

Code Finder Index

This is an alphabetical index to the terms and codes in the Fairport Harbor Exempted Village Board of Education Policy Manual. It is intended to help users locate the policies and regulations, found in Sections A through L in the manual, through the listing of key words in the policy headings and sub-headings.

If the key word(s) you have tried does not help you to find a policy or regulation, consider the use of a synonym or another word which may be part of the policy title. For additional assistance, please refer to "Policies and Regulations of the Fairport Harbor Exempted Village Board of Education" in the introduction part of the manual.

- A -

ABSENCES

| | |
|------|---|
| DLB | Deductions for Absences Not Covered by Paid Leave |
| GCBD | Licensed Staff Leaves and Absences |
| JE | Student Absences |
| GDBD | Support Staff Leaves and Absences |

| | |
|------|--|
| IKA | Academic Achievement Grades |
| IB | Academic Freedom |
| IL | Academic Assessments |
| IKEB | Acceleration |
| BBB | Accident Reports |
| JHH | Untimely/Accidental Death of a Student |

ADMINISTRATION

| | |
|------|---|
| CCC | Administrator's Code of Ethics [and Relations] |
| CA | Administration Goals |
| BFE | Administration in Policy When No Policy Exists |
| CE | Administrative Council, Cabinets and Committees |
| CL | Administrative Reports |
| GCBE | Administrative Staff Vacations and Holidays |

ADMISSIONS

| | |
|-------|---|
| DFE | Admissions and Gate Receipts |
| DFEA | Free Admissions |
| JEC | School Admissions |
| | Admission of Suspended or Expelled Students |
| | Probationary Admission |
| JECBA | Admission of Exchange Students |
| JECB | Admission of Non-Resident Students |
| JECBC | Admission of Students From Non-Chartered Schools or |

| | |
|------|---|
| | Home Schooling |
| IKFD | Adult Education Diploma |
| IGA | Adult Education Programs |
| KJ | Advertising in the Schools |
| FEH | Advertising for Construction Contract Bids and Awards |
| BCE | Advisory Committees |

AGENDA

| | |
|--------|--------------------------------------|
| BDDB | Agenda Preparation and Dissemination |
| BDDB-E | Agenda Format |

| | |
|------|--------|
| EBCB | Alarms |
|------|--------|

ALCOHOL

| | |
|------|--|
| JFC | Alcohol Use By Students |
| IGAG | Teaching About Alcohol, Drugs, and Tobacco |

| | |
|------|------------------------------|
| FEBA | Architect Duties |
| FEB | Architect Selection |
| IKF | Armed Forces Courses Credits |
| JHFE | Assault Prevention |
| IGDH | Athletic Council |
| IGDH | Athletic Code of Conduct |
| IGDH | Athletic Eligibility |
| EBBC | Athletic Injuries |
| IGDH | Athletic Rule Violations |

ATTENDANCE

| | |
|-----|----------------------------|
| JEA | Compulsory Attendance Ages |
| JE | School Attendance |
| JC | School Attendance Areas |

| | |
|-----|-----------------------|
| DIE | Audits |
| DGA | Authorized Signatures |

- B -

| | |
|-----|------------------------------------|
| FEF | Bidding for Construction Contracts |
| DJC | Bidding Requirements |

BOARD

| | |
|------|---|
| BDDB | Board Agenda Format, Preparation, and Dissemination |
| BBAA | Board Authority |
| BCE | Board Committees |
| BG | Board Communications with Staff |
| BHBA | Board Conferences, Conventions, and Workshops |
| BCH | Board Consultants |
| BBB | Board Elections |
| BDC | Board Executive Sessions |
| DLC | Board Expense Reimbursements |

| | |
|------|---|
| BA | Board Goals |
| BB | Board Legal Status |
| BI | Board Legislative Program |
| BDDA | Board Meetings, Notification of |
| BBE | Board Member Absence |
| BHD | Board Member Compensation and Expenses |
| BBFA | Board Member Conflict of Interest |
| BBF | Board Member Ethics |
| BHE | Board Member Insurance |
| BBBA | Board Member Qualifications and Oath of Office |
| BJ | Board Memberships |
| BDDG | Board Minutes |
| HJA | Board Negotiating Deadlines |
| HD | Board Negotiating |
| BCB | Board Officers |
| BCA | Board Organizational Meeting |
| BF | Board Policy |
| BFC | Board Policy Adoption |
| BFD | Board Policy Dissemination |
| BBA | Board Powers and Duties |
| BFCA | Board Review of Regulations |
| BHD | Board Service Fund |
| BCD | Board-Superintendent Relationship |
| BJA | Communications with School Board Association |
| BCH | Consultants to the Board |
| BK | Evaluation of School Board Operational Procedures |
| BJA | Liaison with School Board Association |
| BHA | New Board Member Orientation |
| BDDH | Public Participation at Board Meetings |
| BD | Regular Board Meeting |
| BD | Special Board Meeting |
| BCJ | Special Information (Needed by Board) |
| BDE | Special Procedures for Conducting Hearings |
| BBE | Unexpired Board Member Term |
| BG | Visits to Schools by Board Members |
| BDDF | Voting Method |

| | |
|------|---------------------------|
| EBCC | Bomb Threats |
| JFCF | Bullying [Hazing and ...] |

BUDGET

| | |
|-----|---|
| DBC | Budget Deadline and Schedules |
| DBK | Budget Changes (Transfers Between Accounts) |
| DA | Budget Goals |
| DBD | Budget Planning |
| DB | Purpose of Budget (Appropriations, Fiscal Year) |
| ECA | Building and Grounds Security |
| KGD | Leasing of Unused School Buildings |

BUS

| | |
|-------|---|
| EEACA | Bus Driver Qualifications, Certification and Testing Programs |
| EEACC | Bus Operation Guide |
| JFCC | Bus Rider and Bus Stop Rules |
| EEAC | Bus Safety |
| EEAB | Bus Scheduling and Routing |
| EBCF | Bus Tornado Emergency Plans |
| EEAD | Special Use of School Buses |
| JFCC | Student Supervision on Buses |
| EBCE | Transportation (Bus) Failure |
| JFCC | Video cameras, Use of |

- C -

| | |
|------|---|
| ICA | Calendar, School |
| IGAD | Career and Vocational Education |
| IKFD | Career-Technical Education |
| DM | Cash in School Buildings |
| EFG | Cashier Bonding |
| IND | Ceremonies and Observances at School |
| KI | Charity Fundraising |
| JFCI | Chemical Abuse, Prevention and Treatment of |
| EBCB | Chemical Spill |
| JHG | Child Abuse and Neglect Reporting |
| IGBA | Child Identification (Handicapped Students) |
| FM | Civil Actions to Recover Damages to Property |
| INH | Class Interruptions |
| IKC | Class Rankings |
| IHB | Class Size |
| JFC | Code of Student Conduct |
| IKFD | College Preparatory Program |
| AF | Commitment to Excellence |
| KF | Community Instructional Resources |
| KC | Community Involvement in Decision Making |
| KA | Community-School Relations Goals |
| KG-R | Community Use of School Equipment |
| KG | Community Use of School Facilities |
| GBEA | Communicable Diseases (Employees) |
| JHCC | Communicable Diseases (Including AIDS) (Students) |

COMPLAINTS

| | |
|-------|--|
| GBM | Complaints and Grievances by Staff |
| KL | Complaints by the Public |
| KLB | Complaints by the Public About Curriculum |
| KLD | Complaints by the Public About School Personnel |
| KLD-R | Complaints by the Public About School Personnel (Guidelines) |
| GBEC | Complaints, Sexual Harassment |
| EHA | Computer/On-Line Services |

| | |
|-------|---|
| EHA-R | Computer Program Network and Internet Services, Access to |
|-------|---|

CONDITIONAL EMPLOYMENT

| | |
|------------|---|
| GCB-2 | Administrative Staff Hiring, Contracts and Compensation |
| DH | Bonded Employees and Officers |
| GBQ | Criminal Record Check |
| GCB-1, GCD | Licensed Instructional Staff Hiring, Contracts and Compensation |
| GBF | Employees Not In The Bargaining Unit |
| GDE | Employment of Part-time, Temporary and Substitute Staff |
| JK | Employment of Students |
| GDB, GDD | Support Staff Hiring, Contracts and Compensation |
| GBO, GBO-R | Verification of Employment Eligibility |

IGBA Confidentiality of Data

CONSTRUCTION ACTIVITIES

| | |
|-----|--|
| FEF | Construction Contracts |
| FEB | Construction Managers |
| FEH | Construction Project Insurance Program |
| FEI | Construction Project Records and Reports |
| FEG | Construction Supervision |

| | |
|------|---|
| CBF | Consulting Activities by Superintendent |
| AEA | Continuous Improvement Planning |
| IGDF | Contests for Students |
| LBB | Cooperative Educational Programs |

CONTRACTS

(See Also Conditional Employment of Personnel)

| | |
|-----------------|--|
| GCB | Contracts, Nonrenewal of |
| GBF | Contracts and Compensation for Employees Not In The |
| Bargaining Unit | |
| GCB-2 | Contracts and Compensation for Administrative Staff |
| GCB-1 | Contracts and Compensation for Licensed Instructional Staff |
| GDB | Contracts and Compensation for Support Staff |
| FEB | Contracts, Announcement of |
| DJ | Contracts, Certification of No Unresolved Finding for Recovery |
| FEH | Contracts, Construction Insurance |
| FEF | Contracts, Guarantees from Construction |

| | |
|-------|---|
| INB | Controversial Issues (Teaching of) |
| IIEA | Copyrighted Material Usage |
| JGA | Corporal Punishment |
| ADA | Correlates of Effective Schools |
| GBB | Cost-Savings Incentive |
| DJF-R | Credit Card (Purchases on district credit card) |
| GBQ | Criminal Record Check |
| KK | Crisis Procedures |

CURRICULUM

| | |
|------|---|
| IGAD | Career and Vocational Education |
| IGAA | Citizenship Education |
| IKF | Correspondence School Credits |
| IFE | Courses of Study |
| IGD | Curricular and Extracurricular Activities |

| | |
|------|-------------------------------|
| IFD | Curriculum Adoption |
| IGA | Curriculum Design |
| IF | Curriculum Development |
| IGAH | Family Life and Sex Education |
| IKE | "Reading Guarantee" |
| IGBB | Programs for Gifted |
| IGBJ | Title I Programs |

- D -

| | |
|-------|---|
| EH | Data Management |
| EHA | Computer/On-Line Services |
| JHH | Death, Untimely/Accidental Death of a Student |
| JHH-R | Untimely/Accidental Death of a Student |
| CAA | Delegation of Powers and Duties for Administrators |
| IKFD | Diplomas (Students and Adult Education) |
| IKFD | Issuance of Diplomas to Qualifying Veterans |
| JO | Directory Information on Students |
| JG | Discipline for Students |
| GBEA | Diseases |
| JK-R | Dismissals for High School Students Who Work, Early |
| BCE | District Records Commission |
| JEC | Domestic Violence Victims |
| JFCA | Dress Code for Students |

DRILLS

| | |
|-------|--|
| EBC | Emergency Plans |
| EBCB | Fire Drills |
| EBCBA | Tornado Drills |
| IGAJ | Driver Education |
| JGD | Driving Privileges, Loss of Student |
| JHFD | Driving Privileges, Reinstatement of Student |
| JFC | Drug Abuse by Students |
| EEACA | Drug and Alcohol Testing for Bus Drivers |
| GBEB | Drug-Free Workplace |
| IGAG | Drugs, Alcohol and Tobacco Education |
| IGBA | Due Process Rights [Handicapped Students] |

- E -

| | |
|--------|---------------------------------|
| IKFA | Early Graduation |
| LA | Educational Data Exchange |
| IGCD | Educational Options |
| IKF | Educational Options Credit |
| IGCD-R | Educational Options Regulations |
| JO | Educational Records |
| ADB | Elementary School Philosophies |
| IGDH | Eligibility for Athletics |

| | |
|------|-------------------------------------|
| EBCD | Emergency Closing |
| EBC | Emergency Plans |
| JGD | Emergency Removal of Students |
| EH | EMIS (Data Management) |
| GBQ | Employment, Conditional |
| JK-R | Employment Eligibility for Students |
| JK | Employment of Students |
| JO | Employment Record for Students |
| JFCC | Enforcement of Discipline |
| FBB | Enrollment Projections |
| JEB | Entrance to Kindergarten, Early |
| JB | Equal Educational Opportunities |
| GBA | Equal Opportunity Employment |
| FECC | Equipment Plans and Specifications |

ETHICS

| | |
|-----|-----------------------------|
| CCC | School Administrator Ethics |
| BBF | School Board Member Ethics |
| GBC | Staff Ethics |
| CBB | Superintendent Ethics |
| BCC | Treasurer Ethics |

EVALUATIONS

| | |
|-----|---|
| IFE | Evaluation of Courses of Study |
| IM | Evaluation of Instructional Programs |
| AF | Evaluation of School Board Operating Procedures |
| AFC | Resource Evaluation |

EXAMINATIONS

| | |
|------|---------------------------|
| GBE | Staff Health and Safety |
| JHCA | Student Physicals |
| AF | Excellence, Commitment to |
| IGBB | Exceptional Students |
| JECB | Exchange Students |

EXPENSES

| | |
|--------|--|
| BHD | Board Member Compensation and Expenses |
| DLC | Expense Reimbursements |
| IICA-R | Field Trip Expenses |

| | |
|-----|----------------------------|
| JGD | Expulsions and Suspensions |
| JFC | Extortion by Students |

- F -

FACILITIES

| | |
|----|--------------------------------|
| FA | Facilities Development Goals |
| FC | Facilities Improvement Funding |

| | |
|------|--|
| FB | Facilities Planning |
| FBA | Facilities Planning Advisors |
| FEC | Facilities Plans and Specifications |
| FK | Facilities Renovations |
| FF | Naming Facilities |
| FG | New Facilities, Board Inspection and Acceptance of |
| FI | New Facilities, Dedication of |
| IE | Organization of Facilities for Instruction |
| DFD | Rental of Facilities |
| FL | Retirement of Facilities |
| KG | School Facilities, Access to by Community |
| KG-R | School Facilities, Regulations For Use of |
| FJ | Temporary School Facilities |

| | |
|------|--------------------------------------|
| IGAH | Family Life and Sex Education |
| DFG | Fees, Fines and Charges for Students |
| JO | Fees for Copies of Student Records |

FIELD TRIPS

| | |
|--------|-----------------------------|
| IICA | Field Trips and Excursions |
| IICA-R | Regulations for Field Trips |

| | |
|------|--|
| IIBE | Films [Use in classroom] |
| KBA | Financial Records (Public's Right To Know) |
| JN | Fingerprinting Program, Student |
| EBCB | Fire Drills |
| EBBA | First Aid Requirements |
| DI | Fiscal Accounting and Reporting |

FOOD SERVICE

| | |
|-----|-------------------------------------|
| EFF | Food Sale Standards |
| EFH | Food Service Equipment Care and Use |
| EF | Food Service Management |
| EFB | Free and Reduced Priced Lunches |

| | |
|------|---------------------------|
| JECB | Foreign Exchange Students |
| DFEA | Free Admissions |

FUNDING

| | |
|------|---|
| DG | Depositing Funds |
| DF | Funding from Non-Tax Sources |
| DE | Funding from Taxes |
| DD | Funding Proposals and Applications |
| DD | Funding Sources (Federal, State, Private) |
| IGDE | Fund Raising Activities by Students |

- G -

| | |
|------|------------------------------|
| JFCE | Gangs, Secret Societies |
| DFE | Gate Receipts and Admissions |

IGBB Gifted Students

GIFTS

KM Public Gifts to Schools
JL Senior Class Gifts
GBI Staff Gifts and Solicitations
JL Student Gifts and Solicitations

GOALS

CA Administration Goals
BA Board Goals
DA Budget Goals
LA Education Agency Relation Goals
FA Facilities Development Goals
IGBB Gifted Instruction Goals
IA Instructional Goals
HAA Negotiations Goals
GA Personnel Policies Goals
KA School-Community Relations Goals
JA Student Policies Goals
EA Support Services Goals

IKA Grading Systems

GRADUATION

IKFA Early Graduation
IKFC Graduate Competency
IKFB Graduation Exercises
IKF Graduation Requirements

GBM Grievances and Complaints by Staff
IL Group Tests
IJ Guidance Program

GUIDELINES

EBCD Emergency Closing, Guidelines for
DIF-R Fundraising, Guidelines for
KLD-R Public Complaints, Guidelines for
EEACC School Bus Operations, Guidelines for

- H -

GBA Handicapped Employees
ACB Non-Discrimination of Handicapped Employees
JB Handicapped Students [Equal Education Opportunities]

HARASSMENT

AC General Harassment
GBEC Sexual Harassment

JFCF Hazing and Bullying

HEALTH

IGAE Health Education
GBE Staff Health and Safety
JHC Student Health Services

ADB High School Educational Philosophy

HIRING

(See Also Conditional Employment)

GCD Professional Staff Hiring
CBB Recruitment and Appointment of Superintendent
GDD Support Staff Hiring
GDC Recruitment/Posting of Vacancies

IGBK Home, Education at
IGBG Homebound Instruction
IKB Homework
IGAB Human Relations Education

- I -

JN Identification of Fairport Harbor Students
HN Impasse Procedures (Bargaining)

INCOME

DFA Income from Investments
DF Income from Non-Tax Sources

INJURIES

EBBC Athletic Injuries
EBBB Injuries on School Property

JHCB Inoculation of Students
FG Inspection and Acceptance of New Facilities, Board

INSTRUCTION

IGA Basic Instructional Program
KLB Complaints About Instructional Materials
IGBA IEP - Individual Education Program
IA Instructional Goals
IIA Instructional Materials
IIBE Instructional Media
IKE "Reading Guarantee"
IGB Special Instructional Programs

INSURANCE

BHE Board Member Insurance

FEH Construction Project Insurance Program
EI Insurance Management
JHA Insurance Programs for Students

JECBB Interdistrict Open Enrollment
EHA-R Internet Computer Network, Access to
JFG Interrogations and Searches of Students and Student Property
IGDH Interscholastic Athletics
JECBD Intradistrict Open Enrollment
IGDG Intramural Programs

- J -

JOB DESCRIPTIONS

GCA Licensed Instructional Staff Positions
CCA Qualifications of Administrators
CBA Qualifications and Duties of Superintendent
BCC Qualifications and Duties of Treasurer

GCBD Jury Duty (See Licensed Staff Leaves/Absences)
GDBD Jury Duty (See Support Staff Leaves/Absences)

- K -

IKA Kindergarten Grading System
JEB Kindergarten, Mandatory

- L -

IGBL Latchkey Program

LEAVES

GCBD Licensed Staff Leaves and Absences
GBR Family & Medical Leave
GBR-R Intermittent Leaves
(Benefits, Certifying Leave Need, Failure to Return)
GDBD Support Staff Leaves and Absences

LEGAL STATUS

BB School Board Legal Status
AA School District Legal Status

IIAC Library Materials Adoption and Selection

LICENSED STAFF

GCB-2 Licensed Administrative Staff Contracts and Compensation
GC Licensed Instructional Staff
GCI Licensed Staff Assignments and Transfers
GCB-1 Licensed Instructional Staff Contracts and Compensation (Limited and

Continuing)

| | |
|-------|--|
| GCL | Licensed Instructional Staff Development Opportunities |
| DLC-R | Licensed Staff Expense Reimbursements |
| GCN | Licensed Instructional Staff Evaluations |
| GCD | Licensed Instructional Staff Hiring |
| GCBD | Licensed Staff Leaves and Absences |
| GCF | Licensed Staff Orientation |
| GCA | Licensed Instructional Staff Positions |
| GCC | Licensed Instructional Staff Recruiting |
| GCBA | Licensed Instructional Staff Salary Schedules |
| GCJ | Licensed Staff Time Schedules |
| GCCA | Posting of Licensed Instructional Staff Vacancies |
| GCPA | Reduction in Licensed Instructional Staff Work Force |
| GCPB | Resignation of Licensed Instructional Staff |
| GCPC | Retirement of Licensed Instructional Staff |
| GCPD | Suspension and Dismissal of Licensed Instructional Staff |

| | |
|-----|---|
| JFG | Locker Searches |
| EF | Lunch Program (See Food Service Management) |

- M -

| | |
|------|---|
| HG | Fairport Harbor Education Association Employee Organization |
| EBCD | Make-Up Days for Students |
| EF | Management of Food Services |
| EI | Management of Insurance |
| CD | Management Team |
| DIF | Management of Student Activities Fund |

MATERIALS

| | |
|------|---|
| IIA | Materials for Instruction |
| IIAC | Materials for Library Selection and Adoption |
| IIAD | Materials for Special Interests |
| IIAB | Materials Selection and Adoption for Supplemental Books |
| IIAE | Materials That Have Copyrights |

| | |
|------|--|
| FEF | Mechanic's Lien for Construction Contracts |
| JHCD | Medicine to Students, Administering |

MEETINGS

| | |
|------|---------------------------------------|
| BCE | Open Meeting Requirements |
| BD | Meetings for School Board |
| BDDA | Notification of School Board Meetings |

| | |
|-----|---|
| FF | Memorials (Plaques or Naming a Particular Building) |
| ADB | Middle School Educational Philosophy |
| JEC | Missing Children |
| ADA | Mission Statements (All buildings) |

- N -

FF Naming New Facilities

NEGOTIATING

HM Negotiated Agreement, Distribution of
HE Negotiating Agents for Board
HD Negotiating Powers and Duties of Board
HJA Negotiation Deadlines for Board
HA Negotiations
HI Negotiations Costs
HAA Negotiations Goals
HJ Negotiations Procedures
HH Privileges of Negotiating Organizations
HE Professional Negotiator, Appointing
HK Release of Negotiations Information
HG Staff Negotiating Organizations

BHA New Board Member Orientation
KB News Releases
AC Nondiscrimination
ACB Nondiscrimination on the Basis of Handicap
ACA Nondiscrimination on the Basis of Sex
JECB-R Non-Resident Student Admission

- O -

OBJECTIVES

CAA Administrative Priority Objectives
DA Fiscal Management Objectives
IAA Instructional Objectives
HAA Negotiation Objectives
AF Commitment to Excellence
(Also See Goals: EA, GA, BA, KA)

IGAD Occupational Education (Career)
JECBB Open Enrollment (Interdistrict)
JECBD Open Enrollment (Intradistrict)
BCE Open Meeting Requirements
FEF Opening Bids (See Bidding)
IE Organization of Facilities for Inspection
BCA Organization of the Board

ORIENTATION

BHA New Board Member Orientation
GCF Professional Staff Orientation
FH Staff Orientation to New Facilities
GDF Support Staff Orientation

- P -

IKAB Parent Conferences

| | |
|------|--|
| JE | Parent's Responsibility for Student Attendance |
| KK | Parent's Visiting Classrooms |
| IICD | Parental Involvement in Education |
| GDE | Part-Time and Substitute Support Staff |
| GCE | Part-Time and Substitute Teachers |
| DK | Payment Procedures for School District |
| DL | Payroll Procedures |
| KG-R | Permits for Building Usage |
| GCBD | Personal Leave |

POLICIES

| | |
|-----|-------------------------------------|
| BF | Board Policy Development |
| GA | Personnel Policies' Goals |
| BFC | Policy Adoption |
| BFD | Policy Book Distribution |
| CH | Policy Implementation |
| BFG | Policy Review and Evaluation |
| BFB | Preliminary Development of Policies |
| BFF | Suspension of Policies |

POLITICAL

| | |
|-----|---|
| GBG | Staff Participation in Political Activities |
|-----|---|

POSITIONS

| | |
|-----|---|
| GCA | Positions of Licensed Instructional Staff |
| GDA | Positions of Support Staff |
| GCC | Posting of Professional Staff Vacancies |
| GDC | Posting of Support Staff Vacancies |

| | |
|------|--|
| IGCF | Post-Secondary Options |
| BBA | Powers and Duties of the Board |
| JFE | Pregnant Students |
| IGBM | Pre-Kindergarten Program |
| HH | Privileges of Staff Negotiating Organizations |
| FEB | Professional Design Services (Architect Selection) |

