher education;**

6. extent of and trends in admissions to colleges and universities and
7. all other relevant data that the Superintendent deems necessary.

The Superintendent is instructed to keep abreast of current research and successful practices and to employ the best and most reliable methods and measures in the evaluative process.

LEGAL REFS.: ~~ORC 3323.02; 3313.60~~

~~State Board of Education Minimum Standards 3301-35-02(B)(1)(c);  
(8)(2)(a-g), (E) 3301-35-03(K);~~

LEGAL REFS.: ORC 3313.60; 3323.02 ;

OAC 3301-35-02; 3301-35-03; 3301-35-04; 3301-35-06; 3301-35-07

[Adoption date: August 24, 1987]

## SCHOOL ADMISSIONS

The Lorain City School District schools provide tuition—free education to district residents between the ages of five through twenty—one who do not possess a diploma or GED certificate.

Students who do not legally qualify as residents and who are accepted for enrollment will 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 parents or a person or government agency with legal custody whose place or residence is within the boundaries of the school district.

The board will allow a child to begin the school year or second semester in the district's schools provided evidence can be submitted that the parent will, in fact, become a resident of the district within a period of sixty days. Such evidence may include a contract completion date for a house under construction, or some documentary evidence that the parent would be moving into a rental or purchase property within the sixty day period. Otherwise the child will continue to attend school in his/her resident district until such time as the parents actually move into this school district.

New entrants at all grade levels will be required to present at the time of enrollment the following: 1. a birth certificate or other documented evidence of birth; 2. proof of having received or being in the process of receiving required immunizations; 3. record of a physical examination by a licensed physician and 4. a Social Security number. A custodial parent or legal guardian must be present during registration.

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

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

[Adoption date: July 9, 1990]

LEGAL REFS.: ORC 3313.48; 3313.64; 3313.67; 3313.671 3317.08  
3321.01

PRESCHOOL PROGRAMS FOR HANDICAPPED CHILDREN

It is the expressed intention of The Board of Education of the Lorain City Schools to provide preschool programs to handicapped children consistent with the guidelines as outlined in Public Law 99-457, The Education of the Handicapped Act Amendments of 1986.

Programs and services will be operated Education of Handicapped Children with The Ohio State Department of Education.

in accordance with Ohio Rules for the following exceptions recognized by

- a. Programs will include provisions for parent education and interagency collaboration.
- b. Programs may operate on a categorical or cross—categorical basis.
- c. All children served will meet eligibility criteria for one of the areas of handicap specified in Ohio Rules for the Education of Handicapped Children.
- d. Teachers serving a single category of handicapped condition will hold Ohio special education certification in that area. Teachers serving cross categorical students will hold Ohio special education certification in one of the areas of handicapped conditions being served.
- e. A minimum of ten children will be served in a home based program. A minimum of six children and a maximum of eight children will be served in a center based or combination home/center based program.
- f. Programs will encourage the integration of handicapped and nonhandicapped children in accordance with requirements regarding placement in the least restrictive environment.
- g. An I.E.P will be developed for each child in the program. Whenever possible and practicable, these I.E.P.'s will include items relating to parental instruction so that they are actively involved and knowledgeable of their child's program of instruction.
- h. Children to be served must be a minimum of three years of age as of September 1 of a given school year. Maximum age of children to be served will be six as of September 1 of a given school.
- i. Supervision of preschool handicapped units will be done by persons holding special education supervisory or administrative certification.
- j. The course of instruction will be appropriate to the developmental needs of children between the ages of three and six. Instruction will include but not be limited to instruction in the following areas: a) language arts; b) mathematics; c) practical arts; d) fine arts; e) physical education; f) health, g) citizenship; h) work study skills as they relate to success in school.

[Adoption date: July 9, 1990]

### ADMISSION OF HOMELESS STUDENTS

The Board believes that all school-aged students, including homeless students, have a basic right to admission in the District schools and 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:

1. a supervised, publicly- or privately-operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill);
2. an institution that provides a temporary residence for individuals intended to be institutionalized or
3. a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
4. **a motel, car, campground or**
5. **a "doubling up" with another family because of inability to afford housing otherwise.**

In compliance with the Stewart B. McKinney Homeless Assistance Act, the District must enroll a homeless student in either:

1. the school of origin for the remainder of the academic year or, if the student becomes homeless between academic years, for the following academic year or
2. the school which he/she would attend if he/she were a resident of the District.