PROGRAMS

| | |
|------|---|
| IGBB | Programs for Gifted and Talented Students |
| IGBA | Programs for Handicapped Students |
| IKE | Promotion and Retention of Students |

PUBLIC

| | |
|-----|---|
| FEB | Public Announcement on Major Contracts |
| KL | Public Complaints |
| KLB | Public Complaints About Curriculum or Instructional Materials |
| KLD | Public Complaints About School Personnel (See also KLD-R) |
| KGB | Public Conduct on School Property |
| FI | Public Dedication of New Facilities |
| KBE | Public Forums |

KH Public Gifts to Schools
KB Public Information Program
BDDH Public Participation at Board Meetings
KBA Public's Right to Know

PUBLICATIONS

CHCA Approval of Handbook and Directives
IGDB Student Publications

PURCHASING

DJA Purchasing Authority
DJ Purchasing Declarations
DJF/DJF-R Purchasing Procedures
DJF-R Credit Card Purchases

- Q -

QUALIFICATIONS

BBBA Board Member Qualifications
CBA Superintendent, Qualifications and Duties of

DJF Quality Control (See Purchasing Procedures)

- R -

RECORDS/REPORTS

EBBB Accident Reports
CL Administrative Reports
FEI Construction Project Records and Reports
EFG Cashier (Food Service) Reports
BCE Destruction of Records
DI Financial Reports
GBL Personnel Records
KD School District Annual Report
IKA Student Progress Reports
JO Student Records

RECRUITING

GCC Licensed Instructional Staff Recruiting
CBB Recruitment and Appointment of Superintendent

GCPA Reduction in Licensed Instructional Staff Work Force
BD Regular Board Meetings

REGULATIONS

BFCA Board Review of Regulations
CHC Regulations Dissemination
CHA Regulations for Schools, Development of

RELATIONS

CCC Administrative Relations

KMG Relations with Business Organizations
LE Relations with Colleges and Universities
LB Relations with Other Schools and School Districts
LBB Relationship with Lake County Educational Service Center
KA School-Community Relations

RELIGION

IGAC Teaching About Religion
IKFB Graduation Exercises

IGBE Remedial Instruction
FK Renovation of Facilities

RENTAL

DFD Rental and Service Charges
KG Rental of School Facilities

JEC Required Records for School Admission
GDPB Resignation of Support Staff Members
GDPC Retirement of Support Staff Members

REVENUES

DFA Revenues from Investments
DF Revenues from Non-Tax Sources
DFB Revenues from School-Owned Real and Personal Property
DE Revenues from Tax Sources (Local Levies)

RIGHTS

JE, IKAB Rights and Responsibilities of Parents
GBCB Staff Rights and Responsibilities
JFA Student Due Process Rights
JF Student Rights and Responsibilities

- S -

SAFETY

EB Safety Programs and Plans
EEAC School Bus Safety Program
GBE Staff Health and Safety
JHF Student Safety

SALARY

DLB Salary Deductions
GCBA Licensed Instructional Staff Salary Schedule
GDBA Support Staff Salary Schedule

SCHEDULES

G CJ Licensed Staff Time Schedules
EEAB School Bus Scheduling and Routing

GDJ Support Staff Time Schedules

JEC School Admissions Regulations
JC School Attendance Areas
BCG School Attorney
CF School Building Administration
KG School Building Usage by Community

SCHOOL BUS

EEACC School Bus Operation Guidelines
EEAC School Bus Safety Program
EEAB School Bus Scheduling and Routing
EEA School Bus Transportation
EEAD Special Use of School Buses

ICA School Calendar
IND School Ceremonies and Observances
KA School Community-Relations Goals
ID School Day
KD School District Annual Report
AA School District Legal Status
EF School Lunch Program Management
JFC School Property, Damage to
FM School Property, Protection of
KK School Security
CB School Superintendent
FM Security Personnel
JFCE Secret Societies (Gangs)
FEB Selection of Professional Design Services
IGAH Sex Education
ACA Sex Nondiscrimination
GBEC Sexual Harassment
FEE Site Acquisition Procedure

SMOKING

KK Smoking Ban
JFCG Smoking by Students
KGC Smoking on District Property
GBK Smoking on School Premises by Staff Members

SOLICITATIONS

KI Public Solicitations in the Schools
GBI Staff Gifts and Solicitations
JL Student Gifts and Solicitations

SPECIAL PROGRAMS

IGBL Latchkey Program
IGBM Pre-Kindergarten Program
IIAD Special Interest Materials
IGBB Special Programs for Gifted and Talented
IGBA Special Programs for Handicapped Students
IGBA Least Restrictive Environment

SPECIFICATIONS

| | |
|------|---|
| FEH | Bidding Requirements |
| FECC | Equipment Plans and Specifications |
| FEC | Facilities Development Plans and Specifications |

IGD Sportsmanship

STAFF

| | |
|------|---|
| GBM | Staff Complaints and Grievances |
| GBCB | Staff Conduct |
| GBCA | Staff Conflict of Interest |
| GBE | Staff Health and Safety |
| GBJ | Staff Members Extracurricular Pass |
| GBF | Staff Members Not in Bargaining Unit |
| FH | Staff Orientation to New Facilities |
| GBG | Staff Participation in Political Activities |
| CCB | Staff Relations and Lines of Authority |
| GBH | Staff-Student Relations |
| KBE | Staff Support of Tax Levies |
| GDC | Support Staff Recruiting/Posting of Vacancies |

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| JFCH | Steroids |
| BCE | Strategic Planning |
| HO | Strikes by Employees |

STUDENTS

| | | |
|----------------|---|----|
| JECBA | Admission of Exchange Students | |
| JECB | Admission of Nonresident Students | |
| JECBC | Admission of Students from Non-Chartered Schools | or |
| Home Schooling | | |
| JK | Employment of Students | |
| JK-R | Employment of Students, Rules for | |
| JHCD | Medicine to Students, Administering | |
| JEC | Permanent Exclusion Violations | |
| JEC | Permanently Excluded Students | |
| JFE | Pregnant Students | |
| JEC | Probationary Admission | |
| JE | Student Absences and Excuses | |
| IGD | Student Cocurricular & Extracurricular Activities | |
| JECC | Student, Assignment to Schools | |
| JE | Student Attendance | |
| JHFD | Student Automobile Use | |
| IKC | Student Class Ranking | |
| IKC | Selection of Valedictorian and Salutatorian | |
| JFC | Student Conduct Expectations and Consequences | |
| JFCC | Student Conduct on School Buses | |
| IGDF | Student Contests | |
| JFB | Student Decision Making, Involvement in | |
| JG | Student Discipline | |
| JE | Zero Tolerance | |

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| JGD | Student Driving Privileges, Loss of |
| JFCA | Student Dress Code |
| JFA | Student Due Process Rights |
| DFG | Student Fees, Fines and Charges |
| IGA | Student Eligibility Rules |
| JGD | Student Emergency Removals |
| JB | Student Equal Educational Opportunities |
| IGDE | Student Fund Raising Activities |
| JL | Student Gifts |
| JFC | Student Handbooks |
| JHC | Student Health Services and Requirements |
| EFI | Student Wellness Program |
| JHCB | Student Inoculations |
| JHA | Student Insurance Program |
| IGDD | Student Performances |
| JN | Student Photographs |
| JHCA | Student Physical Examinations |
| IKE | Student Placement, Retention and Promotion |
| IGBF | Transitional First Grade |
| JA | Student Policy Goals |
| JFBB | Student Political Activities, Participation in |
| IKAB | Student Progress Reports |
| JFG | Student Property Searches |
| IGDB | Student Publications |
| JO | Student Records |
| JF | Student Rights and Responsibilities |
| JHF | Student Safety |
| JHFE | Student Safety and Assault Prevention |
| IGDC | Student Social Events |
| JL | Student Solicitations |
| IGD | Student Sportsmanship |
| JFCH | Student Substance Abuse |
| JGD | Student Suspension, Expulsion, Removal and Permanent Exclusion |
| EEAE, IGDH | Student Transportation in Private Vehicles |
| JECE | Student Withdrawal from School |

LEA Student Teaching and Internships

SUBSTITUTES

| | |
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| GDE | Substitute and Part-Time Support Staff |
| GCE | Substitute Teachers |

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| JHH | Suicide Prevention |
| IKF | Summer School Credit |

SUPERINTENDENT

| | |
|-----|------------------------------------|
| BCD | Board-Superintendent Relationship |
| CBC | Contract/Compensation and Benefits |
| CBF | Consulting Activities |
| CBG | Evaluation of the Superintendent |
| CBA | Incapacity of Superintendent |

CBA Qualifications and Duties
CBB Recruitment and Selection
CB School Superintendent

IIAB Supplemental Materials Selection and Adoption

SUPPORT SERVICES

GDN Evaluation of Support Staff
GDPB Resignation of Support Staff Members
GDPC Retirement of Support Staff Members
GDE Substitute and Part-Time Support Staff Employment
EA Support Services Goals
GD Support Staff
GDI Support Staff Assignments and Transfers
GDB Support Staff Contracts and Compensation Plans
GDL Support Staff Development Opportunities
GDD Support Staff Hiring
GDBD Support Staff Leaves and Absences
GDF Support Staff Orientation
GDA Support Staff Positions
GDC Support Staff Recruiting/Posting of Vacancies
GDBA Support Staff Salary Schedules
GDPD Support Staff, Suspension and Dismissal of
GDJ Support Staff Time Schedules
GDBE Support Staff Vacations and Holidays

SUSPENSIONS

JDG Student Suspension
GCPD Suspension and Dismissal of Licensed Instructional Staff
GDPD Suspension and Dismissal of Support Staff
BFF Suspension of Policies

- T -

DED Tax Incentive Programs
DLB Tax Sheltered Annuities
KBE Tax Levy Committees
DE Tax Revenue Sources
INB Teaching About Controversial Issues
IGAG Teaching About Drugs, Alcohol and Tobacco
IGAC Teaching About Religion
EGAC Telephone Services
FJ Temporary School Facilities

TESTING

EEACA Bus Driver Drug and Alcohol Testing
IL & IGBA Testing Programs
IL-R Testing Procedures
IL Fairport Harbor Academic Assessments

IIAA Textbook Selection and Adoption

TIME SCHEDULES

GCJ & GDJ Licensed Staff and Support Staff Time Schedules

IGBJ Title I Programs

TRANSFERS

GCI Licensed Staff Transfers

GDI Support Staff Transfers

TRANSPORTATION

EEA Private School Transportation

EEACC School Bus Operation Guidelines

EEAC School Bus Safety Program

EEAB School Bus Scheduling and Routing

EEAD Special Use of School Buses

EEAE Student Transportation in Private Vehicles

EEA Student Transportation Services

EEAA Walkers and Riders

BCC Treasurer, Duties of the

JE & JFC Truancy (See Student Attendance & Code of Student Conduct)

JECB Tuition (See Admission of Non-Resident Students)

GCQAB Tutoring for Pay

- U -

BBE Unexpired Term of Board Member

KG Use of School Buildings and Facilities by Community

IL Use of Test Results

- V -

VACANCIES

GCC Licensed Instructional Staff Recruiting

GCCA Posting of Licensed Instructional Staff Vacancies

GDC Posting of Support Staff Vacancies

VACATIONS

GCBE Administrative Staff Vacations and Holidays

GDBE Support Staff Vacations and Holidays

ECAB Vandalism

IKFD Veterans, Issuance of Diplomas to Qualifying

IIBE Videos [Use in Classroom]

JFCC Videocameras on School Buses

KK Visitors to the Schools

KK Violent Persons, Entrance of

IGAD Vocational Education

- W -

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| EEAA | Walking Students |
| EBC | Warning Systems (See Emergency Plans) |
| JFCJ | Weapons in School, Dangerous |
| EFI | Wellness Program [Nutrition & Wellness Action Plan] |
| JK | Work Permits for Students |
| HO | Work Stoppage |
| GCL | Workshops (See Licensed Instructional Staff Development Opportunities) |

- X -

- Y -

| | |
|-----|-------------|
| DB | Fiscal Year |
| ICA | School Year |

- Z -

| | |
|----|----------------|
| JE | Zero Tolerance |
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SECTION A: FOUNDATIONS AND BASIC COMMITMENTS

Section A provides a repository for statements related to the district's legal role in providing public education and the underlying principles on which the Fairport Harbor Exempted Village School District operates. The policies in this section provide a setting for all of the Fairport Harbor Board of Education's other policies. A policy may not exist for each item listed for this section.

| | |
|-----|--|
| AA | School District Legal Status |
| AB | The People and Their School District |
| AC | Nondiscrimination |
| ACA | Nondiscrimination on the Basis of Sex |
| ACB | Nondiscrimination on the Basis of Handicap |
| AD | Development of Philosophy of Education |
| ADA | Educational Philosophy |
| ADB | Building-Level Educational Philosophies |
| AE | School District Goals and Objectives |

AEA Continuous Improvement Planning
AF Commitment to Excellence
AFA Use of Independent Evaluators
AFB Evaluation of Evaluators
AFC Resource Evaluation

AG Reporting Accomplishments to the Public
AGA Recognition for Accomplishment

SECTION A: FOUNDATIONS AND BASIC COMMITMENTS

This section of policy describes the legal basis for the Fairport Harbor Exempted Village School District and the commitment of the Board of Education of meeting its obligations and responsibilities in a fair and democratic manner.

- 1.000 School District Legal Status
- 1.001 Community Involvement in Decision Making
- 1.002 Staff Involvement in Decision Making
- 1.003 Nondiscrimination
- 1.004 Philosophy of Education
- 1.005 Belief in Public Education
- 1.006 School District Goals
- 1.007 Evaluation of School Board Operational Procedures

File: AA

SCHOOL DISTRICT LEGAL STATUS

The United States Constitution leaves to the individual states responsibility for public education.

In Ohio, the General Assembly is under mandate by the Constitution of Ohio to provide by law for the organization, administration, and control of a public school system supported by public funds. The Ohio Constitution also calls for a State Board of Education (State Board) and a Superintendent of Public Instruction (State Superintendent).

The General Assembly has outlined the duties of the State Board and the State Superintendent. It has also established a State Department of Education (through which policies and directives of the State Board and State Superintendent are administered), and has established specific types of school districts.

The Fairport Harbor Exempted Village School District is classified as an Exempted Village School District the school district is governed by a locally elected Fairport Harbor Board of Education.

The legal basis for education in the Fairport Harbor Exempted Village School District is vested in the will of people as expressed in the Ordinance of the Northwest Territory in 1787, and in the Constitution of the State of Ohio, the statutes pertaining to education, court interpretation of the validity of these laws, and the powers implied under them.

Adoption date: 12/07/07

Revision date:

LEGAL REFS: United States Constitution, Tenth Amendment
Constitution of Ohio, Art. VI, {{2; 3; 4
ORC §§3301.011 et seq.; Chapter 3311

1 of

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File: AC

NONDISCRIMINATION

The Fairport Harbor Board of Education will not permit discriminatory practices against persons with disabilities. For the purposes of this policy, a person with a disability is defined as an otherwise qualified individual who:

1. Has a physical or mental impairment which substantially limits one or more major life activities (i.e., functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

The Board recognizes its responsibility to:

1. Avoid discrimination in policies and practices regarding its personnel and students;
2. Provide equal opportunity for employment; and
3. Make accessible to persons with disabilities its facilities, programs and activities.

No discrimination against any individual with a disability will be knowingly permitted on the basis of that disability in any of the programs, activities, policies or practices in this school district. This nondiscrimination obligation applies to admission or access to, participation in, or treatment or employment in, the school district's programs and activities.

To assure compliance with this policy the Board through the Superintendent designates the Director of Special Education as the school district's Compliance Officer to coordinate its efforts to comply with state and federal law and this policy. A copy of the federal Rehabilitation Act of 1973, including Section 504's implementing regulations, and the Americans with Disabilities Act may be obtained from the district's Compliance Officer at the Fairport Harbor School District, 602 Plum Street, Fairport Harbor, Ohio 44077.

In addition, the Board will:

1. Promote the rights and responsibilities of individuals as set forth in the Ohio and United States Constitutions, pertinent legislation, and applicable judicial interpretations;
2. Encourage positive experiences for children, youth and adults;
3. Enlist the support of individuals, as well as private and governmental groups and agencies, in efforts toward a more integrated society;
4. Consider the potential benefits or adverse consequences that the Board's decisions might have on the human relation aspects of the school community; and
5. Initiate a process of reviewing policies and practices of this school district in order to help achieve the objectives of this policy.

The Board's policy of nondiscrimination will extend to students, staff, job applicants, the general public, and individuals with whom it does business; and will apply to race, national origin, ancestry, religion, citizenship status, sex, economic status, age, disability, and other human differences.

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File: AC

Special Education

The Board recognizes its affirmative duty under state and federal law to identify, locate, and evaluate children with disabilities, and to provide them with a free appropriate public education under a program specifically designed to meet their needs and described in an individual education program, regardless of the nature or severity of their disabilities. These affirmative obligations to deal with the special problems of students with disabilities are not considered by the Board to constitute discrimination within the meaning of the general laws banning disabilities discrimination.

Reasonable Accommodations

Students may be disabled and eligible for services even though they do not qualify for or require services under state and federal special education law. A student who has a physical or mental impairment that substantially limits a major life activity and does not require specially designed instruction to benefit educationally -- but does require reasonable, but more than standard, modifications of the regular classroom or curriculum -- in order to have the same access to an education as a student without disabilities may, if appropriate, be deemed a person with a disability for whom a Section 504 plan would be developed and implemented in compliance with the applicable law and its implementing regulations.

A student who has a physical or mental impairment which does not significantly limit the ability to learn, or other major life activity, and who does not need modifications to the regular classroom or curriculum greater than what is normally provided to all students, is not a student with a disability requiring a Section 504 plan. However, if deemed appropriate, that student may be eligible for an Intervention Assistance Team plan.

Parents may participate fully in the evaluation process. If the parents disagree with the determination made by the professional staff of the district, they have the right to file a complaint, as described in the administrative guidelines developed by the Superintendent, or to request a due process hearing with an impartial hearing officer.

Notice

Notice of the Board's policy on nondiscrimination in employment and education practices, along with the identity of the school district's Compliance Officer, will be posted throughout the school district and published in any of the district's recruitment statements or general information publications. The Board will also provide staff development and training and consultation on the education of persons with disabilities, as necessary and appropriate.

Guidelines

The Board directs the Superintendent to:

1. Prepare administrative guidelines for facilitating the prompt, fair and appropriate identification, referral, evaluation and placement of students with disabilities who qualify for accommodations under a Section 504 plan; and
2. Develop a system of procedural safeguards which will provide for prompt and equitable resolution of complaints alleging violations of discrimination under state or federal law or this policy.

Due process rights of students with disabilities and their parents will be enforced.

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4

File: AC

Harassment

Federal and state law prohibit harassment of any employee or student on the basis of race, national origin, ancestry, religion, citizenship status, sex, economic status, age, or disability. The Board considers acts of harassment by its employees to be beyond their scope of employment or official duties. Furthermore, such conduct is offensive and unprofessional, and it sets a poor example for our students and community. Accordingly, the Board will not tolerate harassment and will make every effort to maintain schools free from harassment.

Unlawful harassment on the basis of race, national origin, ancestry, religion, citizenship status, sex, economic status, age, or disability includes such conduct as sexually offensive pranks, slurs, jokes, display of lewd photographs, ridicule by supervisors, gestures, touching or any other verbal or physical attack that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive educational environment;
2. Has the purpose or effect of unreasonably interfering with an individual's performance; or
3. Otherwise adversely affects an individual's opportunities or participation in the educational environment.

In order for the Board to enforce this policy effectively and to take prompt, corrective measures, offended persons are encouraged to report any and all incidents of harassment to their principal or supervisor; except, however that complaints about harassment from their principal or supervisor should be reported to the Superintendent or designee. Complaints about harassment from the Superintendent should be reported to the Board President. Oral complaints will be reduced to writing to assist in the Board's investigation. To the greatest extent possible, such complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

If, after appropriate investigation, the Board finds that any employee or student has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreements, Board policy and/or federal or state law.

Evaluations

Examination of programs and practices shall be a continuous task to insure that non-discrimination is ongoing in all areas of Board responsibility.

Adoption date: 1/??/07

Revision date:

LEGAL REFS.: 8 USC §1324a et seq. Immigration Reform and Control Act of 1986
29 U.S.C. §794 Section 504 of the Rehabilitation Act of 1973
20 USC §1401 et seq. Individuals With Disabilities Education Act
20 USC §1681 et seq. Education Amendments of 1972 (Title

IX)

29 USC §206 et seq. Equal Pay Act, 1963
29 USC §621 et seq. Age Discrimination in Employment Act of 1967
42 USC §1201 et seq. Americans with Disabilities Act of 1990
42 USC §2000d et seq. Civil Rights Act of 1964, as amended in
1972 (Title VI)

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4 of

File: AC

42 USC §2000e et seq. Civil Rights Act of 1964, as amended in
1972 (Title VII)
Executive Order 11246 (1965), as amended by Executive Order 11375

Constitution of Ohio, Art. I, §2

ORC §§ 2744.03; 2744.07; 2744.09 2921.45; Chapters 3323; 3327;
4112

29 CFR Part 516; 34 CFR §§100.7 and 100.8; 34 CFR Parts 101 and
106; 45 CFR Part 86

OAC §§3301-35-02(A) (1); 3301-35-03(A) (1); 4112-3-09; 4112-5-04

CROSS REFS.: ACA, "Nondiscrimination on the Basis of Sex"
ACB, "Nondiscrimination on the Basis of Handicap"
GBA, "Equal Opportunity Employment"
GBEC, "Sexual Harassment"
GBH, "Staff-Student Relations"
GBO, "Verification of Employment Eligibility"
JB, "Equal Educational Opportunities"
JFC, "Student Conduct Expectations and Consequences"

CONTRACT REFS.: FHEA Negotiated Agreement

INVESTIGATION OF HARASSMENT

The Fairport Harbor Board of Education designates the Superintendent or designee as its grievance officer for the purposes of these regulations.

Procedures

1. Any members of the school community who believe they have been subjected to harassment on the basis of race, national origin, ancestry, religion, citizenship status, sex, economic status, age, handicap or disability shall report the incident(s) of alleged harassment to their principal or immediate supervisor who shall report it to the Superintendent. In cases where the alleged offender is that principal or supervisor, the report should be made directly to the Superintendent. In cases where the alleged offender is the Superintendent or the Treasurer, the report should be made to the President of the Fairport Harbor Board of Education or designee.
2. The grievance officer shall attempt to resolve the problem in a timely and informal manner by using the following process:

- A. The grievance officer shall confer with the charging party in order to obtain a clear understanding of that party's statement of the alleged facts;
- B. The grievance officer shall meet with the charged party in order to obtain a response to the complaint;
- C. The grievance officer shall hold as many meetings with the parties as is necessary to gather the pertinent facts;
- D. On the basis of the grievance officer's perception of the problem, the grievance officer will: [1] attempt to resolve the matter informally through conciliation; or [2] take formal action and notify the parties of the decision by certified mail.

3. The decision following an investigation must be based upon the available facts. If the investigation reveals that the complaint is valid,

the prompt and appropriate remedial and/or disciplinary action will be taken immediately to prevent: [A] the continuance or recurrence of the harassment; and [B] any retaliation against the complainant.

4. If either party disagrees with the decision of the grievance officer, that party may appeal to the Superintendent or designee. After reviewing the record made by the grievance officer, the Superintendent or designee may attempt to gather further evidence necessary to decide the case and to determine appropriate action to be taken. Upon making a determination, the Superintendent or designee shall notify the parties. The decision of the Superintendent or designee is final.

5. In cases where original jurisdiction as hearing officer is with the Superintendent or designee, or the Board President or designee, the decision made by that person is final.

Confidentiality

The purposes of this section are to:

A. Protect the confidentiality of a person who files a complaint of harassment;

B. Encourage the reporting of any incidents of harassment, especially when the behavior could constitute a form of child abuse; and

C. Protect the reputation of any party wrongfully charged with harassment.

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File: AC-R

All reports and matters involving harassment complaints shall remain confidential. While a charge is under investigation, no information will be released to anyone outside the scope of the investigation, except as may be required by law or as part of a legal or administrative proceeding held by a legally constituted authority. No one involved in the investigation is to discuss the subject outside the conduct of the investigation. Any person found to breach the standards of confidentiality under these regulations shall be subject to appropriate disciplinary action.

Responsible Parties

Investigation of complaints of harassment will normally include conferring with the parties involved, including the parents of students under the age of 18, and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

Given the nature of harassing behavior, false accusations can have the same serious effects upon innocent individuals as the harm that harassment can inflict upon its victims. All persons involved in investigations are therefore expected to: [A] act responsibly and honestly; [B] respect the requirements of confidentiality; and [C] exercise the utmost candor when they present harassment allegations or charges against fellow students, school district employees, or third parties or others associated with the school district.

Adoption date: 12/07/07

LEGAL REFS.: 8 USC §1324a et seq. Immigration Reform and Control Act of 1986
20 USC §§504; 706; 794 Rehabilitation Act of 1973
20 USC §1401 et seq. Individuals With Disabilities Education Act
20 USC §1681 et seq. Education Amendments of 1972 (Title IX)

29 USC §206 et seq. Equal Pay Act, 1963
 29 USC §621 et seq. Age Discrimination in Employment Act of 1967
 42 USC §2000d et seq. Civil Rights Act of 1964, as amended in
 1972 (Title VI)
 42 USC §2000e et seq. Civil Rights Act of 1964, as amended in
 1972 (Title VII)
 Executive Order 11246 (1965), as amended by Executive Order 11375
 Constitution of Ohio, Art. I, §2
 ORC §§ §149.43; 2151.421; 2744.03; 2744.07; 2744.09 2921.45;
 3319.321; Chapters 3323; 3327; 4112
 29 CFR Part 516; 34 CFR §§100.7 and 100.8; 34 CFR Parts 101 and
 106; 45 CFR Part 86
 OAC §§3301-35-02(A) (1); 3301-35-03(A) (1); 4112-3-09; 4112-5-04

CROSS REFS.: AC, "Nondiscrimination"
 ACA, "Nondiscrimination on the Basis of Sex"
 ACB, "Nondiscrimination on the Basis of Handicap"
 GBA, "Equal Opportunity Employment"
 GBEC, "Sexual Harassment"
 GBH, "Staff-Student Relations"
 GBO, "Verification of Employment Eligibility"
 JB, "Equal Educational Opportunities"
 JFC, "Student Conduct Expectations and Consequences"
 JHG, "Reporting Child Abuse and Neglect"
 KLD, "Public Complaints About School Personnel"

CONTRACT REF.: FHEA Negotiated Agreement

File: ACA
 NONDISCRIMINATION ON THE BASIS OF SEX

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

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

The Fairport Harbor Board of Education hereby states its intention to ensure compliance with Title IX of the Education Amendments of 1972, as affected by Title VI of the Civil Rights Act of 1964, and the regulations promulgated through the U.S. Department of Education.

Adoption date: 1/??/07
 Revision date:

LEGAL REFS.: 20 USC §1681 et seq. Education Amendments of 1972 (Title IX)
 29 USC §206 et seq. Equal Pay Act 1963
 42 USC §2000d et seq. Civil Rights Act of 1964 (Title VI)
 42 USC §2000e et seq. Civil Rights Act of 1964, as amended in 1972
 (Title VII)
 Executive Order 11246, as amended by Executive Order 11375
 Constitution of Ohio, Art. I, §2

CROSS REFS.: AC, "Nondiscrimination"
ACB, "Nondiscrimination on the Basis of Handicap"
GBA, "Equal Opportunity Employment"
JB, "Equal Educational Opportunities"

File: ACB

NONDISCRIMINATION ON THE BASIS OF HANDICAP

The Fairport Harbor Board of Education maintains that discrimination against a qualified handicapped person solely on the basis of handicap is unfair. To the extent possible, qualified handicapped and disabled persons should be in the mainstream of life in a school community.

Accordingly, employees of this school district will comply with, to the extent possible, requirements of federal and state law and the policy statements of this Board to ensure nondiscrimination on the basis of handicap. The following will be expected.

1. No one will discriminate against qualified handicapped or disabled persons in any aspect of school employment solely on the basis of handicap or disability.
2. Facilities, programs and activities will be made available to qualified handicapped or disabled persons.
3. Free, appropriate education at elementary and secondary levels, including nonacademic and extra-curricular services and activities will be provided to qualified handicapped or disabled persons.
4. No one will exclude any qualified handicapped or disabled person solely on the basis of handicap or disability from participation in any preschool education or day care program or activity, or any adult educational or vocational program.
5. Each qualified handicapped or disabled person will be provided with the same health, welfare, and other social services that are provided to others.

Adoption date: 1/??/07

Revision date:

LEGAL REFS.: 20 USC §§706; 794 Rehabilitation Act of 1973
20 USC §1401 et seq. Individuals With Disabilities Education Act
42 USC §12101 et seq. Americans With Disabilities Act of 1990
Constitution of Ohio, Art. I, §2
ORC §3323.01 et. seq.; Chapter 4112 Ohio Civil Rights Act
OAC §§3301-35-02(A) (1); 3301-35-03(A) (1)

CROSS REFS.: AC, "Nondiscrimination"
ACA, "Nondiscrimination on the Basis of Sex"
AE, "School District Goals and Objectives"
GBA, "Equal Opportunity Employment"
IGBA, "Programs for Handicapped Students"
JB, "Equal Educational Opportunities"

DEVELOPMENT OF PHILOSOPHY OF EDUCATION

The Fairport Harbor Board of Education philosophy of education shall give direction to the educational program and daily operations of the district. The philosophy will allow for that flexibility necessary in an ever-changing society. Furthermore, the philosophy will provide general criteria by which to assess the district's program and operations.

Annually, the Board and the Superintendent will evaluate the district's philosophy of education. Suggestions from both staff and community will be considered.

All building and course of study philosophies will reflect and extend the Board's philosophy. The Superintendent will disseminate the Board's philosophy of education throughout the school community.

Adoption date: 1/??/07

Revision dates:

LEGAL REF.: OAC §3301-35-02

CROSS REFS.: ADA, "Educational Philosophy"
BFC, "Policy Adoption"
BFG, "Policy Review and Evaluation"

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File:

ADA

EDUCATIONAL PHILOSOPHY

Development

The Fairport Harbor Board of Education's philosophy of education shall be crafted to: [A] guide the educational program and daily operations of the school district; [B] allow for necessary flexibility to address changes in educational demands; and [C] provide general criteria by which to assess the district's program and operations.

All school mission statements will reflect and extend the Board's vision, mission and educational philosophy. The Superintendent will disseminate the Board's vision, mission and philosophy of education throughout the school community.

Vision Statement

The culminating effect of the school district's educational program is for our students and graduates to compete successfully with the best minds in the world.

Mission Statement

The mission of the Fairport Harbor School District is a community rich in tradition that creates a welcoming, challenging, learning environment.

Adoption date: 12/07/07

Revision dates:

LEGAL REF.: ORC §3302.03; 3302.04

OAC §§3301-35-02; 3301-35-03

CROSS REFS.: AF, "Commitment to Excellence"
AEA, "Continuous Improvement Planning"
BFC, "Policy Adoption"
BFG, "Policy Review and Evaluation"
IA, "Instructional Goals"

File:

ADB

BUILDING-LEVEL EDUCATIONAL PHILOSOPHIES

Mission Statements

Each school must submit for approval of the Fairport Harbor Board of Education a mission statement which is consistent with the mission of the school district. The school mission statement shall be created through the active participation by representatives of students, parents, staff and community members.

Adoption date: 12/07/07

Revision date:

LEGAL REF.: ORC §3302.03; 3302.04

OAC §3301-35-02(A); Chapter 3301-56

CROSS REFS.: ADA, "Educational Philosophy"
AF, "Commitment to Excellence"
AE, "School District Goals and Objectives"
AEA, "Continuous Improvement Planning"
IA, "Instructional Goals"

File: AEA
CONTINUOUS IMPROVEMENT PLANNING

The Fairport Harbor Board of Education shall implement a strategic and continuous improvement plan to chart the process of achieving and measuring substantial improvements in the performance of the school district. The Board is committed to a process of continuous improvement planning in which its goals and objectives are: [A] derived from the Board's educational philosophy and the mission for the school district; and [B] satisfy the Board's legal responsibilities and its obligations to the community it serves.

The Board directs the Superintendent to engage in a process of continuous improvement planning in meeting any standard established by law and the State Board of Education for classifying the school district as "excellent" and to go beyond that measure. Where performance has not met that criteria, each continuous improvement plan shall be for a period of three years.

Each continuous improvement plan shall be:

1. Based upon a cycle of data collection, analysis, decision-making, and evaluation of results;
2. Comprised of specific steps for improvement, designation of persons responsible for its execution, allocation of needed resources, deadlines for completion, and means for evaluation;
3. Updated on at least an annual basis until performance meets the "excellent" classification under the standard; and
4. Reported annually to the Board and as necessary to the Ohio Department of Education.

Upon its receipt of the Superintendent's recommended continuous improvement plan, the Board shall conduct a public hearing on its contents prior to taking any action to accept, modify or reject it. Any such plan is considered for immediate implementation upon the Board's adoption of it.

Adoption date: 12/07/07

Revision date:

LEGAL REFS.: ORC §§3302.03; 3302.04
OAC §§3301-35-02; 3301-35-03; Chapter 3301-56

CROSS REFS.: ADA, "Educational Philosophy"
BCE, "Board Committees"

IA, "Instructional Goals"
KBA, "Public's Right to Know"
KC, "Community Involvement in Decision-Making"

File: AF

COMMITMENT TO EXCELLENCE

What gets measured gets done. A chief responsibility of the Fairport Harbor Board of Education, evaluation of district operations and effectiveness is a primary means of determining whether the school district's mission and educational goals are being achieved.

The Board will make evaluation of its operations a continuing process so that it will stay abreast of accomplishments and needs.

Adoption date: 12/07/07

Revision date:

LEGAL REFS.: ORC §§3302.03; 3302.04; 3313.60; 3319.01; 3319.02;
3319.081

OAC §§3301-35-02; 3301-35-03; Chapter 3301-56

CROSS REFS.: ADA, "Educational Philosophy"
AEA, "Continuous Improvement Planning"
BCE, "Board Committees"
IA, "Instructional Goals"

06/24/2013

RESOURCE EVALUATION

The Fairport Harbor Board of Education believes that regular self-evaluation of the total school program promotes the healthy operations of the school district. The Superintendent will develop and implement an assessment procedure to evaluate the effectiveness of

the educational resources in achieving the school district's educational goals and objectives. The Superintendent is instructed to apply current research and successful practices and to employ the best and most reliable methods and measures in the evaluative process.

Each of the following elements will be part of the evaluation portion of continuous improvement planning:

- A. Licensed instructional and support staff;
- B. Instructional materials and equipment;
- C. Facilities;
- D. Student health and safety;
- E. Student cumulative records;
- F. Student admission, placement, and withdrawal;
- G. Student attendance and conduct;
- H. School guidance services;
- I. Student activity programs; and
- J. Community relations.

Documentation of the evaluation will include evidence that the school district's resources are allocated in an effective and equitable manner. The Superintendent shall develop the procedures to be used and the criteria for describing the results of the evaluation.

The Treasurer shall annually provide the Business Advisory Council with a copy of the school district's allocation of educational resources for it to review and evaluate.

Adoption date: 12/07/07

Revision date:

LEGAL REF.: OAC §3301-35-03

CROSS REFS.: AEA, "Continuous Improvement Planning"
BCE, "Board Committees"
KMG, "Relations with Business Organizations"

BOARD OPERATION GOALS

The primary responsibility of the Fairport Harbor Board of Education is to establish purposes, programs and procedures that will produce the educational achievement needed by district students. The Board must accomplish this while also being responsible for wise management of resources available to the district. The Board must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy and by evaluating the

results. Further, it must carry out its functions openly, while seeking the involvement and contributions of public, students and staff in its decision-making processes.

In accordance with these principles, the Board will seek to achieve the following goals:

1. To concentrate the Board's collective effort on its policy-making and planning responsibilities.
2. To formulate Board policies which best serve the educational interests of each student.
3. To provide the Superintendent with sufficient and adequate guidelines for implementing Board policies.
4. To maintain effective communication with the school community, the staff and the students in order to remain aware of their attitudes, opinions, desires, and ideas.
5. To allow those responsible for carrying out objectives to have input in their formation.
6. To conduct Board business openly, soliciting and encouraging broad-based involvement in the decision-making process by the public, students and staff.
7. To review periodically its performance against the goals.

Adoption date: 1/??/08

Revision date:

SCHOOL BOARD LEGAL STATUS

The General Assembly has delegated responsibility for the conduct of public schools in each school district to a local board of education. Thus, school boards are instruments of the State of Ohio and members of a school board are state officers, chosen by citizens of the district to represent them and the state in the legislative management of the public schools.

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

The Board of Education of the Fairport Harbor School District is composed of five members, elected by the citizens of the district. A regular term is four years.

Adoption date: 1/??/08

Revision date:

LEGAL REFS.: ORC §§3311.19; 3313.01; 3313.02; 3313.09; 3313.17;
3313.20; 3313.47

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

SCHOOL BOARD POWERS AND DUTIES

Under the laws of the State of Ohio, the Fairport Harbor Board of Education acts as the governing body of the public schools with full powers of direction and control.

Within the extent of its legal powers, the Board has responsibilities for conducting the school system in accordance with the desires of local citizens who elect its members.

The Board considers the following to be its major responsibilities.

1. To select and employ a Superintendent of Schools.
2. To select and employ a Treasurer.
3. To determine and pass upon the annual budget and appropriation.
4. To provide needed school facilities.
5. To provide by the exercise of its taxing power the funds necessary to
finance the operation of the schools.
6. To consider and pass upon or reject the recommendations of the Superintendent in all matters of policy, appointment or dismissal of employees, salary schedules or other personnel policies, courses of study, selection of textbooks or other matters pertaining to the welfare of the schools.
7. To require reports of the Superintendent concerning the conditions, efficiency and needs of the schools.
8. To evaluate the effectiveness with which the schools are achieving the educational purposes of the Board.
9. To inform the public about the progress and needs of the schools and to solicit and weigh public opinion as it affects the schools.

10. To adopt policies for its governance and the governance of its employees and the students of the schools.

Adoption date:01/28/08

Revision date:

LEGAL REF.: ORC Title 33

BOARD MEMBER AUTHORITY AND DUTIES

Authority

Because all powers of the Fairport Harbor Board of Education lie in its action as a group, individual Board members should exercise their authority over district affairs only as they vote to take action at a legal meeting of the Board.

Individual Board members have power only when the Board, by vote, has delegated that authority. The Board will make its members, the staff, and the public aware that only the Board has authority to take action.

Duties

It is the duty of the individual members of the Board to attend all legally called meetings of the Board, except for compelling reasons to the contrary; to participate in the normal business operations of the Board at the meetings; and to represent the interests of all the citizens of the school district in matters affecting the education of the children in the district.

All Board members may participate in distribution of diplomas to seniors graduating from Fairport Harbor High School.

Adoption date:01/28/08

Revision date:

LEGAL REFS.: ORC §§3313.17; 3313.18; 3313.47; 3313.20

CROSS REF.: BBA, "School Board Powers and Duties"

SCHOOL BOARD ELECTIONS

Members of the Fairport Harbor Board of Education are elected at large by the qualified voters of the district on a nonpartisan ballot on the first Tuesday following the first Monday in November, in odd-numbered years.

The term of office is four years, or until a successor is elected and qualified, and begins on the first day of January after the election. Terms shall expire on December 31, except as otherwise provided by law.

Candidates for election are nominated by petition. The petition must be signed by 25 qualified electors of the school district. Petitions must be filed 75 days before the election.

Adoption date:01/28/08

Revision date:

LEGAL REFS.: ORC §§3.01; 3311.052; 3313.02; 3313.04; 3313.08-3313.09; 3501.01; 3501.02; 3501.38; 3503.01; 3503.02; 3505.04; 3513.254

BOARD MEMBER QUALIFICATIONS/OATH OF OFFICE

Under law, a Fairport Harbor Board of Education member must be an elector residing in the school district. To qualify as an elector, a person must be a citizen of the United States who is 18 years of age or older, a resident of the state for 30 days and a resident of the county and precinct in which he offers to vote.

A variety of other public positions, elected and appointed, have been determined by the General Assembly or the courts to be incompatible with Board membership. Generally, offices are considered incompatible when one is subordinate to or in any way provides a check upon the other, or when it is physically impossible for one person to discharge the duties of both positions.

Before taking office, each person elected or appointed to the Board is required by law to take an oath of office. The oath may be administered by the Treasurer, any member of the Board, or an appropriate elected official.

The following oath shall be administered to members of the Fairport Harbor Board of Education.

"I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of Ohio; and that I will faithfully and impartially discharge my duties as a member of the Fairport Harbor Board of Education, to the best of my ability and

in accordance with the laws now in effect and hereinafter enacted, during my continuance in this office and until my successor is chosen and qualified.

Adoption date:01/28/08

Revision date:

LEGAL REFS.: ORC §§3313.10; 3313.13; 3313.70; 3503.01

UNEXPIRED TERM FULFILLMENT

A vacancy in the Fairport Harbor Board of Education may be caused by

1. Death;
2. Nonresidence;
3. Resignation;
4. Failure of a person elected or appointed to qualify within 10 days after the organization of the Board or of his/her appointment or election;
5. Removal from office;
6. Relocation beyond district boundaries or
7. Absence from Board meetings for a period of 90 days, if the reasons for the absence are declared insufficient by a two-thirds vote of the remaining Board members. The vote must be taken not less than 30 days after the 90-day period of absence.

Any such vacancy will be filled by the Board at its next regular or special meeting not earlier than 10 days nor later than 30 days after the vacancy occurs. A majority vote of all the remaining members of the Board may fill the vacancy. If the Board does not fill the vacancy within 30 days of its occurrence, the Governing Board of the Lake County Educational Service Center shall fill the vacancy.

Each person selected to fill a vacancy will hold office for the shorter of the following periods:

1. Until the completion of the unexpired term or
2. Until the first day of January immediately following the next regular Board of Education election taking place more than 90 days after a person is selected to fill the vacancy. At that election, a special election to fill the vacancy will be held. However, no such special election will be

held if the unexpired term ends on or before the first day of January immediately following that regular Board election.

The term of a person elected in this manner will begin on the first day of January following the election and will be for the remainder of the unexpired term.

Adoption date: 01/28/08

Revision date:

LEGAL REFS.: ORC §§3.02; 3313.11; 3313.85

BOARD MEMBER ETHICS

The Fairport Harbor Board of Education recognizes its obligation to act in accordance with high professional and moral standards in order to uphold the public trust. It therefore adopts the following "Code of Ethics" which each Board member shall follow in the conduct of public school business.

Basic Principles and Operations

The Board will operate the school district in accordance with the fundamental principles of school management, including but not limited to the standards which appear below.

1. The Board will formulate written policy for the administration of schools, and will regularly review and revise it, as necessary.
2. The Board will exercise legislative, policy-making, planning, and appraising functions, and will delegate administrative functions in the operation of schools.
3. The Board recognizes its critical responsibility for selecting the Superintendent. The Board will define the Superintendent's responsibilities, help to formulate his/her goals and evaluate his/her performance regularly, without directly engaging in administrative processes.
4. The Board accepts and encourages a variety of opinions from and communication with all parts of the community.
5. The Board will make public relevant institutional information in order to promote communication and understanding between the school system and the community.
6. The Board will act on legislative and policy-making matters only after examining all pertinent facts and considering the Superintendent's recommendations.
7. The Board will conduct its meetings with planned and published agendas.
8. The Board encourages and promotes professional growth of school staff so that quality of instruction and support services may be continually improved.

9. The Board will establish and maintain procedural steps for resolving complaints and criticisms of school affairs.

10. The Board will act only through public meetings because individual Board members have no authority to bind the Board.

Individual Board Member Ethical Standards

The ethical conduct of the Board is affected by the ethical conduct of its members. Each Board member will

- A. Obey the laws of Ohio and the United States.
- B. Make sincere efforts to respect divergent points of view by seeking to understand those who advance such diverse opinions.
- C. Express personal opinion but, once the Board has acted, accept the will of the majority.
- D. Recognize the principle of compromise as an acceptable solution to diversity and cooperation as productive to the common good.
- E. Accept the primary objective of maintaining and improving public schools, not personal advancement or prestige.
- F. Accept responsibility for leadership by encouraging the community and staff to improve the school district in all appropriate ways, including promoting increases in funding to achieve the greatest efficiency in the use of money, and providing needed training for the staff, administrators and the Board to meet high expectations for their performance.
- G. Attempt to interpret the needs and attitudes of all parts of the school district and endeavor to translate them into the improvement of the school district programs.
- H. Avoid conflicts of interest and the use of Board membership for personal gain or even the appearance of impropriety which can result from that position.
- I. Devote time, thought and study to the duties and responsibilities of Board membership.
- J. Respect the limited intent and scope of executive sessions and respect privileged communications from executive sessions and other administrative sources.

The Board recognizes that it is unethical for a Board member to

- A. Seek special privileges for personal gain.

- B. Personally assume authority not granted by official Board action.
- C. Criticize school employees publicly.
- D. Disclose confidential information.
- E. Place the interest of one group or community above the interest of the entire school district.

The Board's Ethical Standards

When the Board is in session, it will conduct its business in a highly ethical manner. In its respect for the rights and dignity of others, the Board will

- A. Seek assurances of the availability of administrative and teaching personnel prior to offering them contracts.

- B. Initiate inquiries for prospective, specific licensed instructional and support staff employees through channels that are available to everyone qualified.

- C. Evaluate personnel objectively for its own purposes and for other school districts, when requested.

- D. Encourage meetings and association with other school boards nearby, regionally, statewide and nationally to discuss and advance the cause of maintaining and improving public education.

- E. Recognize that, although its primary obligation is to maintain and improve the quality of education in the district, its substantial duty, in a broad sense, is to be concerned for the improvement of the quality of education at all levels of society, and refrain from actions locally that would substantially interfere or injure the program of education elsewhere.

The Board recognizes that it is unethical for the Board to

- A. Withhold facts from the Superintendent or other Board members, particularly about the incompetence of an employee or of other matters of important public policy;

- B. Consider complaints against a teacher that are not first submitted to the Superintendent; or

- C. Announce future action before a proposition has been discussed by the Board.

Adoption date:01/28/08

Revision date:

LEGAL REFS.:O RC §§2921.01(B); 2921.41; 2921.44; 3313.13; 3313.33;
3313.70; 3319.21

CROSS REF.: BBFA, "Board Member Conflict of Interest"

SOURCE: "Board Member Code of Ethics" Ohio School Boards
Association

BOARD MEMBER CONFLICT OF INTEREST

The Fairport Harbor Board of Education and its individual members will follow the letter and spirit of the law regarding conflicts of interest.

A Board member will not have any direct pecuniary interest in a contract with the school district; not furnish directly any labor, equipment, or supplies to the district; nor be employed by the Board in any capacity for compensation.

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

The law specifically forbids

1. The prosecuting attorney or city attorney from serving on the Board.
2. A Board member from serving as the school dentist, physician, or nurse.