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. it appoints a District liaison who ensures that homeless students enroll and succeed in school and
3. homeless students are provided with transportation services that are at least comparable to the service provided to nonhomeless students.

If the District receives sub grants to implement this policy, 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.

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

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 Ohio and Federal law for the education of homeless children and youth.

[Adoption date: December 14, 1998] Reviewed & Approved: June 19, 2006

LEGAL REF.: 42 USC §§ 11431 et seq.

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

Permission may be granted by the Superintendent or his/her designee for a home-educated enrollee to participate in academic classes/subjects on a part-time basis. Such students enrolled in the District on a part-time basis may participate in extracurricular activities unless such participation is specifically limited by other Board adopted policy.

[Adoption date: November 18, 1991; Revised: June 19, 2006]

LEGAL REF.: OAC 3301-34-06

CROSS REFS.: IGBG, Home-Bound Instruction

IGCF, Home Instruction

IGD, Cocurricular and Extracurricular Activities

LORAIN CTTY SCHOOLS

Pupil Services Office

Elk:

JECB-E

Certificated/Non-Certificated Staff/Administrators- Tuition Wavier  
**Application**

Student's name

Race Social Security # or ID#

D.O.B

Grade

School

year L.C.S

Work site

L.C.S parent address

Home school district

School Program (regular, special education, etc.)

School Preferred

Second Choice

Signature of Parent

Date

Please return completed application to Pupil Services Office no later than  
August 15th.

(for office use)

Application received on

Student assigned to

Superintendent or Designee

Date

(Copies to be sent to parent and school)

## STUDENT WITHDRAWAL FROM SCHOOL

In order for all necessary records to be completed, students are requested to bring written notice from their parents or legal guardian stating their intention to withdraw from school or have their parents or legal guardian telephone the main office and state their intention to withdraw from school. This written notice or telephone message should be given/made to the Guidance Counselor or main office at least one day before the actual day of withdrawal. Students are required to turn in all books in each class on his/her last day of attendance. Parents must sign withdrawal forms on the last day of attendance.

**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 (work permit) and is regularly employed.**

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

**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.**

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

[Adoption date: July 9, 1990]

## EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

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

1. Holding a full—time Age and Schooling Certificate and having a full time job.
2. Receiving approved home instruction.
3. Attending a private or parochial school.
4. Having graduated from an approved high school.
5. Having a'6ED certificate or pursuing there of.
6. Receiving approved Home Education.

**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 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: July 9, 1990]

**LEGAL REF.: ORC 3321.04**

**Ohio State Board of Education Rule 3301-04.01 through .06; ORC  
3313.66;3321.02; 3321.03; 3321.04; 3321.07**

CROSS REFS.: JHCB, Inoculations of Students JHCC, Communicable Diseases JK,  
Employment of Students JEA, Compulsory Attendance Ages

**STUDENT INVOLVEMENT IN DECISION—MAKING**

Students should have a voice in the formulation of school policies and decisions which affect their education and lives as students. Through such participation, students can be an important resource for the improvement of the school, the educational system and the community. Students also have responsibilities. These responsibilities include regular *school* attendance, conscientious effort in classroom work, and obedience to *school* rules and regulations. Most of all, students share with the administration and faculty the responsibility of developing a climate in the school that is conducive to wholesome learning and living.

[Adoption date: December 28, 1987]

**LEGAL REF.: OAC 3301-35-04**

## TOBACCO USE BY STUDENTS

The Lorain City Board of Education prohibits student smoking use or possession of tobacco in any form, including, but not limited to cigarettes, cigars, clove cigarettes, chewing tobacco, snuff and any other forms of tobacco by any student in any area under the control of the district or at any activity supervised by any district school personnel.

Initial referrals will be made to the school administration with the intent to assist the student in overcoming addiction.

Violations will result in the following:

### First Offense:

Mandatory attendance will be required at an educational seminar sponsored by the American Lung Association, American Cancer Society, City Health Department, or other similar health organizations approved by the Board of Education; or

The student will be removed from school for a three day suspension and must be accompanied by a parent when returning.