3. A member from being employed for compensation by the Board.
 4. A member from having, directly or indirectly, any pecuniary interest in any contract with the Board.
 5. A member from voting on a contract with a person as a teacher or instructor, if he/she is related to that person's immediate family.
6. A member from accepting a reward, gift, or reduction in price for favoring, recommending, or advocating the introduction, adoption, or use in the school, a textbook, map, chart, or any other school supply.
 7. A member from having interest in the contract for the purchase of property, supplies, or fire insurance by any county, township, municipal corporation, board of education, or public institution if such contract exceeds \$150, unless the contract is let by competitive bidding.
 8. A member from having an interest in the profits or benefits of a public contract which is not let by competitive bidding when required by law, and which involves more than \$50.
9. During the term of office or within one year thereafter, a member from occupying any position of profit in the prosecution of a public contract authorized by him/her or the Board of which he/she was a member at the time of authorization, and not let by competitive bidding, or let by competitive bidding in which his/hers is not the lowest and best bid.
10. A member from soliciting or using the authority or influence of his/her office, to secure employment with the Board.
11. A member, for a period of one year after leaving office, from accepting employment with the Board where such employment was authorized by the Board when he/she was a member.
12. A member from voting, deliberating, participating in discussions, or otherwise using the authority or influence of his/her office to create a position with the school district or to set the compensation for such position where he/she is

considering, or being considered for, employ-ment in that position.

Adoption date:01/28/08

Revision date:

LEGAL REFS.: ORC §§102.03; 2921.02(B); 2921.42; 3313.13; 3313.33; 3313.70; 3319.21; 4117.20

BOARD ORGANIZATIONAL MEETING

In accordance with law, the Fairport Harbor Board of Education will meet before the end of the first 15 days in January of each year for the purposes of electing a President and Vice President from among its membership and taking action on other matters of annual business. Prior to December 31 of each year:

1. The Treasurer will canvass the new Board at a public meeting to establish the date and time of the organizational meeting; and

2. The Board will appoint a President Pro Tempore from its membership. If still a member of the Board, the President of the previous year's Board shall act as President Pro Tempore.

Meeting Procedures

1. In the year following an election for Board members, the official swearing-in or administration of the oath to the new members should be the first item of business to be conducted. If the oath has already been taken, it should be stated as to where and when for the record. If the oath has not been previously taken, the Treasurer, any member of the Board or any person qualified to administer an oath may do so.

2. The Treasurer will then call the roll.

3. The President Pro Tempore will then preside over the election and swearing in of a President and Vice President. Any member of the Board may nominate a member, including a self-nomination. Nominations do not require a second. Balloting for each position shall be done by roll call if there is more than one nominee for a position. This procedure shall be followed should the position of Vice President become vacant at any time between organizational meetings.

4. The newly elected President and Vice President will then be sworn into office, and the President will assume the chair.

5. The Board shall then proceed with items of annual business. These items shall include, but not be limited to:

A. Setting the date, time and place of regular Board meetings;

B. Appointing the Treasurer (in those years the Treasurer's term expires) and establishing the Treasurer's salary;

C. Securing performance bonds for the Board members, the Superintendent and the Treasurer (in those years the respective bonds would otherwise expire);

D. Adopting annual resolutions and motions;

E. Adopting Robert's Rules of Order as the parliamentary guidelines for Board meetings; and

F. Appointing a Board member as its representative to the Tax Incentive Review Council.

Upon conclusion of annual business, the Board will enter into such regular or special business as appears on the agenda for the meeting.

2 of 2
File BCA

Adoption date: 1/??/08

Revision date:

LEGAL REFS.: ORC Chapter 135; §§309.10; 321.34; 3313.12; 3313.14;
3313.15; 3313.18; 3313.22; 3313.26; 3313.35; 3313.47; 3313.87; 5709.63

CROSS REFS. DED, "Tax Incentive Programs"

BOARD OFFICERS

President

The President will preside at all meetings of the Fairport Harbor Board of Education and will perform other duties as directed by law, state regulations and by this Board. In carrying out these responsibilities, the President will

1. Be responsible for the orderly conduct of all Board meetings. As presiding officer at all meetings, the President shall
 - A. Call the meeting to order at the appointed time.
 - B. Announce the business to come before the Board in its appointed order.
 - C. Enforce Board policy and bylaws relating to the order of business and the conduct of meetings.
 - D. Recognize individuals who desire to speak and protect the speaker from disturbance or interference.
 - E. Explain the effect of a motion if this is not clear to the Board members.
 - F. Restrict discussion to the question when a motion is before the Board.
 - G. Answer all parliamentary inquiries according to Robert's Rules of Order.
 - H. Put motions to a vote and declare their passage or failure.
2. Call special meetings of the Board as necessary.
3. Be the official spokesperson for the Board unless the Board appoints another member for a specific purpose.
4. Appoint Board committees. The President will be an ex officio member of all Board committees with the power to vote. The President will be knowledgeable as to the business of the various committees and will generally oversee their work.
5. Sign all proceedings of the Board after they have been approved by the Board and signed by the Treasurer.

6. Sign all other instruments, acts and orders necessary to carry out state requirements and the will of the Board.

7. Perform such other duties as may be necessary to carry out the responsibilities of the office.

The President will have the right, as other Board members have, to offer resolutions, to make and second motions, to discuss questions, and to vote.

Vice President

In the absence of the President, the Vice President shall be the presiding officer at Board meetings, shall perform the other functions normally assigned the President, and shall perform such other duties as are assigned by the Board.

President Pro Tempore

A President Pro Tempore may be elected by a majority of the Board to serve in such capacity when the President and Vice President are absent and unable to perform their duties.

The President Pro Tempore will not have power to sign any legal documents, and will vacate the chair when the President or Vice President arrives at the meeting.

Adoption date:01/28/08

Revision date:

LEGAL REFS.: ORC §§3313.14; 3313.15; 3313.203; 3313.22

THE TREASURER

The Fairport Harbor Board of Education's appointment of a Treasurer, who shall serve as the chief fiscal officer of the Board, is secured through a written agreement stating the terms of the contract. The contract shall meet all State requirements and protect the rights of both the Board and the Treasurer. The Treasurer shall possess a valid Treasurer's license at the time of his/her appointment [or meet the qualifications for licensure and has applied for a license but has not yet received the State Board of Education's decision] and thereafter during the term of service. The Treasurer may not be a member of the Board or otherwise regularly employed by the Board. It is required that the Treasurer be a resident of this school district.

The Treasurer is appointed for a term not to exceed five years. The initial contract can be for not less than one year or more than five years. The term commences on August 1 and continues through July 31 of the year in which the contract expires. Compensation of the Treasurer shall be set at the time of appointment, with increases allowed during the term as determined by the Board. However, any decrease must be a part of "a uniform plan" affecting salaries of all District employees.

Ethics Reports

Within 15 days of an action by the Board to employ, appoint or promote a new Treasurer, the Board shall:

1. Provide that person with a copy of the laws related to ethics requirements of the position; and
2. Notify the Ohio Ethics Commission of that person's name and position and the date of employment, appointment or promotion.

Within 15 days of being employed, appointed or promoted by the Board to the position of Treasurer, that person shall:

1. File a financial disclosure statement with the Ohio Ethics Commission, in accordance with law; and
2. Acknowledge in writing receipt of the financial disclosure form and the statutes. This written acknowledgement shall be placed in that person's personnel file.

The requirements of this policy do not apply to the renewal of a contract of an employee who is already subject to provisions of law related to financial disclosure requirements.

Election of the Treasurer

The Treasurer shall execute a bond before taking office, in an amount and with surety approved by the Board, payable to the state of Ohio, conditioned upon faithful performance of the official duties required by law. The Board shall pay the bond premium. The Treasurer shall furnish a bond for each term of office. The bond shall be deposited with the President of the Board and a certified copy thereof will be filed with the County Auditor.

Termination procedures that currently apply to teachers and other administrators, requiring a due process hearing, apply to the Treasurer. If the Board does not intend to reappoint the Treasurer, either after the Treasurer's initial term or a four year term, it will notify the Treasurer in writing of such intention on or before March 1 of the year in which the contract expires. If the Board does not give such notice by the specified date, the Treasurer is considered re-employed for a four-year term at a salary determined by the Board at its organizational meeting.

The Treasurer will perform the duties prescribed by state law, will be directly responsible to the Board, and will work cooperatively with the Superintendent.

Predecessor Treasurers

At the expiration of the term of any Treasurer, or before the Board approves the surety of any Treasurer, the Board shall require the Treasurer whose term expires or ends, to produce all school district money, bonds, or other securities in his/her hands for counting by the Board or a committee thereof or by a representative of the State Auditor's office. A certificate setting forth the exact amount of monies, bonds, or other securities and signed by the representatives making such count shall be entered upon the records of the Board and shall be prima facie evidence that the amount stated therein was actually in the treasury at that date.

Likewise, the Treasurer, whose term expires, must deliver all books and paper in his/her hands together with all properties in his/her possession which belong to the school district to the successor, including the certificates and copies thereof and the reports of school statistics filed by teachers. A receipt should be given to the retiring Treasurer for all such properties, books etc. The receipt, together with the certificate for the securities, bonds and monies, should be incorporated into the minutes of the Board.

Travel Expenses

With the approval of the Board, the Treasurer may be allowed reimbursement for travel incurred in the performance of official duties, may be paid from the Service Fund for any travel outside the school district as an official representative of the Board, and, if attending a professional meeting, may be paid for the expenses for such attendance, including a registration fee, from an appropriation for such purpose from the General Fund.

The Treasurer shall perform all related duties as required by law and such other related duties assigned by the Board.

Specific Duties of the Treasurer

The Treasurer is responsible for all school district funds and:

1. Assumes responsibilities for the receipt, safekeeping and disbursement of all school district funds and:

- A. Supervises the collection, safekeeping and distribution of all funds;
- B. Receives all moneys belonging to the district;
- C. Acts as custodian of all moneys belonging to the district; deposits moneys received in banks designated by the Board; exercises authorized investment methods of the district for the most advantageous investment return, and provides for the safekeeping of investment and securities; and
- D. Takes responsibility for preparing warrants and records of all disbursement of school district funds.

2. Serves as the school district's chief fiscal officer and:

- A. Serves as the district's spokesperson on fiscal matters;
- B. Prepares and analyzes all financial statements;
- C. Prepares and submits a monthly financial accounting (and as the Board may request or require) of all district funds;
- D. Makes all reports that are the result of the accounting function;

E. Makes a full and complete itemized report of the finances of the school district at the close of each fiscal year;

F. Takes responsibility for providing the Board, administration, and federal, state, and other agencies with the timely financial information which they may require;

G. Prepares reports to the proper staff officials about the status of their appropriations accounts to guard against overspending;

H. Furnishes appropriate fiscal certificates required by law; and

I. Secures performance bonds for the Board of Education members, the Superintendent and the Assistant Superintendent(s).

3. Directs and manages all financial accounting programs and systems and:

A. Establishes and maintains an accounting system including internal accounting controls, which are adequate to record in detail all financial transactions of the school district; recommends new accounting methods as necessary and/or desirable;

B. Takes responsibility for the maintenance of a complete and systematic set of financial records, in accordance with state statutes and as prescribed by the State Auditor, of all financial transactions of the school district.

C. Acts as general accountant of the Board and preserves all accounts, vouchers and contracts relating to the school district; accounts for the receipt and disbursement of cash and provides for the safety of records maintained for the maximum period specified by state law and/or Board policy; makes these records available to the Board and other appropriate parties;

D. Takes responsibility for the detailed recording of all school financial transactions in appropriate journals and subsidiary ledgers;

E. Prepares payrolls, including deductions; takes responsibility for preparing and maintaining all necessary earnings records, deductions records, federal I-9 forms and similar personnel payment records; takes responsibility for reports and warrants to proper agencies covering deductions;

F. Supervises the preparation of studies establishing, appraising, and/or improving financial procedures and internal controls;

G. Provides accounting services (including management information);

H. Assists with budget development and long-range planning;

I. Cooperates with the Superintendent in the projection of revenue and expenditures in preparing and implementing the appropriation resolution (budget) and spending plan for all Board funds;

J. Cooperates with the Superintendent in preparing prospectus for bond sales;

K. Serves on the Board's negotiating team(s); prepares cost estimates relative to Board proposals to ascertain whether they are within the confines of budgetary restraints; estimates the costs associated with proposals presented to the Board by bargaining units to their economic impact upon the budget; works closely with the other members of the bargaining team to develop negotiating strategy and to implement the economic portions of ratified contracts according to agreed-upon terms;

L. Works closely and cooperatively with auditors;

M. Administers and maintains a copy of all contract services agreements entered into by the Board;

N. Oversees workers compensation claims for the school district and maintains a record of all employee work-related accidents; and

O. Monitors health care insurance costs for the school district and prepares documents and proposals for the implementation of this program.

4. Acts as Secretary of the Board and:

A. Attends all meetings of the Board (unless properly excused by the Board);

B. Compiles and preserves all official records and reports of the Board;

C. Records Board proceedings in the minutes and attests the President's signature after Board approval; opens, reads and enters all required bids in the minutes;

D. Executes conveyances of the Board (along with the Board President);

E. Notifies the Board of Elections of changes in school district boundaries;

F. Accepts summons served on the Board;

G. Serves as a member of the school district's records commission; and

H. Supervises the record of proceedings and the minutes of the Board meetings to Board members.

5. Performs other duties as assigned by the Board.

Nothing in this policy shall prevent the Board from making the final determination regarding the renewal or nonrenewal of the Treasurer's contract.

Adoption date: 01/28/08

Revision date:

LEGAL REFS.: ORC Chapter 102; §§131.18; 2921.42; 3301.074; 3311.19; 3313.14; 3313.15; 3313.16; 3313.22; 3313.221; 3313.24; 3313.25; 3313.26; 3313.261; 3313.27-3313.33; 3313.51; 3319.01; 3319.03; 3319.04

CROSS REFS.: BCCA, "Incapacity of Treasurer"
 BCCB, "Evaluation of the Treasurer"
 BCE, "Board Committees"

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| CCC, | "Code of Ethics for School Administrators" |
| DH, | "Bonded Employees and Officers" |
| GBO, | "Verification of Employment Eligibility" |

INCAPACITY OF THE TREASURER

The Fairport Harbor Board of Education expects the Treasurer, as its chief financial officer, to provide sound fiscal management for the school district. Should a majority of the members of the Board determine that the Treasurer is incapacitated in such a manner as to be unable to perform the duties of that position, the Board shall appoint a "Treasurer Pro Tempore."

If the Treasurer is unable to assume the duties of that position for one meeting of the Board, one of the regular members of the Board may be selected to assume the Treasurer's duties for the meeting.

If the Treasurer is unable to carry out regular duties of that position for a significant period of time, the Board may appoint a qualified person to serve as Treasurer Pro Tempore until the Treasurer is able to return to duty or has resigned. The Board shall determine that such an incapacity exists in one of the following ways:

1. By request of the Treasurer, if the Treasurer is absent with pay for reason of a personal illness, injury, or exposure to contagious disease which could be communicated to others;

2. Upon certification of the attending physician that the Treasurer is unable to perform the duties of the position;

3. Upon the determination of a referee that the Treasurer is unable to perform the duties of the position in accordance with the provisions of law;

4. Upon granting the Treasurer's request for a leave of absence without pay for reason of illness, injury, or other disability; or

5. Upon the placing of the Treasurer upon an unrequested leave of absence without pay by reason of illness or other disability of the Treasurer in accordance with the provisions of law.

During the period of incapacity, the Treasurer will:

1. At his/her request, be placed on sick leave, with pay, not to exceed the amount of accumulated, but unused, sick leave and any advancement of such sick leave that may be authorized by the Board; or

2. At his/her request, or without such request, be placed on a leave of absence without pay in accordance with the provisions of law.

The leave provided during the period of incapacity as described above will not extend beyond the contract or term of the position.

The Treasurer shall be returned to active duty in one of the following ways:

1. Upon request to the Board, unless the Board denies the request within ten days of receipt of the request. The Board may require the Treasurer to establish to its satisfaction that the Treasurer is capable of resuming such duties and that the duties be resumed on a full-time basis; or

2. Upon the Board's determination that the Treasurer is able to resume the duties of the position.

The Treasurer may request a hearing before the Board on any action taken under this policy and will have all rights afforded by law.

Treasurer Pro Tempore

The Treasurer Pro Tempore shall meet the licensing requirements established by the State Board of Education. The Treasurer Pro Tempore may not be a member of the Board or otherwise regularly employed by the district.

The Treasurer Pro Tempore shall perform all of the duties and functions of the Treasurer. The Treasurer Pro Tempore may be removed at any time by a two-thirds majority vote of the members of the Board.

The Board shall fix the compensation of the Treasurer Pro Tempore, in accordance with law. The Treasurer Pro Tempore shall serve until the Treasurer's incapacity is removed or until the expiration of the Treasurer's contract or term of the position, whichever is sooner.

Adoption date: 1/??/08

Revision date:

LEGAL REFS.: ORC §§3313.23; 3313.24; 3319.13; 3319.16

CROSS REFS.: GBF, "Employees Not in the Bargaining Unit"
GBR, "Family and Medical Leaves and Absences"

EVALUATION OF THE TREASURER

The Fairport Harbor Board of Education will evaluate the performance of the Treasurer in order to assist both the Board and the Treasurer in the proper discharge of their responsibilities and to enable the Board to provide the district with the best possible leadership.

The objectives of the Board's evaluation shall be to

1. Promote professional excellence and improve the skills of the Treasurer;
2. Improve the quality of district educational services and
3. Provide a basis for the review of the Treasurer's performance.

Criteria for the evaluation of the Treasurer shall be based upon the Treasurer's job description and shall relate directly to each of the tasks described.

The Treasurer shall be evaluated under the following principles.

1. The Treasurer shall know the standards against which he/she will be evaluated.
2. Evaluation shall occur at least once a year.

3. The evaluation conference shall be at a scheduled time and place with only the Treasurer and all Board members present.

4. The evaluation shall be a composite profile of Board member responses.

5. The composite profile shall be prepared by the Board President.

Adoption date: 1/??/08

LEGAL REFS.:ORC §§3313.22; 3313.27

BOARD-SUPERINTENDENT RELATIONSHIP

The Fairport Harbor Board of Education believes that the legislation of policies and selection of a Superintendent are important functions of the Board. The execution of Board policies should be the function of the Superintendent and staff.

The Board wishes the Superintendent to have the freedom to manage the schools effectively and efficiently within the parameters set by Board policy. Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The Board holds the Superintendent responsible for the administration of its policies, execution of Board decisions, operation of the internal machinery designed to serve the instructional programs and communication to the Board about school district operations and problems.

The Board will strive to procure the best professional leader available for its head administrative post. The Board, as a whole, and its individual members, will

1. Grant the Superintendent full administrative authority equal to the responsibility of properly discharging all professional duties, holding the Superintendent responsible for acceptable results.

2. Act in matters of employment or dismissal of school personnel only after receiving the recommendations of the Superintendent.

3. Hold all meetings of the Board in the presence of the Superintendent, except when his/her contract and salary are under consideration or when matters affecting only Board members are discussed.

4. Refer all complaints to the Superintendent for appropriate investigation and action.

5. Strive to provide adequate safeguards around the Superintendent and other staff members so that they can discharge their educational functions on a thoroughly professional basis.

6. Present personal criticisms of any employee directly to the Superintendent.

Adoption date:01/28/08

Revision date:

LEGAL REFS.: ORC §3319.01 et. seq.

BOARD COMMITTEES

The Fairport Harbor Board of Education may authorize the establishment of committees or subcommittees from among its membership as it finds necessary to study operations in specific areas and to make recommendations for Board action. Unless otherwise determined by a majority vote of the Board, the Board President shall determine the membership of its committees.

Advisory Committees

The Board shall create committees to assist it with strategic planning, internal audit procedures and business advisory purposes. At its discretion, the Board may establish other advisory committees or councils to study specific problems or issues. The purpose of all advisory committees shall be to contribute to the Board's understanding and information on particular issues. Though an advisory committee may in the course of its deliberations develop recommendations or alternatives, the ultimate authority to make decisions rests with the Board.

Membership, purpose, method of operation, duration of existence, and all other matters pertaining to the advisory committee shall be established by the Board at the time of an advisory committee's formation.

The following rules will govern the appointment and function of advisory committees:

1. The committee -- its purpose, function and limitations -- will be established through action of the Board.
2. The chair and members will be named by the Board President.
3. The committee may make recommendations for Board action, but it may not act for the Board unless specifically authorized.
4. The Board President or designee may serve on all committees. The Superintendent or designee shall provide staff support for the committees.
5. All committee appointments will be for no longer than the ensuing annual organizational meeting, at which time the newly elected Board President may make new appointments or reappointments. However, a committee may be dissolved at any time by a majority vote of the Board.

Open Meeting Requirements

Any committees and their subcommittees which include in their composition a member of the Board shall comply with all requirements of Ohio's open meetings law and shall be subject to the following provisions:

1. The recording secretary selected by the committee or subcommittee shall provide a notice of meetings to the Treasurer;
2. The Treasurer shall provide for notice of committee and subcommittee meetings to the media and to interested persons under the same provisions that apply to regular meetings of the Board. Such meetings shall not be restricted to any particular time of day provided that appropriate advance notice is given;
3. The recording secretary shall provide that minutes of committee meetings are prepared and filed with the Treasurer. All submitted minutes shall be maintained by the Treasurer;
4. The committees may enter into executive sessions under the procedures and for the purposes as provided by law; and
5. Public participation at committee meetings shall be allowed at the option of a majority of committee members.

These provisions do not apply to parent support groups, booster organizations, committees established by school administrators, any committees whose composition is created by the Board but does not contain a member of the Board, or any independent group which does not have a direct relationship to the Board.

District Records Commission

The Board President, Superintendent and Treasurer shall meet at least once per year as a "School District Records Commission" to review schedules of records retention and applications submitted by any employee of the school district for disposal of records. Records may be disposed of in accordance with the provisions of law. The schedule of record retention and disposition may be reviewed at any time and be revised for good cause as is necessary.

Adoption date: 1/??/08

Revision date:

LEGAL REFS.: ORC §§121.22; 149.41; 3302.04; 3302.041; 3313.174
 OAC §3301-35-03

CROSS REFS.: ADA, "Educational Philosophy"
 ADB, "Building-Level Educational Philosophies"
 AE, "School District Goals and Objectives"
 AEA, "Continuous Improvement Planning"
 BCA, "Board Organizational Meeting"
 BCB, "Board Officers"
 BDC, "Executive Sessions"
 BDDG, "Minutes"
 CE, "Administrative Councils, Cabinets and Committees"
 IA, "Instructional Goals"

KBA, "Public's Right to Know"

KC, "Community
Involvement in
Decision Making"

KMG, "Relations With Business Organizations"

SOURCE: Reference Guide to Continuous
Improvement Planning, Ohio Department
of Education, 1998.

SCHOOL BOARD MEETINGS

The Fairport Harbor Board of Education will transact all business in open session at official meetings of the Board. These may be either regular or special meetings, as defined below.

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 and any of its committees which contain a member of the Board are open to the public, school personnel and members of the news media. The meetings will be publicized properly in accordance with state law. Executive sessions may be called and conducted in accordance with Ohio's open meeting law. No action may be taken in executive session.

Adoption date: 01/28/08

Revision date:

LEGAL REFS.: ORC §§121.22; 3313.15; 3313.16

CROSS REFS.: BDA, "Regular Board Meetings"
BCB, "Special Board Meetings"
BCD, "Executive Sessions"
BCE, "Board Committees"
BDDA, "Notification of Board Meetings"

EXECUTIVE SESSIONS

The Fairport Harbor Board of Education shall take all official action and conduct all deliberations upon official business only in open session at its meetings, unless the subject matter is specifically exempted by statute. In these instances the Board may hold an executive session at any regular, special or emergency meeting.

As permitted by law, the Board may meet in executive session to:

1. Consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee, official, or student, or the investigation of charges or complaints against such an individual, unless the 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 official duties or for removal from office;

2. Consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure or information would give an unfair advantage to a person whose personal, private interest is adverse to the general public interest;

3. Examine 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. Discuss matters required to be kept confidential by federal law or rules, or by state statutes;

5. Prepare for, conduct, or review negotiations with employees;

6. Confer with an attorney involving pending or imminent court action; and

7. Confer with a member of the Ohio Auditor's Office or an appointed Certified Public Accountant for the purpose of an audit.