### Second Offense:

Mandatory attendance will be required at a smoking cessation seminar as stipulated in the first offense; or

The student will be removed from school for a five day suspension and must be accompanied by a parent when returning.

### Subsequent offenses:

The student will be suspended from school for ten days and must return with a parent for re-admission. Repeated offenses will result in a recommendation for expulsion.

[Adoption date: July 9, 1990; Revised: November 4, 1996]

**LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.**

**Goals 2000: Educate America Act; 20 USC 6081-6084**

**ORC 3313.66; 3313.661; 3313.751**

**OAC 3301-35-02; 3301-35-04**

## INPATIENT TREATMENT POLICY

Hospitalization of a student is an excused absence, therefore, credit will not be withheld. The staff will work cooperatively with the tutors to provide classwork while the student is hospitalized. Dependent upon the length of treatment, the student, when he/she returns to school, will resume his/her previously scheduled classes. It would follow that if treatment extends into the second semester, the new schedule will be followed. If a student has received an "incomplete" during the time of treatment, extended time will be given in order for the student to make up the work. The time frame for make-up work should not exceed four weeks.

School staff will give returning students support and encouragement with make-up work.

[Adoption Date: October 28, 1991]

**Legal Refs.: Drug-Free Campus and Schools Act; 20 USC 3224(a)**  
**ORC 2925.01; 2925.11; 2925.14; 2925.37**  
**3313.66; 3313.661; 3719.011; 3719.41**

## WEAPONS PROTOCOL LORAIN SCHOOLS

Suspension/Expulsion Process:  
Immediate Police Report Required

Gun	Explosive devices
Look-alike gun'	Fireworks
BB gun	Bottle bombs
Stun/Taser gun	Pipe bombs
All knives	

(r

Sharpened edged or sharpened end items used in assault, attempted assault,

or threatening/menacing manner

Drugs (controlled substances) Look-alike drugs

Suspected controlled substances Drug paraphernalia

Items capable of causing blunt trauma  
used in assault, attempted assault, or  
threatening/menacing manner

<sup>1</sup> Principals grades K-6 have some discretion in reporting/not reporting

Suspension/Expulsion Process: No  
Police Report Required

Sharpened edged <sup>3</sup> sharpened end (other items <sup>2</sup> than controlled substances) <sup>3</sup>	Over-the-counter drugs
Mace <sup>2</sup>	Prescription drugs
	Pepper spray <sup>2</sup>

<sup>2</sup> No police report required (unless used in assault or attempted assault; or item is used in a threatening/menacing manner)

<sup>3</sup> When contents cannot be positively identified, call for police assistance

### STUDENT OF LEGAL AGE

Students may sign an adult student agreement in the attendance office after they have done the following:

1. Reached the legal age of 18.
2. Are living in their own residence.
3. Have pay—stub and rent receipt notarized.
4. Submit to the Executive Director of Pupil Services the notarized pay—stub and rent receipt, a birth certificate plus a letter of intent to be an adult—independent student.
5. "After receiving a note from the Executive Director of Pupil Services confirming the adult status, the student will sign the agreement.

The agreement means that the student will be treated as an adult but with that treatment he/she will have all responsibilities of an adult status student.

[Adoption date: July 9, 1990]

## STUDENT DISCIPLINE

Effective discipline, which requires respect for the rights of others, is necessary if all Lorain City students are to attain a quality education.

The Lorain City Board of Education delegates to school officials the authority to enforce district policies, regulations, and school rules governing pupil discipline.

A complete statement governing or describing all the relationships and processes involved in student discipline would be very extensive. However, the most important part of such a statement would be the relationship of the teacher and the principal in discipline situations. Teachers must feel free to consult and work closely with the building principal in any situation in which they may need guidance. This working relationship is one key to desirable discipline and a quality instructional atmosphere.

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's authority extends beyond the classroom into the halls, buildings, on school grounds, and at school related events.

Each case of unsatisfactory behavior by a student will be handled individually. The classroom teacher may take the steps he/she feels are appropriate in each case. If the student does not respond to these measures, the teacher will then refer 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 will discuss the problem with the principal. The teacher, or teachers, and the principal will work together in attempting to control or correct the situation.