The Board will meet in executive session only to address the items listed above and only after a majority of the Board quorum determines, by a roll call vote, to hold such a session. Under normal circumstances, executive sessions shall be listed on the regular Board meeting agenda.

If the Board holds an executive session for any of the reasons stated under Item 1 above, the motion and vote to hold the executive session shall state one or more of the purposes so listed for which the executive session is to be held, but need not include the name of any person to be considered within the executive session. If the Board holds an executive session to consider any of the matters listed in Items 2-7 above, the motion and vote to hold the executive session shall state which one or more of these matters are to be considered within the executive session. The minutes shall reflect the information described above.

In accordance with law, no official action may be taken in executive session. To take final action on any matter discussed, the Board will reconvene in open session.

The Board, at its discretion, may invite staff members, in addition to the Super-intendent, or others, to attend executive sessions.

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 confi-dential because of the status of proceedings or the circumstances under which the information was received.

The provisions of this policy also apply to meetings of Board committees and subcommittees which include in their composition a member of the Board.

Adoption date:01/28/08

Revision date:

LEGAL REFS.: ORC §§102.03(B); 121.22; 3313.66; 3319.02; 4117.21

CROSS REFS.: BCE, "Board Committees"
BD, "School Board Meetings"

NOTIFICATION OF BOARD MEETINGS

The press, public and all members of the Fairport Harbor Board of Education shall receive due notice of all official meetings of the Board and of its committees and subcommittees created by an action of the Board.

Organizational Meeting

Notice of the Board's organizational meeting, including any special or regular meeting following the organizational meeting, will be given in the same manner as notice for regular and special meetings of the Board.

Regular Meetings

A notice of the time and place of regularly scheduled meetings, or of any change in time or place thereof, will be given to the media and those requesting advance personal notice prior to the meeting.

Special Meetings

A special meeting may be called by the President or the Treasurer or by any two members of the Board by serving written notice of the time, place and purpose of the meeting upon each Board member at least two days before the scheduled date of the meeting. The notice must be signed by the officer or members calling the meeting. Notice by mail is authorized.

The Board will not hold a special meeting unless it gives at least 24 hours advance notice to the news media that have requested notification, except that, in the event of any emergency, the members calling the special meeting will immediately notify the remaining Board members and the media that have requested notification of the time, place and purpose of the meeting.

Personal Notice of Meetings

Any persons wishing to receive advance personal notice of any change in time or place of a regular or special meeting of the Board may receive the advance notice by requesting that the Treasurer put their names on a mailing list and by providing the Treasurer with a current supply of stamped, self-addressed envelopes.

Cancellation of Meetings

Regular or special meetings of the Board may be cancelled for any reason. Whenever a meeting is to be cancelled, the Treasurer shall:

1. Notify Board members and all media and individuals who have requested notification of such meetings; and
2. Prominently post at the meeting site the notice of cancellation and, if possible, notice of the new date and time of the re-scheduled meeting.

Adoption date: 1/??/08

MINUTES

Board Minutes

The minutes of the meetings of the Fairport Harbor Board of Education constitute the written record of Board action. The Treasurer will make and maintain an audiotape record of each Board meeting and will record in the minutes of each meeting all actions taken by the Board.

Minutes of Board meetings will incorporate by reference the audiotape record made and maintained by the Treasurer. The minutes of each Board meeting will record:

1. Whether it was a regular or special meeting, the time and the place of the meeting, the names of Board members present, and the approval of the minutes of any pre-ceding meeting(s);
2. All official action taken by the Board, including its disposition of the Superintendent's recommendations, its response to any communications received, and all busi-ness it transacts;
3. A summary of the content of any special presentations made to the Board; and
4. The time of adjournment.

The Treasurer will include in the minutes each motion made, the names of the respective Board members making and seconding the motion, the record of the vote cast by each member present, and the vote total and outcome of the motion.

When the Board meeting includes an executive session, the minutes will indicate the specific reasons for it and will only reflect the general subject matter of discussion.

A complete and accurate set of minutes will be prepared and become a regular part of the monthly agenda. Once prepared, the Treasurer may make copies of proposed minutes available for public inspection; however, all such minutes shall be considered as "unofficial" until subsequently approved by a majority vote of the Board. The minutes will be signed by the President and attested by the Treasurer following their approval by the Board at a subsequent meeting.

The official written minutes of each Board meeting will be bound and kept in the office of the Treasurer, along with a copy of the audiotape record of the meeting. After the written minutes have been approved by the Board, the Treasurer will make them and a copy of the audiotape record of the meeting available to interested citizens, upon request, during normal office hours.

Board and Board Advisory Committee Minutes

As used in this policy, the word "committee" also includes any of its subcommittees.

The committees and subcommittees of the Board which include in their composition a member of the Board shall select a recording secretary to prepare the minutes of each meeting and file them with the Treasurer. The minutes will specify:

1. The nature of the meeting -- regular or special -- the time, the place, members present, and the approval of the minutes of any pre-ceding meeting(s);

2. Complete record of official action taken by the committee, including its response to any communications received and its disposition of all busi-ness transacted. The minutes will include in the minutes each motion made, the names of the persons making and seconding the motion, and the record of the vote cast by each member present;

3. A summary of significant information bearing on action; and

4. A record of the time of adjournment.

The recording secretary will include in the minutes each motion made, the names of the respective committee members making and seconding the motion, and the vote total and outcome of the motion.

When the committee meeting includes an executive session, the minutes will indicate the specific reasons for it and will only reflect the general subject matter of discussion.

The Treasurer shall maintain the minutes of all Board committee meetings. Committee minutes will be considered as "unofficial" until they are approved by the committee at a subsequent meeting; except, however, that the minutes of a committee's last meeting shall be deemed to have been approved upon their filing with the Treasurer.

All minutes of committee meetings shall be available by the Treasurer to interested citizens, upon request, during normal business hours.

Adoption date:01/28/08

Revision date:

LEGAL REFS.: ORC §§121.22; 149.43; 3313.18; 3313.26

CROSS REFS.: BCE, "Board Committees"
BD, "School Board Meetings"
BDC, "Executive Sessions"
KBA, "Public's Right to Know"

SOURCE: 1962 OAG No. 489 (Informal); OAG No. 80-060

SCHOOL DISTRICT ATTORNEY

The Fairport Harbor Board of Education may utilize the legal services of the county prosecutor, and may hire such additional counsel as necessary and pay for legal services from school funds.

The counsel will advise the Board and its officials on legal matters relating to them and their powers.

In engaging legal counsel, the Board may require submission of a written proposal which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals could detail

1. Specific objectives to be accomplished by the counsel;
2. Specific tasks to be performed;
3. Procedures to be used in carrying out the tasks;
4. Target dates for the completion of tasks;
5. Methods to be used to report results to the Board and/or to deliver any product or render any service to the Board and
6. Fees or rate of pay the Board will be charged.

The Superintendent will establish procedures necessary to effect an efficient working relationship between the counsel and the Board and/or staff members.

Adoption date:01/28/08

Revision date:

LEGAL REFS.: ORC §§309.10; 3313.35; 3319.33

CONSULTANTS TO THE BOARD

The Fairport Harbor Board of Education may from time to time engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services which present staff is unable to provide. The kinds of assistance sought from consultants may include, but will not necessarily be limited to

1. Conducting fact--finding studies, surveys and research;
2. Providing counsel or services requiring special expertise and
3. Assisting the Board in developing policy and program recommendations.

Before engaging any consultant, the Board may require submission of a written proposal which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals may detail

1. Specific objectives to be accomplished by the consultant;
2. Specific tasks to be performed;
3. Procedures to be used in carrying out the tasks;
4. Target dates for the completion of tasks;
5. Methods to be used to report results to the Board and/or to deliver products or render any service to the Board and
6. Fees or rate of pay the Board will be charged.

The Superintendent will establish procedures necessary to effect an efficient working relationship between the consultant and the Board and/or staff members.

Adoption date:01/28/08

LEGAL REF.: ORC §3313.171

SPECIAL INFORMATION

The Fairport Harbor Board of Education or an individual Board member may from time to time need additional research before completing a policy, or need information about school district operations and problems. To gather the information, the Board may ask the Superintendent or designee to report findings and make recommendations.

The following guidelines apply.

1. Individual Board members requesting information or special reports should make the request to the Superintendent who will present the request to the Board for consideration.

2. The Board will vote on the action to be taken.
3. The Superintendent will appoint an individual to perform the task.
4. The information will be distributed at a regular Board meeting to the entire Board.

Adoption date: 1/??/08

SCHOOL BOARD MEETINGS

The Fairport Harbor Board of Education will transact all business at official meetings of the Board. These may be either regular or special meetings, as defined below.

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. Board meetings will be publicized properly in accordance with the state law. Executive sessions may be called and conducted in accordance to the Sunshine Law. No action may be taken in executive session.

Adoption date:01/28/08

Revision date:

LEGAL REFS.: ORC §§121.22; 3313.15; 3313.16

CROSS REFS.: BDA, "Regular Board Meetings"
BCB, "Special Board Meetings"
BCD, "Executive Sessions"
BDDA, "Notification of Board Meetings"

NOTIFICATION OF BOARD MEETINGS

Due notice of all official meetings of the Fairport Harbor Board of Education will be given to the press, the public and all Board members.

Organizational Meeting: Notice of organizational meetings, including any special or regular meeting following the organizational meeting, will be

given in the same manner as notice for regular and special meetings of the Board (see below).

Regular Meetings: A notice of the time and place of regularly scheduled meet-ings, or of any change in time or place thereof, will be given to the media and those requesting advance personal notice at least 48 hours prior to the meeting.

Special Meetings: A special meeting may be called by the President or the Treasurer or by any two members of the Board by serving written notice of the time, place and purpose of the meeting upon each Board member at least 48 hours before the date of the meeting. The notice must be signed by the officer or members calling the meeting. Notice by mail is authorized.

The Board will not hold a special meeting unless it gives at least 24 hours advance notice to the news media that have requested notification, except that, in the event of any emergency, the members calling the meeting will notify the media that have requested notification immediately of the time, place and purpose of the meeting.

Personal Notice of Meetings: Any persons wishing to receive advance personal notice of any change in time or place of a regular or special meeting of the Board may receive the advance notice by requesting that the Treasurer put their names on a mailing list and by providing the Treasurer with a supply of stamped, self-addressed envelopes.

Adoption date: 1/??/08

Revision date:

LEGAL REFS.: ORC §§121.22; 3313.15; 3313.16

AGENDA FORMAT, PREPARATION, AND DISSEMINATION

The agenda for all meetings of the Fairport Harbor Board of Education shall be prepared and delivered by the Superintendent in consultation with the Treasurer and Board President.

The agenda format shall be designed so that the Board can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

The Board will follow the order of business set up by the agenda. In order to accommodate visitors or individuals appearing before the Board, or to expedite the business of the Board, the order may be altered by a majority agreement of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies or adopt new ones, unless such action has been scheduled.

Items of business may be suggested by any Board member, staff member, or citizen of the district. The agenda shall allow suitable time for the remarks of the public who wish to speak briefly before the Board. However,

the Board will not be required to respond to items submitted later than the Wednesday preceding the regularly scheduled meeting.

The agenda, together with supporting materials, will be distributed to Board members sufficiently in advance of the Board meeting to permit their careful consideration of the items of business. If necessary, an addendum of business items may be added to the agenda upon a majority vote of the members present. The agenda will also be made available to the press, representatives of community and staff groups, and to others upon request.

Adoption date: 1/??/08

Revision date:

AGENDA FORMAT

The order of business at regular meetings will generally be as follows:

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of Agenda
- V. Approval of Minutes
- VI. Board Member Reports
- VII. Reports and Recommendations of the Treasurer
- VIII. Reports of the Administrative Team
- IX. Recommendations of the Superintendent
 - n Personnel actions
 - n Remaining business from previous meetings
 - n Other business
- X. Consent Calendar
- XI. Public Participation
- XII. Executive Session
- XIII. Adjournment

VOTING METHOD

All votes taken by the Fairport Harbor Board of Education will be recorded in the official proceedings of the meeting.

To comply fully with state law, roll call votes will be made on resolutions pertaining to the following.

1. Purchase or sale of real or personal property.
2. Employment of any school employee.
3. Election or appointment of an officer.
4. Payment of any debt or claim.
5. Adoption of any textbook.
6. Any action on which a Board member requests a roll call vote.
7. All actions requiring more than a majority vote of membership for passage.

For passage, most other actions will require an affirmative vote by a majority of those present and voting. Board members must be physically present at the meet-ing in order to vote.

Adoption date: 1/??/08

LEGAL REFS.:ORC Chapter 133; §§3313.11; 3313.18; 3313.22; 3313.23; 3313.66(E)
3319.01; 3319.07; 3319.11; 3329.08; 5705.14; 5705.16; 5705.21

MINUTES

The minutes of the meetings of the Fairport Harbor Board of Education constitute the written record of Board action. The Treasurer will record in the minutes of each meeting all actions taken by the Board.

Minutes will specify: (1) the nature of the meeting -- regular or special -- the time, the place, members present, and the approval of the minutes of any pre-ceding meeting(s); (2) complete record of official action taken by the Board relative to the Superintendent's recommendations, communications, and

all business transacted; (3) items of significant information bearing on action; (4) record of adjournment.

The Treasurer will include the motion, the name of the member making the motion and the name of the member seconding it, and record the vote of each member present.

Minutes of executive sessions will only reflect the general subject matter of discussion.

A complete and accurate set of minutes will be prepared and become a regular part of the monthly agenda. Once prepared, the Treasurer may make copies of proposed minutes available for public inspection. However, all such minutes must be stamped "unofficial." The minutes will be signed by the President and attested by the Treasurer following their approval by the Board at a subsequent meeting.

The official minutes will be bound and kept in the office of the Treasurer, who will, after they have been approved by the Board, make them available to interested citizens upon request during normal office hours.

Adoption date:01/28/08

LEGAL REFS.: ORC §§121.22; 3313.26

PUBLIC PARTICIPATION AT BOARD MEETINGS

All meetings of the Fairport Harbor Board of Education will be open to the public, except as provided by law. Meetings of the Board may be videotaped for later public broadcast. The Board encourages all community citizens to attend its meetings and to observe the business that is conducted.

The Board desires to hear from the community it serves. In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation will be permitted at each meeting.

Each person addressing the Board will give his/her name and address. If several people wish to speak, each person will be allotted five minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda at least five days prior to the date of the scheduled meeting. The period of public participation may be extended by a vote of the majority of the Board.

Agendas will be distributed to all those who attend Board meetings. A section on the agenda for public participation will be indicated.

Adoption date: 1/??/08

Revision date:

LEGAL REFS.: ORC §§121.22; 3313.20

CROSS REFS.: BD, "School Board Meetings"
BDDB, "Agenda Format, Preparation, and Dissemination"

SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

The following guidelines shall apply to all formal hearings and appeals before the Fairport Harbor Board of Education which have been requested by students, employees, parents, or community members seeking relief from an administrative decision or recommendation. These guidelines shall not apply to informal conferences, investigations, discussion, or other meetings held to solve problems or hear informal complaints. In addition, in those instances where differing procedures have been established either by statute or negotiations, the statute or negotiated agreement will take precedence over these guidelines.

- A. All requests for hearings or appeals shall be filed in writing with the Treasurer.
- B. Except in emergency situations, no appeal or hearing will be held by the Board until the individual requesting the hearing has exhausted all possible administrative remedies.
- C. Requests for hearings shall include the individual's statement of the issue to be presented and the relief sought.
- D. Requests for hearings will be answered promptly by the Board and the hearing, if granted, scheduled soon thereafter.
- E. The notice to the interested parties of the hearing shall include at least the date, time and place of the hearing.
- F. All hearings will be held in executive session, where appropriate, unless the individual requests a public hearing.
- G. Either party in the hearing may be represented by counsel. Either party or counsel may submit evidence, examine or cross examine witnesses, and register objections, exceptions or motions.
- H. A hearing will not be held unless at least a quorum of the Board is present.
- I. The President of the Board, or designee, shall be the presiding officer and shall have charge of the hearing.
- J. The Board shall keep an official record of the hearing including all pleadings, testimony, exhibits and other material filed in the proceeding.

- K. The order in which the parties present their cases shall be determined by the presiding officer.
- L. The decision and order of the Board shall be delivered in writing to all parties involved.
- M. Formal action of the Board shall be taken publicly at the next regularly scheduled Board meeting following the hearing. No other information shall be released by the Board or administration except as noted above, unless the hearing was open to the public.

Adoption date:01/28/08

LEGAL REFS.:ORC §§102.03(B); 121.22; 3313.66; 3319.081; 3319.16

BOARD POLICY DEVELOPMENT

A policy is defined as "a philosophical statement of belief about an educational matter." It sets the direction for energies expended by all personnel associated with the school district. The policies constitute the framework for building and implementing administrative procedures and regulations by the Superintendent and staff. Procedures and regulations are approved by the Board to assure conformity with intents expressed in the policies. Policies also serve as the basic measure for evaluating the Superintendent's effectiveness.

It is imperative to have definite statements of policy in order that the district may measure up to the increasing demands being thrust upon public education. Policy development will include as much information from as many sources as possible. Policies must be re-evaluated and appraised periodically in order that they may serve all in the best possible manner. If the application of any policy or regulation violates or infringes upon the educational purposes of the schools, it should be considered the duty of every employee to report the fact to the proper authorities and to offer some suggestion for improvement.

The Fairport Harbor Board of Education sincerely believes that by establishing a clear--cut course of communication between school district personnel and the community, it can provide a stimulating educational environment. This will help create a school district that is not only a pleasant place in which to work but one that encourages everyone to do the best possible job.

Adoption date:01/28/08

LEGAL REF.: ORC §3313.20

CROSS REF.: CH, "Policy Implementation"

PRELIMINARY DEVELOPMENT OF POLICIES

The Fairport Harbor Board of Education endorses for use in this district the policy development, codification and dissemination system of the National School Boards Association and the Ohio School Boards Association. The system serves as the general guideline for policy research, creation, review, dissemination, and maintenance of its policy manuals.

The Superintendent is charged with the responsibility for maintaining the Board's policy manual, drafting policy proposals and serving as a liaison between the Board and other sources of policy research information.

Proposals regarding school district policies and operations may originate at any of several sources including parents, students, community residents, employees, Board members, the Superintendent, consultants, or civic groups. 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 by the Superintendent who shall consider the results of study and judgment of the professional staff and study committees.

Adoption date:01/28/08

POLICY ADOPTION

The adoption of new policies or the changing or repealing of existing policies is solely the responsibility of the Fairport Harbor Board of Education. Policies, including the Board's bylaws, will be adopted, amended or repealed only by the affirmative vote of a majority of the members of the entire Board. Such action shall be scheduled on the agenda of a regular or special meeting.

Policies shall be presented in writing to the Board for its review before they will be considered for adoption. The Superintendent is responsible for communicating policy proposals to affected persons for their review and comment. The views of affected persons will be considered by the Board during the development and adoption process. This process shall be followed prior to adoption of policies by the Board, except in cases of emergency or extenuating circumstances.

Unless otherwise specified, a new policy or policy amendment will be effective upon the date of adoption by the Board and will supersede all

previous policies in that area. Unless otherwise specified, the repeal of a policy will be effective on the date the Board takes such action.

Annual Reaffirmation of Policies

The Board's written policies shall be reviewed and adopted at each annual organizational meeting, subject to the understanding that all policies not established by law and/or contractual arrangements may be changed through Board action as described above.

Adoption date:01/28/08

LEGAL REF.: ORC §3313.20
 OAC §3301-35-03

BOARD REVIEW OF REGULATIONS

When appropriate, the Fairport Harbor Board of Education will review regulations developed by the administration to implement policy. The Board will revise or veto such regulations only when they are inconsistent with policies adopted by the Board or they are not in the best interest of the district.

Regulations need not be approved by the Board in advance of issuance except as required by state law or in cases when strong community attitudes or possible student or staff reaction make it necessary or advisable for the regulation to have the Board's advance approval. The Board's approval of regulations will be accomplished by the same procedure established for the adoption of policies.

Before issuance, district-wide regulations will be properly titled and coded as appropriate to subject and in conformance with the codification system selected by the Board. Those officially approved by the Board will be so marked; all others will be considered approved provided they are in accordance with the accompanying Board policy.

Adoption date:01/28/08

LEGAL REF.: ORC §3313.20

CROSS REF.: CHC, "Regulations Dissemination"

POLICY DISSEMINATION

The Superintendent is directed to establish and maintain an orderly plan for

preserving and making accessible the policies adopted by the Fairport Harbor Board of Education and the regulations needed to put them into effect.

Accessibility is to extend to all employees of the school district, to members of the Board, and, insofar as possible, to all persons in the district. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

Distributed policy manuals will remain the property of the Board and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. Manuals are subject to recall at any time deemed necessary for purposes of updating.

The Board's policy manual will be considered a public record. A copy will be open for inspection at the Superintendent's office, each school library, and the Fairport Harbor Public Library.

Adoption date:01/28/08

LEGAL REF.: OAC §3301-35-03

ADMINISTRATION IN POLICY ABSENCE

In the absence of Fairport Harbor Board of Education policy, the Superintendent may take temporary action which would be in accord with the overall policy of the Board. However, the Superintendent will not be free to act when the action involves a duty of the Board which by law cannot be delegated.

In each case the Superintendent will present the matter to the Board for its consideration at its next meeting.

Adoption date:01/28/08

SUSPENSION OF POLICIES

If the Fairport Harbor Board of Education wishes to take action contrary to existing policy, it may suspend the policy only for one meeting at a time and only in one of the following ways.

1. Upon a majority vote of the full membership of the Board at a meeting of which the proposed suspension has been described in writing.

2. Upon a unanimous vote of all members of the Board when no such notice has been given.

Adoption date:01/28/08

POLICY REVIEW AND EVALUATION

In an effort to keep its written policies up to date so that they may be used consistently as a basis for action by the Fairport Harbor Board of Education and administrative decision, the Board will review its policies on a continuing basis.

The Board will evaluate how the policies have been executed by the district staff and will weigh the results. It will rely on the district staff, students and the community for providing evidence of the effect of the policies which it has adopted.

The Superintendent is given the continuing responsibility of calling to the Board's attention all policies that are out of date or for other reasons appear to need revision. To accomplish this, the Superintendent may request input from any Board or advisory committee.

Adoption date: 1/?/08

BOARD-STAFF COMMUNICATIONS

The Fairport Harbor Board of Education believes that a school district involving the efforts of many people functions best when all personnel are informed of the organization's major activities and concerns. There should be a continuous exchange of pertinent information among all elements of our school district.

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

Staff Communications to the Board

All communications or reports to the Board or any of its subcommittees from principals, supervisors, teachers, or other staff members will be submitted

through the Superintendent. This procedure does not deny the right of any employee to appeal to the Board from administrative decisions on important matters, provided that the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the prescribed procedures for complaints and grievances. The staff is encouraged to attend Board meetings to observe the Board's deliberations on issues and problems affecting the school district.

Board Communications to Staff

All communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Board's problems, concerns and actions. The Treasurer may include written communications in employee pay envelopes.

Visit to Schools

Board members must recognize that their presence in the schools could be subject to a variety of interpretations by school employees. Therefore, if a visit to a school or classroom is being made for other than general interest, Board members will inform the Superintendent of such and make arrangements for visitations through the principals of the various schools. Board members will indicate to the principal the reason(s) for the visit. Official visits by Board members will be conducted only under Board authorization.

Adoption date:01/28/08

LEGAL REF.: ORC §§2911.13; 3313.20

CROSS REF.: GBM, "Staff Complaints and Grievances"

NEW BOARD MEMBER ORIENTATION

The Fairport Harbor Board of Education will provide an orientation program for its members-elect. The primary purpose of this program will be to acquaint the members-elect with the procedures of the Board and the scope of its responsibilities, and to assist them to become informed and active Board members.