***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.***

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

***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: July 9, 1990]

LEGAL REFS.: ORC 3313.20; 3313.66; 3313.661  
3319.41

## EMERGENCY REMOVALS OF STUDENTS

If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within classroom or elsewhere on the school premises, the Superintendent, or a principal, or assistant principal may remove a pupil from curricular or extracurricular activities or from the school premises, and a teacher may remove a pupil from curricular or extracurricular activities under his/her supervision, without the notice and hearing requirements of suspension and expulsion as outlined in ORC 3313.66(A & B). As soon as practicable after making such a removal, the teacher shall submit in writing to the principal the reasons for such removal.

If a pupil is removed under 3313.66 (C) from a curricular or extracurricular activity or from the school premises, written notice of the hearing and of the reason for the removal shall be given to the pupil as soon as practicable prior to the hearing, which shall be held within seventy—two hours from the time the initial removal is ordered. The hearing shall be held in accordance with 3313.66 (A) unless it is probable that the pupil may be subject to expulsion, in which case a hearing in accordance with 3313.66 (B) shall be held, except that the hearing shall be held within seventy—two hours of the initial removal. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

If the Superintendent or principal reinstates a pupil in a curricular or extracurricular activity under the teacher's supervision prior to the hearing following a removal under 3313.66 (C), the teacher shall, upon request be given in writing the reasons for such reinstatement.

**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 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: July 9, 1990]

LEGAL REF.: ORC 3313.66; 3313.661; 3313.662

## PHYSICAL EXAMINATIONS OF STUDENTS

Students must have a physical examination prior to their participation in interscholastic and intramural athletic programs.

*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.*

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

*Annually, the District will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.*

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

[Adoption date: July 9, 1990]

## INOCULATION AND TUBERCULIN TESTING OF STUDENTS

Immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, mumps and any other immunization required by the state is required for each child attending the public schools unless the parent files an objection.

The Lorain City Board of Education will require tuberculosis testing for any child entering kindergarten or entering Lorain City Schools from another school system or another country.

Students eligible for kindergarten or first grade and students new to the school system must present written evidence of required immunizations, or written evidence to indicate that they are in the process of receiving such immunizations, to be completed no later than the 14th day after entrance. Students failing to complete such immunizations will not be permitted to return on the 15th school day after entering school. However, the Board may, at its discretion, exclude such pupils from school until the immunization or testing are complete or may also exclude from school those pupils who have not been immunized or tested against other diseases as may be required by the Board.

The above immunizations and tuberculosis testing will be waived if a student presents a written statement from the parent or guardian objecting because of religious convictions or if they present a written statement from a physician or a clinic stating that immunization and testing have been done and the student is free from any of the above communicable diseases or is medically exempt.

Examinations for tuberculosis must be conducted in such grades and or circumstances as determined by the Ohio Public Health Council and/or the Lorain City Board of Health or its designee to be in need of testing. The Board of Education may however, require tuberculin tests of any or all grades when deemed appropriate.

The Lorain County Tuberculosis clinic will be notified of Tuberculosis testing by an assigned person (The Nursing when the Board of Education deems testing is appropriate the need for Coordinator)

**All kindergarten students are required to receive hepatitis B and varicella (chicken pox) immunizations.**

[Adoption Date: October 28, 1991; Revised October 10, 1994]

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

COMMUNICABLE DISEASES

Students absent because of contagion shall be readmitted to school only upon presentation of a written permit from the school nurse or health aide. This rule applies to all communicable diseases which by Ohio law must be reported to the Board of Health.

**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 the building Principal/school nurse. Upon the recommendation of the school physician, the student may be excluded from school. Re-admission is dependent upon a decision of a physician, school nurse or public health nurse. In case of doubt, the family physician is consulted.**

**Parents are informed when a communicable disease occurs in their child's classroom or on the bus so that early signs or symptoms can be observed and appropriate preventive measures can be instituted.**

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

[Adoption Date: October 28, 1991]

## ADMINISTERING MEDICINE TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, it will be done in accordance to the following:

1. The school nurse, health aide or an appropriate person appointed by the building principal will supervise the salute and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medicine.
2. Written permission must be received from the parent or guardian of the student, requesting that the school district comply with the physician's order.
3. The school nurse, health aide or other designated individual must receive and retain a statement, which complies with ORC 3313.713 and is signed by the physician who prescribes the drug, or other person licensed to prescribe medication.
4. The parent, guardian, or other person having care and charge of the student must agree to submit a revised statement signed by the physician or other licensed individual who prescribed the drug to the nurse, health aide or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. No employee who is authorized by the Board of Education to administer a prescribed drug and who has a copy of the most recent statement would be liable in civil damages for administering or failing to administer the drug, unless he/she acted in a manner that would constitute "gross negligence or wanton or reckless misconduct"
6. No person employed by the Lorain City Board of Education will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board of Education 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.