The Board, its Treasurer and the administrative staff will assist each member-elect to understand the Board's functions, policies and procedures before the member-elect takes office.

The following techniques may be employed to orient new Board members.

1. Selected materials, Board policies, regulations and other helpful information will be furnished to the member-elect by the Superintendent.

2. Immediately after the general election, the member-elect will be invited by the Board to attend Board meetings.

3. The Treasurer will provide agendas and other materials pertinent to meetings and explain the use of the materials.

4. The incoming member will be invited to meet with the Superintendent and other administrative personnel.

5. The Board will make an effort to send newly-elected members to work-- shops and in-service programs developed for new members.

Adoption date: 1/??/08

LEGAL REF.:ORC §3315.15

SCHOOL BOARD CONFERENCES, CONVENTIONS AND WORKSHOPS

In keeping with the need for continuing in-service training and development for its members, the Fairport Harbor Board of Education 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 Treasurer. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district. At least annually the Board will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Board members for their travel expenses will be in accordance with the Board's travel expense policy.
4. When a conference, convention, or workshop is not attended by the full Board, those who participate will be requested to share acquired information, recommendations and materials at the meeting.

Adoption date:01/28/08

BOARD MEMBER COMPENSATION AND EXPENSES

Members of the Fairport Harbor Board of Education will receive the full amount of compensation for attending meetings and Board-approved training programs, when that compensation is permitted by law. Increases in compensation for Board members must be made prior to the beginning of their respective term and may not be further increased during their term of office.

Board Service Fund

The Board includes in its annual appropriations a Board "Service Fund" to pay expenses actually incurred by Board members or members-elect in their official duties. The sum set aside will not exceed the maximum amount permitted by law. This fund will be used at the Board's discretion to provide for members' participation in workshops and conferences, for new Board member orientation and development, and for other expenses in connection with assigned duties as permitted by law.

Spending for Public Purpose

The Board recognizes that, regardless of fund type, all expenditures within the school district must fall within the scope of serving a public purpose. The Board shall determine what expenditures fall under the scope of a public purpose through its policies, in accordance with law. It is the Board's determination that the following expenditures are a necessary part of the effective function of the extracurricular and cocurricular programs concerned, once reviewed and approved by the Superintendent:

1. Awards, plaques, pins and other tokens of appreciation, including meals, refreshments or other amenities which further the best public interests of the school district;
2. Recognition and incentive items for employees and volunteers; and
3. Prizes and programs for students through student activity funds.

Expenditures of public funds for meals for Board members at meetings held in the school district are not considered to be in the public interest and are therefore prohibited.

The purposes of this policy are to permit the Superintendent, at the discretion of the Board, to honor its employees and volunteers with gestures consistent with the purposes listed above and to affirm that those incurred expenses do serve public purposes, including the promotion of education by encouraging staff morale and support for the school district's educational programs among citizens, members of the business community, advisory committee members, and associated school districts. Expenditures are subject to approval by the Superintendent.

Travel Vendor Compensation

Any compensation paid by a private travel vendor to a school district official or employee, after that official or employee has participated in selecting the vendor to provide a field trip, is considered to be public

money, as that term is defined by law, and must be returned to the school district. For the purposes of this policy, free travel and lodging for required staff or chaperons accompanying students on a field trip is not considered as compensation. All travel arrangements must comply with the Board's policies and regulations governing field trips.

Adoption date: 8/10/83

LEGAL REFS.: Ohio Constitution, Art. II, §20
ORC §§117.01; 3311.19; 3313.12; 3313.86; 3313.99; 3315.15

OAG No. 82-006

CROSS REFS.: BBF, "Board Member Ethics"
BBFA, "Board Member Conflict of Interest"
BCE, "Board Committees"
DB, "Annual Budget and Annual Appropriations Measure"
DJ, "Purchasing"
DIB, "Types of Funds"
GBI, "Staff Gifts and Solicitations"
IICA, "Field Trips and Excursions"

SOURCE: Bulletin 2000-006, Auditor of State (April 5, 2000)

BOARD MEMBER INSURANCE

Liability Insurance

The Board shall maintain adequate insurance to protect the school district, the Board, or members of the Board, the Superintendent, principals, other administrators, teachers or any other group of employees employed by the Board, or volunteer bus rider assistants, against liability on account of damages or injury to persons and property resulting from any act or omission of the Board, or any individuals in their official capacity as a member or employee of the Board or as a volunteer bus rider assistant or resulting solely out of their membership on, employment by, or volunteer services to the Board.

The Board will by resolution set the amount of insurance to be purchased, the necessity for purchasing the insurance and a statement of the estimated insurance premium as quoted in writing by at least two insurance companies if more than one company offers such insurance for sale to the Board. The Board shall purchase its liability insurance from an insurance company authorized to business in Ohio which submits the lowest and best quotation.

The Board may include school support entities on the school district's liability insurance policy, but it shall be reimbursed by the covered school support entities for their cost of insurance. For the purposes of this policy, "school support entities" are defined as non-profit entities created and operated specifically to support school district programs.

Group Plans

Ohio law permits members of boards of education to participate in group benefits plans that are also provided to employees of the school district. The Board does not wish to have even the appearance of a conflict of interest by participating in such programs that are subject to collective bargaining. Therefore, the Board will not authorize its members to participate in any group benefits plans that are also provided to employees of the school district. Board members may however elect to become members of the School Employees Retirement System.

Adoption date: 1/??/08

LEGAL REFS.: ORC Chapters 102 and 2744; §§2921.42; 3309.012;
3313.201; 3313.202; 3313.203; 3313.33; 3313.86;
4117.20

CROSS REFS.: BBF, "Board Member Ethics"
BBFA, "Board Member Conflict of Interest"
EI, "Insurance Management"

SCHOOL BOARD LEGISLATIVE PROGRAM

The Fairport Harbor Board of Education recognizes the importance of sound and constructive state legislation in establishing the framework and support for public education. It is therefore directly concerned with legislative proposals affecting education.

The Board's legislative liaison member will report to the Board on state legislative proposals and will communicate the Board's positions and/or the Ohio School Boards Association positions to state representatives and senators.

The legislative liaison member will also keep the Board informed of pertinent federal legislative proposals and, when necessary, communicate the Board's position to representatives, senators and appropriate officials at the national level.

Adoption date: 01/28/08

SCHOOL BOARD MEMBERSHIPS

The Fairport Harbor Board of Education shall annually determine the benefits of membership in the Ohio School Boards Association, the National School Boards Association, and other appropriate professional organizations.

The Board shall encourage participation in the activities of these organizations to the greatest extent possible. All materials and benefits deriving from the Board's membership in these organizations shall be distributed and utilized to the best advantage of the school district.

Adoption date: 01/28/08

LEGAL REFS.: ORC §§3313.87; 3313.871

LIAISON WITH SCHOOL BOARDS ASSOCIATIONS

The Board instructs the Superintendent and Treasurer to keep the Board fully informed of the affairs of the state and national school boards associations, and to keep these organizations informed, as directed from time to time, of

the Board's concerns and official positions on matters of common interest and concern.

In addition to desiring informational liaison between itself and the school boards associations, the Board also desires to be officially represented in associational affairs through the election of delegates and/or observers to the governing assemblies of these organizations.

Adoption date: 01/28/08

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

The Board plans and carries through an annual appraisal of its functioning as a board. This appraisal considers the broad realm of relationships and activities inherent in Board responsibilities.

The appraisal process and instrument are determined by the Board. The following are areas of Board operations and relationships representative of those in which objectives may be set and progress appraised.

1. Board meetings
2. Policy development
3. Fiscal management
4. Long-range/Strategic Planning
5. Board role in educational program development
6. Board member orientation
7. Board member development
8. Board officer performance
9. Board-Superintendent relationships
10. Board-Treasurer relationships
11. Board-staff relationships
12. Board-community relationships
13. Legislative and governmental relationships
14. Management team development and utilization

The Superintendent and others who regularly work with the Board are asked to participate in establishing objectives and reviewing progress.

Adoption date: 01/28/08

CROSS REFS.: AF, Commitment to Accomplishment
BA, Board Operation Goals
BCB, Board Officers
BCD, Board-Superintendent Relationship (Also CBI)
BD, School Board Meetings
BF, Board Policy Development and Adoption
BHA, New Board Member Orientation
BHB, Board Member Development Opportunities
CD, Management Team
DA, Fiscal Management Goals

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

Boards of education expect a high level of performance from those who are employed to run the schools. School patrons and other taxpayers, stakeholders, also expect a high level of performance from those who are elected to govern the schools.

Ultimately, the performance of an individual Board member is measured at election time. However, that is not enough. Each Board should set aside some time on a regular basis to compare individual assessments of how well the governing body is functioning. The assessment instrument or scoring system is not important. What is important is for the Board to establish a plan to regularly analyze its method of operation. The results of evaluation should be used in setting goals for improved operations in the future.

SELF-EVALUATION INSTRUMENT

Using the numbering system below, rate each item: 1 – ineffective; 2 – somewhat ineffective; 3 – somewhat effective; 4 – effective; 5 – highly effective.

Board Meetings – Official action can be taken only when the Board is in session. Therefore, each meeting must be organized for maximum efficiency. The Board of Education:

| 1 | 2 | 3 | 4 | 5 | |
|-----|-----|-----|-----|-----|---|
| ___ | ___ | ___ | ___ | ___ | reads agenda and background materials well in advance of meeting. |
| ___ | ___ | ___ | ___ | ___ | makes public feel welcome; provides agenda, minutes and related materials. |
| ___ | ___ | ___ | ___ | ___ | assures that meeting time, place and facilities are convenient for Board, staff and public. |
| ___ | ___ | ___ | ___ | ___ | does not present new issues of complex nature for immediate action. |
| ___ | ___ | ___ | ___ | ___ | does not abuse privilege of tabling important issues. |

- ___ ___ ___ ___ ___ demonstrates knowledge and use of good parliamentary procedure.
- ___ ___ ___ ___ ___ makes distinction between Board’s role and function of administrators.
- ___ ___ ___ ___ ___ expects staff input and Superintendent’s recommendation on key issues.
- ___ ___ ___ ___ ___ equally applies the public participation policy to all speakers.
- ___ ___ ___ ___ ___ makes the most productive use of meeting time.
- ___ ___ ___ ___ ___ conducts all meetings in accordance with the “Sunshine Law.”
- ___ ___ ___ ___ ___ selects officers on basis of ability.
- ___ ___ ___ ___ ___ has procedure for submitting agenda items.

1 of 4

Board-Community Relations – The schools belong to the people. As elected officials, Board members have the responsibility to be representative, to be responsive and to be effective agents of change. The Board of Education:

- | 1 | 2 | 3 | 4 | 5 | |
|-----|-----|-----|-----|-----|--|
| ___ | ___ | ___ | ___ | ___ | actively seeks input from community in establishing goals and objectives. |
| ___ | ___ | ___ | ___ | ___ | gives full support and cooperation to PTA and other parent and community organizations with student-centered missions. |
| ___ | ___ | ___ | ___ | ___ | establishes close working relationship with other units of government. |
| ___ | ___ | ___ | ___ | ___ | is actively involved in state and federal education legislation. |
| ___ | ___ | ___ | ___ | ___ | maintains effective two-way communication between school officials and residents of the District. |
| ___ | ___ | ___ | ___ | ___ | ensures best possible relationship between District officials and the media. |
| ___ | ___ | ___ | ___ | ___ | makes best use of facilities and resources in meeting needs of community. |
| ___ | ___ | ___ | ___ | ___ | provides leadership in securing maximum community support for a good educational program. |
| ___ | ___ | ___ | ___ | ___ | approves annual budget within resources that can be certified in the “fiscal certificate.” |

Board-Administrator Relations – A good Board-administrator relationship does not guarantee a successful educational program. It is doubtful, however, if a good program will exist in districts with poor Board-administrator relations. The Board of Education:

- | 1 | 2 | 3 | 4 | 5 | |
|--------|-----|-----|-----|-----|---|
| ___ | ___ | ___ | ___ | ___ | evaluates performance of Superintendent and Treasurer on a regular basis. |
| ___ | ___ | ___ | ___ | ___ | assures that the Superintendent complies with Board policies regarding annual staff evaluations. |
| ___ | ___ | ___ | ___ | ___ | works and plans with administration in a spirit of mutual trust and confidence. |
| ___ | ___ | ___ | ___ | ___ | recognizes Superintendent as chief executive officer and educational leader of the District. |
| ___ | ___ | ___ | ___ | ___ | provides administrators opportunity for professional growth. |
| ___ | ___ | ___ | ___ | ___ | avoids interference with duties which are the responsibilities of administrators. |
| 2 of 4 | | | | | |
| ___ | ___ | ___ | ___ | ___ | solicits input from Superintendent in developing and maintaining a comprehensive and legally compliant Board policy manual. |
| ___ | ___ | ___ | ___ | ___ | addresses potential problems between Board and administrators as soon as issues arise. |
| ___ | ___ | ___ | ___ | ___ | defends administrators from unjust and unfounded criticism. |
| ___ | ___ | ___ | ___ | ___ | utilizes the management team concept of operating the District. |

Board-Staff Relations – Good education depends on good teachers. It is incumbent on boards to seek maximum input from staff on educational issues while retaining decision-making authority and responsibility for the operation of the District. The Board of Education:

- | 1 | 2 | 3 | 4 | 5 | |
|-----|-----|-----|-----|-----|--|
| ___ | ___ | ___ | ___ | ___ | approves job descriptions for all positions. |
| ___ | ___ | ___ | ___ | ___ | adopts appropriate personnel policies in the areas of employment evaluation, reduction in force and related matters. |
| ___ | ___ | ___ | ___ | ___ | encourages professional growth through staff development, in-service programs, visitations and conferences. |
| ___ | ___ | ___ | ___ | ___ | refers complaints to appropriate person for discussion and resolution. |
| ___ | ___ | ___ | ___ | ___ | preserves and maintains management rights in all labor relations agreements. |

Instructional Program – The purpose of public schools is to provide educational opportunities for all students. To this end, it must be determined what are educationally valuable experiences and how they can best be delivered. The Board of Education:

- | 1 | 2 | 3 | 4 | 5 | |
|-----|-----|-----|-----|-----|---|
| ___ | ___ | ___ | ___ | ___ | provides equal access to curriculum as well as co-curricular and extra-curricular activities for all students. |
| ___ | ___ | ___ | ___ | ___ | approves course additions and deletions to the curriculum. |
| ___ | ___ | ___ | ___ | ___ | balances the overall needs of students and community with efforts of special interest groups to influence the curriculum. |
| ___ | ___ | ___ | ___ | ___ | encourages suggestions for curriculum improvement from students, staff and community. |
| ___ | ___ | ___ | ___ | ___ | safeguards the privacy of student records. |
| ___ | ___ | ___ | ___ | ___ | encourages a positive approach to student discipline. |
| ___ | ___ | ___ | ___ | ___ | safeguards the rights of students to due process. |
| ___ | ___ | ___ | ___ | ___ | provides policies that implement the educational standards of the State Board of Education. |

Personal Qualities – Maximum results as a school board member will be achieved only if high ethical standards of conduct are maintained in all personal, business and public activities. As a Board of Education member, I:

- | 1 | 2 | 3 | 4 | 5 | |
|-----|-----|-----|-----|-----|---|
| ___ | ___ | ___ | ___ | ___ | am courteous and respectful of fellow Board members. |
| ___ | ___ | ___ | ___ | ___ | keep the education and welfare of children as my primary concern. |
| ___ | ___ | ___ | ___ | ___ | represent the best interests of all stakeholders rather than special interest groups. |
| ___ | ___ | ___ | ___ | ___ | understand the need for compromise; abide by decisions of the majority. |
| ___ | ___ | ___ | ___ | ___ | channel complaints and potential problems to proper authority. |
| ___ | ___ | ___ | ___ | ___ | have made the time commitment necessary to become an informed and effective Board member. |
| ___ | ___ | ___ | ___ | ___ | reach decisions on the merits of issues and the best available evidence. |
| ___ | ___ | ___ | ___ | ___ | participate in in-service programs at regional, state and national levels. |
| ___ | ___ | ___ | ___ | ___ | do not individually or unilaterally make decisions or commitments on the Board's behalf. |

— — — — — am open and honest with other Board members and administrators, share information and avoid “surprises” whenever possible.

— — — — — am familiar with and abide by the OSBA Code of Ethics.

Additional Comments:

4 of 4

SECTION B: SCHOOL

BOARD GOVERNANCE AND OPERATIONS

Section B provides a repository for statements about the Fairport Harbor Board of Education -- how it is elected and organized, and how it conducts its meetings and operates. This section includes bylaws and policies establishing the Board's internal operating procedures. A policy may not exist for each item listed for this section.

-
- BA Board Operation Goals
 - BAA Priority Objectives of Board Operations

 - BB School Board Legal Status
 - BBA School Board Powers and Duties
 - BBAA Board Member Authority And Duties
 - BBB School Board Elections
 - BBBA Board Member Qualifications/Oath of Office
 - BBC Board Member Resignation
 - BBD Board Member Removal from Office
 - BBE Unexpired Term Fulfillment
 - BBF Board Member Ethics
 - BBFA Board Member Conflict of Interest

 - BC Organization of the Board
 - BCA Board Organizational Meeting
 - BCB Board Officers

BCC The Treasurer
 BCCA Incapacity of the Treasurer
 BCCB Evaluation of the Treasurer
 BCD Board-Superintendent Relationship
 BCE Board Committees
 BCF Advisory Committees to the Board
 BCG School District Attorney
 BCH Consultants to the Board
 BCI Board Staff Assistants
 BCJ Special Information

BD School Board Meetings
 BDA Regular Board Meetings
 BDB Special Board Meetings
 BDC Executive Sessions
 BDD Board Meeting Procedures
 BDDA Notification of Board Meetings
 Bddb Agenda Format
 BDDC Agenda Preparation and Dissemination
 BDDD Quorum
 BDDE Rules of Order
 BDDEA Parliamentary
 BDDEB Suspension of Rules of Order
 BDDF Voting Method
 BDDG Minutes
 BDDH Public Participation at Board Meetings
 BDDI Reporting Board Meeting Business
 BDE Special Procedures for Conducting Hearings

BE School Board Work Sessions and Retreats

BF Board Policy Development
 BFA Policy Development System
 BFB Preliminary Development of Policies
 BFC Policy Adoption
 BFCA Board Review of Regulations
 BFD Policy Dissemination
 BFE Administration of Policy Absence
 BFF Suspension of Policies
 BFG Policy Review and Evaluation
 BFGA Policy Manual Accuracy Check

BG Board-Staff Communications

SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

(Continued)

BH Board Member Services
 BHA New Board Member Orientation
 BHB Board Member Development Opportunities
 BHBA School Board Conferences, Conventions and Workshops
 BHC Board Office Facilities and Services
 BHD Board Member Compensation and Expenses
 BHE Board Member Insurance

BI School Board Legislative Program

BJ School Board Memberships
 BJA Liaison with School Boards Associations

File: CA

ADMINISTRATION GOALS

Proper administration of the schools is essential to a successful educational program. The general purpose of the district's administration will be to coordinate and supervise an environment in which students learn most effectively. Administrative duties and functions should be appraised in terms of the contribution made to improving instruction and learning. The Fairport Harbor Board of Education will rely on the Superintendent to provide the professional leadership demanded by such a far-reaching goal.

The district's administrative organization shall be designed so that all divisions and departments of the central office and all schools are part of a single system guided by Board policies which are implemented through the Superintendent.

The Superintendent and the administrative staff will have the authority and responsibility necessary for their specific administrative assignments. Each administrator will also be accountable for the effectiveness with which the administrative assignments are carried out. The Board will be responsible for clearly specifying its requirements and expectations of the Superintendent, then holding the Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Superintendent will be responsible for clearly specifying the Board's requirements and expectations for all other administrators, then for holding each accountable by evaluating how well requirements and expectations have been met.

Major goals of administration in the district will be:

1. To manage the district's various departments, units and programs effectively.
2. To provide professional advice and counsel to the Board and to advisory groups established by Board actions, generally through reviewing alternatives, analyzing the advantages and disadvantages of each, and recommending a selection from among the alternatives.
3. To implement the management function so as to assure the best and most effective learning programs, through achieving such other goals as:
 - A. Providing leadership in keeping abreast of current education developments.
 - B. Arranging for the staff development necessary to the establishment, improvement and operation of learning programs that meet student needs.
 - C. Coordinating cooperative efforts for the improvement of learning programs, facilities, equipment, and materials.

D. Providing access to the decision-making process for the ideas of staff, students, parents and others.

4. To develop an effective program of evaluation that includes every position, program and facility in the district.
5. To develop and use a participative team management approach.

Adoption date: 1/??/08

Revision date:

CROSS REFS.: AF, "Commitment to Excellence"
CD, "Management Team"
GCL, "Professional Staff Development Opportunities"
GDL, "Support Staff Development Opportunities"

File: CAA

DELEGATION OF POWERS AND DUTIES

It is not the intent of the Fairport Harbor Board of Education to become involved in the direct administration of district operations.

The Board shall delegate to administrators, upon recommendation of the Superintendent, those duties which fall within the scope of administration.

The Board will delegate to the Superintendent the necessary authority to provide for the effective organization and operation of all phases of the instructional and non-instructional program, and the supervision of personnel. The Superintendent may delegate powers and duties to other administrators or supervisory personnel appropriate for the proper operations of the district.

The Superintendent shall assume any authority or perform any duty which any particular situation unforeseen and suddenly arising may demand, subject to later review of the Board.

Adoption date: 1/??/08

File: CB

SCHOOL SUPERINTENDENT

The Fairport Harbor Board of Education will appoint a Superintendent who will be the chief executive officer of the Board. The Superintendent is responsible to the Board for all aspects of administering the school district under the policies adopted by the Board. Since division of labor is essential for managing a large organization, it is expected that the Superintendent will delegate portions of the administrative tasks to building principals and appropriate staff. The Superintendent shall develop and chair an administrative team for the district. The responsibility for all activities

within any building during school hours belongs to the person deemed accountable to the Superintendent.

The Superintendent shall exercise leadership and contribute to worthwhile civic activities and enterprises for the benefit of the community.

Adoption date:01/28/08

LEGAL REF.: ORC §3319.01 et. seq.

File: CBA

QUALIFICATIONS AND DUTIES OF SUPERINTENDENT

The Superintendent of the Fairport Harbor School District is the chief executive officer of the Fairport Harbor Board of Education and the administrative head of the school district. The Superintendent shall meet or exceed the legal requirements for the position and shall possess at least the qualifications of school administrators set by the Board.

The functions of the Superintendent shall include but not be limited to the following duties.

Administration

The Superintendent:

1. Prepares the agenda for each Board meeting in cooperation with the Treasurer and the Board President, and attends all meetings of the Board.
2. Administers the affairs of the school district in accordance with federal and state laws, the standards and regulations of the Ohio Department of Education, and the adopted policies and rules and regulations of the Board.
3. Is responsible for the administration and supervision of the school district, and is the professional advisor of the Board and leader of the teaching staff and the support staff.
4. Prepares and presents to the Board information relative to proposed school policies and presents evaluation information as necessary.
5. Is responsible for conducting strategic planning and curriculum development for the school district.
6. Serves as the leader in keeping the public informed about the schools.
7. Is the official spokesperson for the school district to the public and the press.
8. Participates in local, state, and national conferences and seminars in order to keep abreast of changes, improvements, and innovations as they develop within the field of education.

9. Serves as the federal and state government liaison for the district and the Board.

10. Prepares and submits all necessary local, state and federal reports to the proper authorities as prescribed by law or regulation.

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1 of

CBA

File:

Personnel Management

The Superintendent:

1. The Superintendent as Chief Executive Officer will:
 - A. Recommends employment of all personnel.
 - B. Assigns, transfers and supervises all personnel.
 - C. Recommends employees for promotion, demotion or transfer.
 - D. Maintains and distributes to the schools a list of substitute teachers.
 - E. Recommends staff dismissals when necessary.
2. Establishes effective teacher and classified personnel evaluation processes and staff development programs.
3. Approves the attendance of all personnel at professional meetings, within the adopted appropriations for such meetings.
4. Supervises and evaluates the members of the administrative team, and requires their accountability for the duties assigned to them.
5. Encourages participation of affected persons in making decisions.
6. Maintains all necessary personnel records required by law.
7. Promotes positive working relations with school district staff.
8. Administers negotiated agreements with the staff and negotiates for the Board.