[Adoption Date: October 28, 1991]

LEG REFS.: ORC 2305.23; 2305.231; 3313.712; 2213713

State Board of Education Minimum Standards - 3301-35-00003(cXI),(D) (5.9)

## STUDENT SAFETY

The objectives of safety instruction will include the following as applicable to each unit of work in each course:

1. Learning how to work and to exercise safety and how to prevent accidents.
2. Learning how to care for tools and equipment so as to reduce the possibility of 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.
5. ***developing skills in the safe use of tools and equipment and***
6. Learning how to cooperate with others in the promotion and operation of a safety program in the school, on school vehicles, and to and from school.

Instruction in courses in special education, industrial arts, science, homemaking, art, physical education, health and safety will include and emphasize safety and accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work in the courses listed above and instructors will teach and enforce all safety rules set up for the particular course. These will include the wearing of protective eye devices in appropriate activities.

Teachers, as well as parents, will instruct students not to accept gifts or automobile rides from strangers. The students will also be instructed to tell the teachers, their parents, police or school patrols of any suspicious strangers.

***The Board directs the Superintendent/designee to provide 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 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 will be inspected annually to detect and remedy health and safety hazards.

[Adoption date: October 28, 1991]

LEGAL REFS.: ORC 3313.60,3313.643; 3313.74 3737.73;4107.31

**ORC 3313.67; 3313.68; 3313.71;3319.321; 3707.04; 3707.06; 3707.08; 3707.20;  
3707.21; 3707.26**

CROSS REF.: EB and subcodes, all relate to Safety Program

## CHILD ABUSE OR NEGLECT

### Reporting Requirements for All School Employees in Ohio

Ohio Revised Code 2151.421 states in pertinent part for all school employees:

- (A)(1) No... school teacher, school employee, school authority..., who is acting in his official or professional capacity and knows or suspects that a child under eighteen years of age or a physically or mentally handicapped child under twenty-one years of age has suffered any wound, injury, disability, or condition **Of** a nature that reasonably indicates abuse or neglect of the child, shall recklessly fail immediately to report or cause reports to be made of that knowledge or suspicion to the children services board, the county department of human services exercising the children services function, or a municipal or county peace officer in the county in which the child resides or in which the abuse or neglect is occurring or has occurred. [Emphasis added.]
- (C) Any report made pursuant to division (A) ... of this section shall be made forthwith by telephone or in person forthwith, and shall be followed by a written report, if requested by the receiving agency or officer....
- (G) Anyone... participating in the making of reports under this section ... shall be immune from any civil or criminal liability that otherwise might be incurred or imposed as a result of such actions.
- (I)(1) Any report made under this section is confidential.

This statutory reporting requirement obligates each school employee who knows or suspects of possible child abuse or neglect regardless of how long ago such abuse or neglect might have occurred to report immediately to the county department of human services or the local police.

Forms of child abuse and neglect (ORC 2151.03 & 2151.031):

Physical abuse: The nonaccidental injury of a child.

Neglect: Failure to act on behalf of a child. It is an act of omission. Neglect may be thought of as child-rearing practices which are essentially inadequate or dangerous.

Sexual abuse: Any act of a sexual nature upon or with a child. The act may be for the sexual gratification of the perpetrator or a third party. This would, therefore, include not only anyone who actively participated in the sexual activity, but anyone who allowed or encouraged it.

CHILD ABUSE OR NEGLECT  
Practice

Whenever a school employee suspects child neglect or abuse, the employee will immediately:

1. Make a telephone report to:  
County Department of Children Services: 244-6261

Or

City Police Department: 246-6000

It is suggested (but not required) that such telephone report be made in the presence of the employee's principal or immediate supervisor (so there is a witness that the report was filed in a timely manner).

1. It is recommended (but not required) that the employee notify his/her immediate supervisor or building principal of the child suspected of being abused or neglected (so that remedial or counseling services might be provided to the child).
2. It is recommended (but not required) that the employee make a written record of having made the telephone report of suspected child abuse or neglect (to document having made such a report).
3. it is recommended (but not required) that the employee make a written record of having made the telephone report of suspected child abuse or neglect (to document having made such a report).

## STUDENT AWARDS AND SCHOLARSHIPS

A variety of different awards are presented to students at the elementary, middle and high school levels in order to recognize students' achievement, promote academic excellence, and foster good citizenship. These awards are presented at different times and functions throughout the school year.

**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.**

Many scholarships are available to students pursuing college careers or vocational studies. Scholarship opportunities are posted in the guidance offices. Special public address announcements are made with reference to the scholarships available. These announcements are also posted in a highly visible area in order to keep students informed.

Information regarding requirements for applying, and how and when to apply are included in the postings. Information on financial aid can be obtained from the Guidance Counselors. It is the Guidance Counselors' responsibility for assisting students who are interested in pursuing scholarships.

**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.**

[Adoption date: November 18, 1991]

**LEGAL REFS.: ORC 9.20  
3313.17; 3313.20; 3313.36**

## EMPLOYMENT OF STUDENTS

~~A student's school responsibilities are to take precedence over non-school related jobs. A student who needs to work while attending school is to be cautioned against assuming work commitments that will interfere with his/her studies and achievement in school.~~

~~Anyone who has not yet reached eighteen needs an age and schooling certificate for any job, either full time or part time. Conditions under which such a certificate may be issued vary widely depending upon the age and sex of the applicant, and upon the kind of work. These conditions are established by law and not by the school authorities. Applications for age and schooling certificates are available in the school office.~~

**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 that 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/designee 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.**

**As with all District employment, the Board approves appointments and establishes pay rates. These rates conform with requirements of the minimum wage law. All student employees must complete an Employment Eligibility Form (Form I-9) provided by the U.S. Citizenship and Immigration Services as Federal Law requires.**

[Adoption date: October 28, 1991]

LEGAL REFS.: ORC 33133.56; 3313.93, 3321.08-.11, 3331.01-.15, Chapter 4109, 4111.02 **48 USC 1324a et seq. ; Chapter 4109**

## STUDENT GIFTS AND SOLICITATIONS

There are differences in the economic status of families represented by the students in our schools, and the Lorain City Board of Education wishes to avoid any embarrassment of students or hardship on families that lack financial resources. Nor does the Board wish to burden the community with numerous, repeated solicitation by the students. Therefore:

1. Teachers will discourage gifts from students. Notes of appreciation, of course, are always welcome.
2. Charity or general solicitations from students will be permitted only after written approval has been given by the Superintendent. The Superintendent will annually approve all solicitations that will be permitted in schools.
3. There will be no solicitation of money from local industry, businesses, district residents, parents or anyone by any school organization without the approval of the Superintendent.
4. **When the graduating class wishes to present a gift to the school, it is encouraged to donate the balance of the class fund to a school service project, the school scholarship fund or to present a gift that has long-lasting benefit to all students in the District.**

[Adoption Date: October 28, 1991]

**LEGAL REF.: ORC 3313.20**

CROSS REF.: GBI, Staff Gifts and Solicitations  
IGDF, Student Fund Activities

## 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 legal guardian(s) or the student in accordance with law, and yet be guarded as confidential information.~~

~~The superintendent is responsible for the proper administration of student records in keeping with Ohio 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 that are included in the pupil's cumulative folder will be available to parents, guardians, or the student if he is over eighteen years of age. This request must be in writing and will be granted within seven calendar days. No records are to be removed from the school, and a principal, teacher, or other qualified school personnel must be present to explain any of the tests or other material. The administration will establish a fee for duplication of student records and mailing.~~

~~Access to records of a student by a non-custodial parent must be granted unless the custodial parent produces a court order that explicitly excludes the other parent from such access.~~

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

~~Teachers and other specifically authorized school personnel, will also have the right to view these records; however, no person shall release, or permit access to, personally identifiable information other than directory information concerning any student.~~