Curriculum and Instruction

The Superintendent:

1. Sees that the courses of study, the curriculum and the textbooks used in the schools conform to all state standards.
2. Recommends courses of study to the Board for approval.

3. Oversees the study of textbook selection, recommends textbooks for Board adoption, and purchases books and arranges for their distribution and care.

4. Coordinates programs with other districts and agencies when these actions contribute to a better education program for the children concerned.

5. Seeks and develops promising private-, federal-, and state-funded innovative and exemplary programs that show promise of improving the educational program within the district.

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3

File: CBA

Finance and Business Affairs

The Superintendent:

1. Prepares, in cooperation with the Treasurer, the school district budget and the annual appropriations resolution for the Board's approval.

2. Approves requests for school district spending before submitting them to the Treasurer for processing.

3. Signs all grant applications and necessary reports for awarded projects on behalf of the school district.

4. Sees that all purchases, maintenance and reporting activities are kept on approved schedules and made cost effective.

5. Works with the Treasurer for the total fiscal management of the district.

6. Prepares recommendations for tax levies and bond issues.

7. Prepares all bid documents, instructions to bidders, specifications, proposal requirements and advertisements.

8. Maintains, supervises and prepares bid and quote documents for the district's real estate, fleet, liability, casualty and tort, building contents, school bus and other vehicle insurance programs.

9. Prepares and negotiates leases for use of district's buildings, facilities, and grounds.

Other Duties

The Superintendent:

1. Seeks to establish partnerships with the school-business community.

2. Maintains a positive public relations program.

3. Prepares the school calendar for the ensuing school year.
4. Acts as the appeals officer for staff and student due process appeals.
5. Develops a comprehensive co-curricular and extra-curricular program.
6. Makes temporary arrangements relative to the schools as any emergency may require.
7. Performs other duties as assigned by the Board or required by law.

Adoption date: 01/28/08

LEGAL REF.: ORC §3319.01

File: CBAA

INCAPACITY OF SUPERINTENDENT

The Fairport Harbor Board of Education expects the Superintendent, as its chief executive officer, to provide sound management in the operations of the school district. Should a majority of the members of the Board determine that the Superintendent is incapacitated in such a manner as to be unable to perform the duties of that position, the Board shall appoint a "Superintendent Pro Tempore".

The Board shall determine that such an incapacity exists in one of the following ways:

1. By request of the Superintendent, if the Superintendent is absent with pay for reason of a personal illness, injury, or exposure to contagious disease which could be communicated to others;
2. Upon certification of the attending physician that the Superintendent is unable to perform the duties of the position;
3. Upon the determination of a referee that the Superintendent is unable to perform the duties of the position in accordance with the provisions of law;
4. Upon granting the Superintendent's request for a leave of absence without pay for reason of illness, injury, or other disability; or
5. Upon the placing of the Superintendent upon an unrequested leave of absence without pay by reason of illness or other disability of the Superintendent in accordance with the provisions of law.

During the period of incapacity, the Superintendent will:

1. At his/her request, be placed on sick leave, with pay, not to exceed the amount of accumulated, but unused, sick leave and any advancement of such sick leave that may be authorized by the Board;

2. At his/her request, or without such request, be placed on a leave of absence without pay in accordance with the provisions of law. The leave provided during the period of incapacity as described above will not extend beyond the contract or term of the position.

The Superintendent shall be returned to active duty in one of the following ways:

1. Upon request to the Board, unless the Board denies the request within ten days of receipt of the request. The Board may require the Superintendent to establish to its satisfaction that the Superintendent is capable of resuming such duties and that the duties be resumed on a full-time basis; or
2. Upon the Board's determination that the Superintendent is able to resume the duties of the position.

The Superintendent may request a hearing before the Board on any action taken under this policy and will have all rights afforded by law.

File: CBAA

Superintendent Pro Tempore

The Superintendent Pro Tempore must possess at least a valid Ohio Superintendent's certificate or other such certificate required to perform all the duties of the position.

The Superintendent Pro Tempore shall assume the duties of the Superintendent until the Superintendent has returned to active duty or resigned, or until the expiration of the Superintendent's contract or term of the position, whichever is sooner. The Board will fix the compensation of the Superintendent Pro Tempore in accordance with the provisions of law. The Superintendent Pro Tempore may be removed at any time by a two-thirds majority vote of the members of the Board.

Adoption date:01/28/08

LEGAL REFS.: ORC §§3319.01; 3319.011; 3319.13; 3319.16; 3319.22; 3319.225

CROSS REFS.: GBF, "Employees Not in the Bargaining Unit"
GBR, "Family and Medical Leaves and Absences"

File: CBB

RECRUITMENT AND APPOINTMENT OF SUPERINTENDENT

Recruitment

The Fairport Harbor Board of Education considers the selection of a Superintendent one of its most important functions. Accordingly, whenever the position of Superintendent becomes vacant the Board shall initiate a comprehensive search to provide the district with capable leadership.

Though encouraging and accepting input and suggestions from all interested parties, the Board itself shall conduct the final screening and interviewing of applicants in accordance with state law. The Board reserves the right to use the services of a consultant or other professionals to assist in the development of the selection process.

Ethics Reports

Within 15 days of an action by the Board to employ, appoint or promote a new Superintendent, the Board shall:

1. Provide that person with a copy of the laws related to ethics requirements of the position; and
2. Notify the Ohio Ethics Commission of that person's name and position and the date of employment, appointment or promotion.

Within 15 days of being employed, appointed or promoted by the Board to the position of Superintendent, that person shall:

1. File a financial disclosure statement with the Ohio Ethics Commission, in accordance with law; and

2. Acknowledge in writing receipt of the financial disclosure form and the statutes. This written acknowledgement shall be placed in that person's personnel file.

The requirements of this policy do not apply to the renewal of a contract of an employee who is already subject provisions of law related to financial disclosure requirements.

Adoption date:01/28/08

LEGAL REFS.: ORC Chapter 102; §§2921.42; 3313.33; 3319.01; 3319.321

CROSS REF.: CCC, "Code of Ethics for School Administrators"

File: CBC

SUPERINTENDENT'S CONTRACT/COMPENSATION AND BENEFITS

The appointment of the Superintendent will be secured through an explicit contractual agreement which will state the term of the contract, compensation and other benefits, and other conditions of employment. The contract will meet all state requirements and will protect the rights of both the Fairport Harbor Board of Education and the Superintendent.

The Superintendent will be appointed for a term not to exceed five (5) years. The term will commence on August 1 and continue through July 31 of the year in which the contract expires. However, the contract may be renewed in the year immediately preceding its expiration. Though not a requirement, it is the will of the Board that the Superintendent reside in the Fairport Harbor School District.

Salary and benefits will be determined by the Board at the time of appointment and will be reviewed by the Board each year.

The Board may pay the Superintendent the cash value of unused vacation leave on an annual basis. Upon the retirement of the Superintendent the Board will provide a severance pay of 30% of up to 65 days of accumulated unused sick leave.

If, at any time, in the opinion of the majority of Board members, the Superintendent's services are considered unsatisfactory, based upon the established evaluation, the Superintendent will be notified and given an opportunity to correct the deficiencies. If the deficiencies are not corrected to the satisfaction of the Board, and the Board intends to nonrenew the Superintendent's contract, notice in writing that his/her contract will be nonrenewed must be given to the Superintendent on or before March 1 of the year in which the contract expires.

Adoption date: 1/??/08

LEGAL REFS. ORC §§3319.01; 3319.12; 3319.16; 3319.225; 3319.27

File: CBG

EVALUATION OF THE SUPERINTENDENT

The Fairport Harbor Board of Education shall evaluate the Superintendent annually prior to February 1 on the basis of the established job description. The evaluation shall involve the entire Board and shall be conducted in an executive session.

Board consensus on the Superintendent's abilities and performance will be put in writing, made available to the Superintendent, and discussed with the Superintendent in an executive session.

Through evaluation of the Superintendent, the Board will strive to accomplish the following:

1. Clarify the Superintendent's role in the school district as seen by the Board.

2. Clarify for all Board members the role of the Superintendent in light of the job description for the position and performance goals and objectives as agreed upon by the Board and the Superintendent.

3. Develop harmonious working relationships between the Board and the Superintendent.

4. Provide administrative leadership of excellence for the school district.

The Board must consider the evaluation of the Superintendent when making decisions regarding the renewal or non-renewal of the Superintendent's contract.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§121.22; 3319.01

File: CBF

SUPERINTENDENT'S CONSULTING ACTIVITIES

The Fairport Harbor Board of Education expects the Superintendent to devote undiminished attention and energy to the concerns of the district. Accordingly, the Superintendent may not be engaged in any long-term

consulting assignments. The Board recognizes the Superintendent's obligation to make contributions to the profession of school administration and the cause of public education. Both the Superintendent and school district benefit from such activities.

This policy does not prohibit or discourage the occasional professional under-taking of consulting obligations which do not conflict with the Superintendent's responsibilities to the school district.

Adoption date: 1/??/08

File: CCA

QUALIFICATIONS OF ADMINISTRATORS

The Superintendent and members of the administrative team shall meet all requirements of the State Department of Education; possess the necessary education and experience background as determined by the Fairport Harbor Board of Education, and demonstrate the following qualities.

1. Evidence of strong mission of service.
2. Ability to develop positive and lasting relationships.
3. Willingness to delegate responsibility based upon identified organizational strengths.
4. Ability to make responsible decisions.
5. Willingness to be accountable for performance.
6. Ability to develop open communications.
7. Ability to organize effectively.
8. Evidence of intensity of purpose.
9. Evidence of being able to be assertive with identified convictions.
10. Ability to be highly sensitive to others' needs.
11. Willingness to grow positively and help others to grow.
12. Ability to conceptualize the present and the future in terms of the district's heritage.
13. Commitment to the advancement of public education.

Adoption date:01/28/08

LEGAL REFS.: ORC §§3319.01; 3319.02

File: CCB

LINE AND STAFF RELATIONS

The Superintendent will establish clear understandings on the part of all personnel of the performance expectations and working relationships in the district.

Lines of direct authority will be those approved by the Fairport Harbor Board of Education through its adopted job descriptions.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school district.

Adoption date: 1/??/08

File: CCC

CODE OF ETHICS FOR SCHOOL ADMINISTRATORS

An effective educational program requires the leadership of school administrators with integrity, high ideals and human understanding. Educational leaders recognize the magnitude of responsibility inherent in the educational process. The respect and confidence of colleagues, students, parents, and members of the Madison community are essential ingredients to the success of school administrators. They provide the incentive to attain and maintain the highest possible degree of ethical conduct.

To maintain and promote these essentials, all school administrators in the Fairport Harbor School District are expected to maintain high standards in their school relationships. This "Code of Ethics" provides the standards by which the Fairport Harbor Board of Education shall judge administrators' conduct.

Community Relations

When involved with the Madison community, the school administrator shall:

1. Take appropriate steps to keep the community continuously informed about the schools.
2. Recognize and seek to understand the social patterns of the community.
3. Consistently assert the role of personal and professional leadership in the best interests of the school and the community.
4. Not use students, school personnel, or school data in the promotion of partisan politics, commercial advertising, or personal gain.

Relations With the Board

When involved with the Board, the school administrator shall:

1. Not actively endorse, circulate petitions, or campaign in the election of candidates for the Board.
2. Honor contracts and agreements of employment made with the Board until those obligations are fulfilled or they are released.
3. Not misrepresent the abilities, personal characteristics, and qualifications of themselves, teachers, or other administrators or employees.
4. Not attempt to influence Board members individually on matters that affect the administrator's personal or professional welfare.
5. Keep the Board fully informed about school operations through the proper channels.
6. Comply with the job description from the Board upon acceptance of an employment contract and throughout performance of services during the contract.

1 of 3

File: CCC

Relations With Other Administrators

When involved with fellow school administrators, the school administrator shall:

1. Initiate or recognize requests for information, and promptly exchange with other administrators accurate and complete information pertinent to all employees and students of this school district or the system involved, making certain that all such information is kept confidential.
2. Not indulge in irresponsible discussions or comments concerning other administrators or school systems.
3. Demonstrate evidence of personal interest in the education profession through continuous study and active participation in professional organizations.

Relations With Teachers And Other Employees

When involved with teachers and other employees, the school administrator shall:

1. Assume responsibility in the selection, assignment, and supervision of all employees, and contribute to their professional and occupational improvement.
2. See that basic contracts and supplemental duties are performed according to all governing provisions.
3. Acknowledge the good performances and contributions of employees, and refuse to accept credit for the services or work of others.
4. Discuss the problems of teachers and other employees only with the people concerned and in strictest confidence.
5. Not use the administrative position to unduly influence or force employees to subscribe to political causes, commercial advertising, or personal gain.
6. Safeguard the educational welfare of students, even if it results in an unpleasant staff relationship.
7. Obey local, state and national laws, seeking to change rather than violate or circumvent a law felt to be inadequate, unfair or wrong.
8. Initiate procedures to recommend, secure and retain the most competent and best qualified teachers and employees, and to recommend those for dismissal who do not meet the standards of competency for qualified teachers and employees.

Relations With Students and Parents

When involved with students and parents, the school administrator shall:

1. Recognize and maintain the dignity and worth of each individual student, parent or legal guardian.
2. Keep in strictest confidence all information relating to students' abilities, deficiencies, or behavior, and shall not release such information except to authorized persons or agencies.
3. Not use the administrative position to unduly influence or force students or parents to subscribe to political causes, commercial advertising, or personal gain.

Relations With Agents And Salespersons

When involved with agents and salespersons, the school administrator shall not:

1. Invade the privacy of students, teachers, and other employees by unlawfully making available any personally identifiable information about students or school district employees.
2. Obligate the school district through acceptance of individual gifts, remuneration, or personal discount, but shall award orders and contracts only on the basis of need and value.
3. Act as their agent for any item purchased by the school district.

Superintendent and Treasurer Appointments

Within 15 days of an action by the Board to employ, appoint or promote a person to the position of either Superintendent or Treasurer, the Board shall:

1. Provide that person with a copy of the laws related to ethics requirements of the position; and
2. Notify the Ohio Ethics Commission of that person's name and position and the date of employment, appointment or promotion.

Within 15 days of being employed, appointed or promoted by the Board to the position of Superintendent or Treasurer, that person shall:

1. File a financial disclosure statement with the Ohio Ethics Commission, and annually thereafter, in accordance with law; and
2. Acknowledge in writing receipt of the financial disclosure form and the statutes. This written acknowledgement shall be placed in that person's personnel file.

The requirements of this policy do not apply to the renewal of a contract of an employee who is already subject provisions of law related to financial disclosure requirements.

Adoption date:01/28/08

LEGAL REFS.: ORC Chapter 102; §2921.42; 3313.33; 3319.321

CROSS REFS.: BBF, "Board Members Ethics"
BBFA, "Board Member Conflict of Interest"
BCC, "The Treasurer"
CBB, "Recruitment and Appointment of Superintendent"
JO, "Student Records"

File: CD

MANAGEMENT TEAM

The Fairport Harbor Board of Education endorses the management team concept for this school district.

The management team of the district will consist of two groups.

A. Policy Team: The Board, Superintendent and Treasurer, with the Board President serving as team leader. Primary responsibilities of this team will be establishing policies to guide the school district and to assure that the policies are carried out.

B. Administrative Team: All administrators within the school district with the Superintendent serving as team leader. This team will be responsible for carrying out the functions of planning, organizing, staffing, implementing and evaluating under the guidance of the policies established by the policy team.

The team approach to management represents an attempt to provide close cooperation and effective working relationships among administrative and supervisory personnel. It is an effort to make the best use of the talents and expertise available by establishing open lines of communication and by providing a supportive atmosphere for collaborative problem solving and decision making.

This approach recognizes the mutual dependence that exists among various components of the total organization and promotes a team effort in the identification of goals, the establishment of priorities and the development of long-range plans. Although the concept promotes cooperative efforts, it also recognizes the need for independent administrative action in appropriate areas. This process shall encourage responsible decision making.

Adoption date: 1/??/08

CROSS REF.: CCB, "Line and Staff Relations"

File: CDA

EVALUATION OF ADMINISTRATIVE TEAM MEMBERS

The Superintendent will institute and maintain a comprehensive process for the evaluation of administrative personnel. For the purpose of this policy, administrative personnel shall include all of the following: [1] assistant superintendents; [2] principals; [3] assistant principals; [4] supervisors; [5] pupil personnel employees who spend less than 50% of their time teaching or working with students; [6] educational administrative specialists; or [7] other administrators whose job duties qualify them as a supervisor or management level employee under the state's the Collective Bargaining Law. Administrative personnel are not a part of a collective bargaining unit.

The purposes of administrator evaluation are to: [1] assess the performance of adminis-trators; [2] provide information upon which to base employment and personnel decisions; and [3] assist administrators in developing leadership and management skills.

The performance evaluation shall reflect the administrator's performance toward: [1] meeting the duties found in the job description for the position; and [2] fulfilling the components of the school's applicable continuous improvement plans.

Performance evaluations for each administrator will be conducted at least once a year, according to the following guidelines:

1. The primary criteria for the evaluation shall consist of the administrator's performance of the job description components and attainment of applicable goals of the school's continuous improvement plan. Additional criteria, which may include specified tasks or attainment of growth plan objectives, shall be placed in writing and made available to the administrator in advance of the performance evaluation.

2. Evaluations will be made by the person to whom the administrator is immediately responsible. Administrators who remain under contract for the succeeding school year shall receive their evaluation prior to the end of the current contract year, as defined by the administrator's annual salary notice. Administrators whose contract expires at the end of the current school year shall receive a preliminary and a final evaluation before the Fairport Harbor Board of Education takes any employment action on the administrators' contract, as follows: [A] the preliminary evaluation must be received at least 60 days prior to the Board's employment action; and [B] the final evaluation, which shall include the Superintendent's intended employment recommendation to the Board, must be received at least five days before the Board acts upon the Superintendent's employment recommendation. Additional evaluations are at the discretion of the evaluating administrator.

3. The administrator being evaluated may discuss the performance evaluation with the evaluator and may attach a memorandum to the written evaluation.

4. Results of the evaluations will be kept in personnel records maintained in the central office.

1 of 2

File: CDA

In order to provide administrators sufficient time to show progress in correcting any deficiencies identified through the evaluation process, a completed evaluation shall be received and discussed with that administrator at least 60 days prior to any action by the Fairport Harbor Board of Education on the administrator's contract.

Information gathered and written evaluation documents used in making decisions regarding the compensation, retention, promotion, or termination of an administrator will be accessible to that administrator.

Adoption date: 01/28/08

LEGAL REFS.: ORC §§3302.04; 3319.02; 3319.12; 3319.16;
4117.01(F), (L)

OAC §3301-35-03(A) (8); Chapter 3301-56

CROSS REFS.: ADA, "Educational Philosophy"
ADB, "Building-Level Educational Philosophies"
AEA, "Continuous Improvement Planning"
AF, "Commitment to Excellence"

File: CE

ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets and committees necessary for proper administration of the Fairport Harbor Board of Education policies and for the improvement of the total educational program.

The purposes of all councils, cabinets and committees created by the Superintendent are to obtain to a maximum degree the advice and counsel of the district's administrative and supervisory personnel and to aid in district communication. Functioning in an advisory capacity, such groups may make recommendations to the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Board and authority for implementing policy remains with the Superintendent.

The membership, composition and responsibilities of administrative councils, cabinets and committees will be defined and may be changed by the Superintendent.

Expenses incurred by such groups shall remain within budgetary allotments approved in advance by the Superintendent.

Adoption date: 01/28/08

CROSS REF.: BCE, "Board Committees"

File: CF
SCHOOL BUILDING ADMINISTRATION

Acting with the approval of the Superintendent, and in cooperation with the central office administrators, principals are the chief administrators of their schools.

As the educational leader of the school, the principal has responsibility for the operation and management of the teaching/learning environment. The principal's mission is to provide for the continued improvement of the total educational process so that students may acquire the desire and ability to learn now and throughout their life.

The principal is a member of the administrative team and, accordingly, has the responsibility for sharing information and experiences with other members of the team. Principals are charged with the supervision and direction of the staff assigned to their building, and with the care and maintenance of their building's facilities and equipment.

Within the policies established by the Board, and the general rules and regulations set by the Superintendent, the principals may establish and enforce such regulations necessary for the efficient operation of their building.

Adoption date: 1/??/08

File: CH
POLICY IMPLEMENTATION

The Superintendent is responsible for implementing, through administrative regulations, policies adopted by the Fairport Harbor Board of Education.

The policies developed by the Board and the regulations developed to implement policy will be designed to promote an effective and efficient school system. It is expected that all Board employees and students will follow all Board policies and regulations.

There are many activities that are common to all schools but procedures for conducting them may vary from building to building. Principals will establish procedures for conducting activities in their individual schools within the larger framework of district regulations and Board policies.

Adoption date: 1/??/08

LEGAL REF.: ORC §3313.20

CROSS REF.: CHA, "Development of Regulations"

File: CHA
DEVELOPMENT OF REGULATIONS

The Fairport Harbor Board of Education delegates to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the schools will be operated. These regulations and detailed arrangements will constitute the regulations governing the schools. They must be consistent with the policies adopted by the Board.

The Board itself will formulate and adopt regulations only when required by law, or when the Superintendent recommends Board adoption in light of strong community attitudes and/or probable staff reaction.

Adoption date: 1/??/08

CROSS REF.: CH, "Policy Implementation"

File: CHC
REGULATIONS DISSEMINATION

District-wide regulations will be appropriately coded and included as regulations in the Fairport Harbor Board of Education's policy manual, which will be available at the Board offices, in each school building's library, and at Fairport Harbor Local Library.

The Superintendent will devise a means for disseminating particular regulations, prior to their effective date, to the staff members, students and/or members of the public who are affected by them.

Adoption date: 1/??/08

LEGAL REF.: ORC §3313.20

File: CHCA

APPROVAL OF HANDBOOKS AND DIRECTIVES

In order that pertinent policies, administrative rules and other school procedures and information may be available to all staff members, students and citizens, the Fairport Harbor Board of Education authorizes its administration to issue such handbooks as it finds necessary and desirable.

It is essential that all handbooks bearing the school district's name conform to district-wide policies and regulations. Likewise, handbooks should reflect credit upon the district. Accordingly, the Board shall be provided copies of all handbooks.

Adoption date: 1/??/08

CROSS REF.: BFCA, "Board Review of Regulations"

File: CL
ADMINISTRATIVE REPORTS

The Fairport Harbor Board of Education may require reports from its administrative team concerning conditions and needs of the schools.

A detailed report will be requested of the Superintendent as a preliminary to preparation of the Board's annual report to the public.

Upon the receipt of the Superintendent's and other administrative reports, the Board will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school district.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§3301.0714; 3317.061; 3317.11;
3317.14; 3319.04; 3319.32; 3319.33;
3319.37; 3321.12; 3327.012

SECTION C: GENERAL SCHOOL ADMINISTRATION

Section C provides a repository for statements about the school district management, the administrative structure, and school building and department administration. It also is the location for personnel policies that pertain to the Superintendent.