~~Prior to each school year, the district will notify parents as to the content of directory information and that directory information will be released to representatives of the armed forces, business, industry, charitable institutions, other employers, and institutions of higher education unless a student's parent, guardian, custodian, or student over 18 years of age informs the school district in writing that any and all such information shall not be released.~~

~~Directory information includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received.~~

***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
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 24, 1992; revised October 12, 1994, October 6, 1996 & December 14, 1998)

LEGAL REFS.: Family Educational Rights and Privacy Act of 1974, P.L. 93-380, 20SC1232g ORC 149.41, 1347.01 et seq.  
3313.50, 3317.031, 3319.32; 3319.321; 3319.33, 3321.12; 3321.13, 3331.13 State Board of Education Minimum Standards 3301-35-02(B)(4)(b) 3301-35-03(E)

*The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Health Insurance Portability and Accountability Act; 29 USC 1181 et seq.*

## NEWS RELEASES

The District is a public institution endeavoring to serve the educational needs of the community. It is important that information be disseminated concerning school activities and problems. The Superintendent develops procedures to provide wide coverage and to coordinate publicity which enhances the image of the District.

**While it is impossible to know how news releases are treated by the press, efforts should be made to obtain coverage of school activities that adhere to the professional and responsible image for the District.**

[Adoption date: December 28, 1987]

Reviewed: May 9, 2005

LEGAL REF.: OAC 3301-35-03(†); **ORC 3315.07 ; 3301-35-04**

CROSS REFS.: EBD, Crisis Management EBDA, Suicide Intervention

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## COMMUNITY USE OF SCHOOL FACILITIES

Although the basic purpose of public school facilities is to provide the youth of the community a sound education program, the complete function of education is not achieved until the school facilities are made to serve the total community. To accomplish this objective, the Board shall, upon payment of the prescribed fee and subject to the requirements of applicable regulations, permit the use of school facilities for auxiliary, educational, recreational, cultural, civic, social, religious or other Board-approved purposes.

Priority is given to District-sponsored events.

The District uniformly provides that any student meeting conducted within its limited open forum:

1. must be conducted voluntarily and be student initiated;
2. no employee of the school may sponsor, promote, lead or participate in any religious meeting of the student group;
3. no employee of the school may be present at a religious meeting except in a nonparticipatory capacity, such as for custodial purposes;
4. no meeting may materially and substantially interfere with the orderly conduct of educational activities within the school and
5. no person not employed by the schools may direct, conduct, control or regularly attend religious activities of student groups.

This policy is not to be construed to authorize any employee of the school to:

1. influence the form or content of any prayer or other religious activity;
2. require any person to participate in prayer or other religious activity;
3. expend public funds beyond the cost of providing space for student initiated meetings;
4. compel any school employee to attend the school meeting if the content of the speech at the meeting is contrary to the beliefs of the employee;
5. sanction meetings that are otherwise unlawful and
6. discriminate or limit the right of students on the basis of numerical size of the group, except as otherwise authorized due to safety concerns or space limitations.

A student wishing to apply for room space to conduct a student meeting must do so in accordance with this policy and the regulations. If such authorization is obtained, this does not indicate Board approval or advocacy of the matters which are discussed at the meeting. Therefore, this policy does not limit the authority of the Board or its employees to maintain order and discipline on school premises, to protect the well-being of students and faculty and to assure the attendance of students at meetings is voluntary.

The Board adopts all fee schedules which are consistent with State law. All moneys collected from fees or fines, fixed and imposed by the Board, are deposited in the appropriate fund in the same manner as other moneys belonging to the District.

Fees

*The Board approves an established fee or rental schedule for the use of school facilities. Such fees are consistent from school to school.*

*It is mandatory that a custodian be on duty at such times. If the kitchen facilities are used, a cook, employed at the school must be employed by the group using the kitchen to supervise the use of the equipment.*

[Adoption date: December 28, 1987]

Reviewed: May 9, 2005

LEGAL REFS.: *The Elementary and Secondary Education Act; 20 USC 1221 et seq.*  
ORC 3311.215  
3313.74; 3313.75; 3313.76; 3313.77; 3313.79 4303.26  
Title VIII, § 801

CROSS REFS.: KGB, Public Conduct on District Property KI,  
Public Solicitations in the Schools