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|------|---|
| CA | Administration Goals |
| CAA | Delegation of Powers and Duties |
| CB | School Superintendent |
| CBA | Qualifications and Duties of Superintendent |
| CBAA | Incapacity of Superintendent |
| CBB | Recruitment and Appointment of Superintendent |
| CBC | Superintendent's Contract/Compensation and Benefits |
| CBD | Superintendent's Expense Allowances |
| CBE | Superintendent's Development Opportunities |
| CBF | Superintendent's Consulting Activities |
| CBG | Evaluation of the Superintendent |
| CBH | Superintendent's Termination of Employment |
| CBHA | Superintendent's Retirement |
| CC | Administrative Organizational Plan |
| CCA | Qualifications of Administrators |
| CCB | Line and Staff Relations |
| CCC | Code of Ethics for School Administrators |
| CD | Management Team |
| CDA | Evaluation of Administrative Team Members |
| CE | Administrative Councils, Cabinets and Committees |
| CF | School Building Administration |
| CG | Special Programs Administration |
| CGA | Summer Program Administration |
| CGB | Adult Education Program Administration |
| CGC | State and Federal Programs Administration |
| CH | Policy Implementation |
| CHA | Development of Regulations |
| CHB | Administrators' Handbook |
| CHC | Regulations Dissemination |
| CHCA | Approval of Handbooks and Directives |
| CI | Temporary Administrative Arrangements |
| CJ | Administrative Intern Program |
| CK | Program Consultants |
| CL | Administrative Reports |

SECTION E: SUPPORT SERVICES

Section E provides a repository for statements on non instructional services and programs, including most of those that fall in the area of business management such as safety, buildings and grounds management (not construction), transportation, and food services. A policy may not exist for each item listed for this section.

EA Support Services' Goals
EAA Support Services' Priority Objectives

EB Safety Program
EBA Buildings and Grounds Inspections
EBAA Reporting of Hazards
EBAB Warning Systems
EBB Accident Prevention and Safety Procedures
EBBA First Aid
EBBB Accident Reports
EBBC Care and Treatment of Athletic Injuries
EBC Emergency Plans
EBC-R Emergency Safety Plans
EBCA Disaster Plans
EBCB Fire and Chemical Spill Evacuation Drills
EBCBA Tornado Drills
EBCC Bomb Threats
EBCD Emergency Closings
EBCE Transportation Failure
EBCF School Bus Tornado Preparedness Plan

EC Buildings and Grounds Management
ECA Buildings and Grounds Security
ECAA Access to Buildings
ECAB Vandalism
ECB Buildings and Grounds Maintenance
ECC Custodial Services
ECD Traffic and Parking Controls
ECE Buildings and Grounds Records and Reports
ECF Energy Conservation

ED Material Resources Management
EDA Receiving and Warehousing
EDB Maintenance and Control of Materials
EDBA Maintenance and Control of Instructional Materials
EDBB Maintenance and Control of Non Instructional Materials
EDC Authorized Use of School-Owned Materials
EDD Material Resources Records and Reports
EDE Computer Online Services

EE Transportation Services Management
EEA Student Transportation Services
EEAA Walkers and Riders
EEAB School Bus Scheduling and Routing
EEAC School Bus Safety Program
EEACA Bus Driver Qualifications, Certification and Testing

Programs
EEACB School Bus Maintenance
EEACC School Bus Operations Guidelines
EEAD Special Use of School Buses

SECTION E: SUPPORT SERVICES
(Continued)

EEAE Student Transportation in Private Vehicles
EEAF Student Transportation Insurance
EEAG Student Transportation Records and Reports
EEB Business and Personnel Transportation Services
EEBA School-Owned Vehicles
EEBB Use of Private Vehicles on School Business
EEBC Business and Personnel Transportation Insurance
EEBD Business and Personnel Transportation Records and Reports

EF Food Services Management
EFA Food Purchasing
EFAA Use of Surplus Commodities
EFB Free and Reduced Price Food Services
EFC Vending Machines
EFD Food Sanitation Program
EFE Food Services Records and Reports
EFF Food Sale Standards
EFG Cashier Bonding
EFH Food Service Equipment Care and Use
EFI Nutrition and Wellness Action Plan

EG Office Services Management
EGA Office Communications Services
EGAA Printing and Duplicating Services
EGAB Mail and Delivery Services
EGAC Telephone Services
EGB Clerical Services
EGC Office Services Records and Reports

EH Data Management
EHA Access to Computer Network and Internet Services

EI Insurance Management
EIA Property Insurance
EIB Liability Insurance

EJ Evaluation of Support Services

File: EA

SUPPORT SERVICES' GOALS

The Fairport Harbor Board of Education views the support services operations of the school district as essential to the educational program. The Board serves as trustee of school facilities and overseer of school business operations for the purpose of providing the facilities and services that will support a good educational program.

The Board expects operation and maintenance of the school plant, equipment and services to set high standards of safety, to promote the health of

students and staff, to reflect the aspirations of the community, and to support the efforts of the staff to provide good instruction.

Adoption date: 1/28/08

Revision date:

File: EB

SAFETY PROGRAM

Safety practices will reflect the top priority that the Fairport Harbor Board of Education gives to the welfare of students and employees. It is the policy of the Board to take precautions to provide for the safety of all students, employees, visitors, and others present on school district property or at school-sponsored events.

School Safety Plans

The Board shall adopt a comprehensive school safety plan for each school. The plan shall include:

1. An examination of the environmental conditions and operations of the school to determine potential hazards to safety;
2. Proposed operating changes to promote the prevention of potentially dangerous problems and circumstances, including remediation strategies where documented safety problems have occurred; and
3. A set of protocols for:
 - A. Addressing serious threats to the safety of students, employees and school property; and
 - B. Responding to any emergency that compromises the safety of students, employees and school property.

To the extent practicable, the protocols should be consistent throughout the school district in order to ease their understanding of and implementation by employees. Each protocol shall include appropriate procedures for responding to threats and emergencies, including:

- A. Notifying appropriate law enforcement officials;
- B. Calling emergency response personnel; and
- C. Informing parents of affected students.

Each plan shall be reviewed and updated every three years. The safety measures it contains shall be consistent with requirements of state and local safety codes and the directives of state and local officials.

The plan shall be designed with the participation of an advisory committee consisting of: [A] the school principal; [B] community law enforcement and safety officials; [C] parents; and [D] teachers and support staff assigned to the school. The advisory committee shall be created in accordance with the policy of the Board.

Principals shall be responsible for the supervision of a safety program for their appropriate schools and campuses. All employees will be kept informed of: [A] the Board's safety policies; [B] emergency operating procedures; [C] current state and local regulations; and [D] the provisions of their school safety plan.

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1 of

File: EB

General Safety Practices

The Superintendent has overall responsibility for the safety program of the school district. General areas of emphasis will include, but not be limited to: [A] staff development programs; [B] accident record keeping; [C] school plant inspection; [D] driver and vehicle safety programs; [E] fire prevention; [F] emergency and school evacuation procedures; and [G] traffic safety.

The practice of safety will be a part of the instructional plan of the schools. Instruction in traffic and pedestrian safety, fire prevention, and emergency and school evacuation procedures shall be provided to students in a manner which is appropriate for their grade level.

When school property is used for purposes other than instruction (e.g., athletic events, student performances, or use by non-school groups), those in charge of the school facilities at the time will be responsible for compliance of the users with school district safety measures and school safety plans.

Adoption date: 1/28/08

LEGAL REFS.: 29 CFR §1910.28

ORC §§3313.536; 3313.60; 3313.643; 3737.73; 4107.31-4107.38

OAC §3301-35-03

CROSS REFS.: BCE, "Board Committees"
EBBB, "Accident Reports"
EBC, "Emergency Plans"
EBCA, "Disaster Plans"
EEAC, "School Bus Safety Program"
GBE, "Staff Health and Safety"

2 File: EBBA

FIRST AID

The Superintendent or designee will develop, and the Fairport Harbor Board of Education will approve, procedures for the emergency care of any student or staff member who is injured or becomes suddenly ill at school or while engaged in school-sponsored activities.

The following requirements shall be adhered to by all personnel.

1. A school nurse or other trained person designated by the building principal will be responsible for administering first aid. Although each nurse will be assigned a school or group of schools for providing regular nursing services, a nurse will be subject to call from any school if needed. A physician and/or an emergency medical service will be called in case of serious illness or injury.
2. In accordance with law, the parents of all students will be asked to sign and submit an emergency medical authorization which will indicate the procedure they wish to be followed in the event of a medical emergency involving their child. The permits will be kept readily at hand in the student permanent record or office of each school.

Building administrators, with the assistance of the school nurse, shall provide to the Superintendent or designee copies of the "Emergency Medical Authorization Forms" for all students who are subject to epileptic seizure, diabetic reactions, insect sensitivities, hemophilia, or other special medical/physical concerns.

The Superintendent or designee shall provide appropriate emergency information to school bus drivers.

3. Only emergency care and first aid will be provided as outlined in the Red Cross First Aid Manual and A Guide to School Nursing in Ohio. Use of medications will be limited to topical applications as authorized for certain types of injuries or to such medication as may have been officially authorized for an individual child.

4. In cases where the nature of an illness or an injury appears serious, the parents will be contacted, if possible, and the instructions on the student's emergency card followed. In extreme emergencies, arrangements may be made for a student's immediate hospitalization whether or not the parent can be reached.

5. No elementary student who is ill or injured will be sent home alone. Middle and high school students may be sent home if the illness is minor and the parents who have authorized such dismissal on the emergency medical forms have been informed in advance.

6. Coaches and trainers will guard against athletic injuries and provide care and emergency treatment for injured athletes. Coaches and trainers will meet all requirements of the State Board of Education.

Adoption date: 1/28/08

Revision date:

2

1 of

File: EBBA

LEGAL REFS.: ORC §§2305.23; 2305.231; 3313.712
OAC Chapter 3301-27; §3301-35-03(D) (3,9); Chapter 3301-65

CROSS REFS.: EBBC, "Care and Treatment of Athletic Injuries"
JHCD, "Administering Medicines to Students"
JO, "Student Records"

CONTRACT REF.: OAPSE Chapter #238 Negotiated Agreement

SOURCES: Red Cross First Aid Manual American Red Cross
A Guide to School Nursing in Ohio Ohio Association of School
Nurses and Ohio Education Association

ACCIDENT REPORTS

A report of all serious accidents occurring on school property will be made as soon as possible to the Superintendent. This applies to accidents suffered by students, employees, and school visitors. "Visitors" are all persons who are on school property, whether or not for a proper reason.

An accident is serious enough to report if the parents of a student must be notified and/or medical attention is required.

The information to be transmitted shall include as much of the following as possible.

1. Date, time and place of the accident.
2. Injured person(s), including: name, address, telephone number, age, occupation (if applicable), and what the injured person(s) was doing when the accident occurred.
3. Injury, including the nature and extent, if known.
4. Help provided, including: any first-aid administered and by whom, medical attention summoned, and where the injured was taken after the accident occurred.
5. Related property damage, including: owner of property, address, telephone number, and extent of damage.

6. Witness(es), including: names), addresses) and telephone number(s).

7. Brief description of the accident, based on the best available information at that time.

Accidents involving property damage only shall be reported by telephone to the Superintendent or designee if such damage appears likely to involve the placement of a claim by or against the school district.

Each principal shall also maintain a file of reportable accidents occurring on school property and/or to students and employees while under school jurisdiction. Files for each school shall be submitted upon request of the Superintendent or designee.

Adoption date: 1/28/08

File: EBBC

CARE AND TREATMENT OF ATHLETIC INJURIES

In the interest of providing for the prudent care of any athlete who suffers an injury while participating in the Fairport Harbor School District's athletic pro-grams, the following procedures shall be followed by the members of the coaching staff.

1. Under no circumstances shall any student be permitted to participate (or play in a game) without having a physical examination and parent permit card signed by both the parent and examining physician.
2. When an injury occurs and a physician or other competent individual is immediately available, his/her services should be utilized to provide the first aid care which is deemed necessary.
3. When the injury appears to be of a serious nature, the athlete should be immediately transferred to a hospital emergency room. The coach should inform the athlete's parents of what has happened and which hospital the athlete is in. Coaches should have available the home telephone number for all athletes.
4. No coach should go beyond administering basic first-aid and making a preliminary examination of an injury if a physician or other competent individual is present.
5. When an athlete goes home from practice or a game with a questionable injury, the parents should be notified that day or evening regarding the extent of the injury, how it occurred, and whether it would be in the athlete's best interest to see the family physician.

6. Once an athlete is placed under the care of his/her physician, he/she should not be permitted to return to any form of participation without a written release from the attending physician.
7. Any athlete who has been placed under the care of a physician will not be permitted to return to active participation without the physician's written consent even though the parents of the athlete may be willing to see a return to active participation. However, should the parents decide to place their son or daughter under the care of another physician, whose specialty training is comparable to that of the original physician, and who is willing to authorize the participation, the school will accept his/her written statement granting permission to participate.
8. All members of the coaching staff should make every effort to be well informed about first-aid procedures to act in the most prudent manner when handling injuries.
9. The family or attending physician will have the final authority concerning athletic injuries.

Adoption date: 1/28/08

LEGAL REFS.: ORC §§2305.23; 2305.231; 3313.712
OAC Chapter 3301-27; §3301-35-03(D) (3,9)

CROSS REF.: EBBA, "First Aid"

File: EBC

EMERGENCY PLANS

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff, promote rational responses through adequate training, and minimize the impact of an emergency or disaster.

The Superintendent or designee shall maintain an "Emergency Planning Guide" for the school district. The "Emergency Planning Guide" will be the official guide for the district in case of fire, chemical spills, bomb threats, intruders, hostage situations, civil emergencies, Perry Nuclear Power Plant alerts, transportation failure, and natural disasters. Policies and procedures set forth in the guide will be followed by all district personnel and students.

Principals will meet legal requirements to post emergency evacuation notices and to conduct necessary building evacuation drills. All district personnel will carry out their assigned responsibilities for building evacuation.

Adoption date 1/28/08

Revision date:

LEGAL REFS.: ORC §§737.29; 3313.536; 3737.73(B); 3737.99
OAC §§1301:7-5-09; 3301-35-03(D) (4-7)

NOTE: The "Emergency Planning Guide" contains emergency plans for the following emergency situations: fire, chemical spills, tornado, blizzard, snow, ice, flood and high water, earthquake, civil disturbance, bomb threats, intruders, hostage situations, medical emergencies, transportation failure, Perry Nuclear Power Plant emergencies and national emergencies.

File: EBCA

DISASTER PLANS

General Emergency Procedures

All plans for the evacuation of school district buildings must require that students are directed to areas as far from the building as possible. These areas should permit easy access for necessary school buses to arrive, load evacuated students and depart. Students should not interfere with the arrival and operation of emergency equipment.

The principal shall act as the emergency coordinator for the school and be the person immediately in charge of all on-site emergency situations until emergency personnel arrive and assume control. The Superintendent is the spokesperson to the public and the press regarding all emergency situations. Should extenuating circumstances result in the absence of direction from the Superintendent's office, the principal shall make decisions appropriate under the given conditions and consistent with directions from emergency personnel.

National Emergency

Should the nation be in imminent danger and a national emergency is declared, the following procedures should be followed:

1. Advance Warning. If the Superintendent and local authorities receive a warning which would, in their judgment, warrant evacuation, all students would be transported home immediately, if conditions permit.

If possible, announcement of dismissal would be made over radio and television.

2. Limited Warning. If a warning is limited, or if conditions will not permit transportation, all students must be kept in the building under the direct supervision of the principal.

Adoption date: 1/28/08

Revision date:

LEGAL REFS.: 29 CFR §1910.38
ORC §§3313.536; 3737.73; 3737.99; Chapters 4167 and 4765

CROSS REF.: EBC, "Emergency Plans"

File: EBCB

FIRE AND CHEMICAL SPILL EVACUATION DRILLS

The building principal of each school shall schedule monthly evacuation drills for fire and chemical spills during the school year. The purpose of these evacuation drills is to provide supervised training for students to move safely, quickly and quietly from any location in the building to a designated area outside.

In the event of an actual fire or chemical spill, the principal shall act as the emergency coordinator for the school and shall be the on-site person immediately in charge. Regardless of their severity, actual fires or chemical spills shall be reported by the principal to the appropriate safety and law enforcement agencies.

Fire and Internal Chemical Spills

The following rules and procedures will be followed in all of the schools in the event of fire and internal chemical spills:

1. Rules for fire and chemical spill evacuation will be posted in each room. These will include directions on the exit and alternative exits to use, and the outdoor area to proceed to upon leaving the building from the particular room. The posted rules will be discussed with each class using the room during the first day(s) of each school year.

2. A distinct fire alarm shall be used for fire and chemical spill evacuation drills only; another signal shall be established by the principal for students and staff to return to class.

3. No person is to remain in the building during fire or chemical spill evacuation drills. No student or employee shall re-enter the building to search for a missing student or employee.

4. Evacuation areas shall be at least 100 feet away from buildings and clear of driveways. In the case of a chemical spill, assembly areas which may be down wind of the facility will be shifted to an upwind location.

5. It is each student's responsibility to move in a brisk, quiet and orderly fashion outside through the assigned exit to the assigned evacuation area. No running or pushing will be allowed; talking will not be permitted as students exit from the room and buildings.

6. The teachers shall be responsible for:

- A. Closing, but not locking all windows and doors;
- B. Ensuring that any open flame and gas jets are turned off;
- C. Leaving all lights on;

- D. Maintaining order and assisting handicapped children and employees during the evacuation;
- E. Instructing the first group of students exiting the building to hold open the set of doors and to rejoin the class after the last person exits the building.
- F. Taking their roll book with them checking roll when the class is in its evacuation area and immediately reporting to the principal or designee any student or employee who is unaccounted for.

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File: EBCB

7. The principal shall provide the Superintendent or designee with a report on all fire and chemical spill evacuation drills, including the time required for evacuation.

External Chemical Spills

The following rules and procedures will be followed in all of the schools in the event of a chemical spill that occurs outside of the building and requires the sheltering of students and employees:

1. The building principal shall announce a "maximum building security condition" and maintain available telephone communications.
2. Teachers shall:
 - A. Close all windows, doors and vents; and
 - B. Shut off all area room air intake and exhaust fans.
3. Custodians shall shut off all general facility units, including, but not limited to:
 - A. External air make-up;
 - B. Heating units;
 - C. Open flame gas fire; and
 - D. Electric.
4. Students and employees shall remain as dormant as possible.
5. Maximum air-tight building security shall be maintained until emergency response groups arrange an evacuation or give an "all-clear" signal.

Adoption date: 1/28/08

Revision date:

LEGAL REFS.: 29 CFR §§1910.38; 1910.120

OAC §3301-35-03(D) (4, 5, 6)

CROSS REF.: EBC, "Emergency Plans"

File: EBC-R

EMERGENCY/SAFETY PLANS
(Administrative Rules/Protocols)

The Board directs the Superintendent/designee to prepare and maintain comprehensive emergency/safety plans and administrative rules/protocols regarding the topics listed below. The rules/protocols are kept in the central office and produced during board of health inspections.

Administrative Rules/Protocols

1. A list of dangerous or recalled products.
2. Radon rules or protocols including evidence that each 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;

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File: EBC-R

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. Safety data sheets for every hazardous chemical used in each 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 main 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. Protocols for using automated external defibrillators (AEDs).

14. Protocols for responding to in-school crises, including student crime, suicide, death of a student or employee, acts of violence (including bomb threats and school intruders), trauma, accidents and/or terrorism.

(Approval date :) July 24, 2017

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File:

EBCBA

TORNADO DRILLS

The building principal of each school shall designate tornado shelter areas where students and staff shall proceed in the event of a tornado, and shall act as the emergency coordinator for the school in the event of a tornado.

Tornado Watch

A "tornado watch" means that a tornado is possible. When a tornado watch is received, the principal should prepare for the event if a tornado warning is issued. No immediate action is required.

Tornado Warning

A "tornado warning" means that a tornado has been sighted. If a tornado warning is received, the following procedures are to be followed:

1. An employee should be posted immediately as a lookout.
2. Students and employees should be moved to interior hallways on a lower floor. They should avoid auditoriums, gymnasiums, cafeterias, and other areas with wide, free-span roofs.
3. If time permits, the custodian should shut off electricity and gas.
4. The principal or designee should listen to radio or television for the latest advisory information. They will not call the Weather Bureau except to report a tornado.
5. Under no circumstances should anyone be permitted to leave the building. A child may be released to the custody of the parents if such a demand is made.

Tornado instruction and regular drills shall occur under the direction of the principal.

Adoption date:

1/28/08

Revision date:

LEGAL REFS.: 29 CFR §1910.38
ORC §3737.73; 3737.99; Chapters 4167 and 4765
OAC §3301-35-03(D) (4, 5, 6)

CROSS REF.: EBC, "Emergency Plans"

File: EBCC

BOMB THREATS

In the event a bomb threat or other threatening phone call is made to a school district facility, or to any premises at which a school activity is occurring at the time of the threat, the principal shall act as the emergency coordinator for the school. The following procedure will be followed:

1. The person receiving the threat will:
 - A. Record the exact time of the call;
 - B. Immediately notify the principal or other responsible employee;
 - C. Attempt to have the caller remain on the line for as long as possible; and
 - D. Take notes of what is said by the caller.
2. The principal or designee will immediately notify the police department. If the principal or designee is not immediately available, the building secretary shall notify the police department.
3. The principal shall consult with the police department about what steps should be taken -- including any need to evacuate the building or premises or to dismiss students to return home -- prior to the police arriving.
4. The principal shall remain responsible for the school's students and staff until the police arrive. At that time the principal shall release the school to their command and pass on their orders.
5. No employee should touch or handle any object which is not recognizable as part of the normal school environment or which is believed to be an explosive device.
6. In order to alert all employees of an emergency situation requiring immediate evacuation, the principal or designee should announce over the P.A. system, "There will be an unscheduled evacuation drill, immediately."

Any student who makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat shall be subject to expulsion from school for the period of one calendar year, subject to the policies of the Fairport Harbor Board of Education. The Board will seek the full prosecution of any person who induces panic or makes a bomb threat or other false alarm.

Adoption date: 1/28/08

Revision date:

LEGAL REFS.: 29 CFR §1910.38
ORC §§1251.355; 2151.312; 2909.04; 2917.31; 2917.32; 2917.31; 3313.482;
3313.536; 3737.73; 3737.99; Chapters 4167 and 4765; 5139.05- 5139.08
OAG No. 97-046

CROSS REFS.: EBC, "Emergency Plans"
JFC, "Student Conduct Expectations and Consequences"
JGD, "Student Suspension, Expulsion, Removal and Permanent
Exclusion"

File: EBCD

EMERGENCY CLOSINGS

The Fairport Harbor Board of Education recognizes the importance of school attendance but is also aware of its responsibility to establish policy which will safeguard the lives of our children in case of an emergency or calamity.

Since time is of the essence in making a decision on the closing of school, the Board charges the Superintendent with the responsibility of deciding whether or not classes should be cancelled. The following considerations should guide the decision-making process.

1. The Superintendent or designee shall check with the local police, State Highway Patrol, and any public agencies necessary to verify road or other conditions.
2. The fact that a portion of students cannot be transported to school is not, in itself, a justifiable reason for closing any or all of the schools in the district. Students unable to attend classes due to hazardous road conditions or other obstacles shall be granted an excused absence and given the opportunity to make up all work without penalty.
3. Should situations arise which affect only the operation of an isolated building or buildings, the Superintendent may order these buildings closed without requiring that these days be added to the end of the school year.
4. The Superintendent or designee shall make the decision regarding school closing as early as possible.
5. The Superintendent shall notify the local media as early as possible of any emergency closing so the media can advise parents and staff of situations.
6. The Superintendent shall establish an administrative notice system to inform staff members of emergency closings.
7. The Superintendent shall notify the Superintendent of Public Instruction regarding calamity days and the minimum days which schools must be open for instruction.

School Day

In the event that weather conditions should prevent or necessitate the early dismissal of school, all staff members will be expected to supervise their students as long as required by the building principal. If necessary, meals may be served in the school cafeteria. In such an event building principals

shall be notified by the Superintendent or designee of the action to take until the children can be released to the custody of their parents or the school buses. If communications are out, the principal shall follow the most prudent course of action in light of the circumstances.

1 of 2

File: EBCD

School Activities

In the event that the Superintendent or designee closes school due to weather or other calamity conditions, all school activities and functions scheduled during that time are to be considered cancelled. Extra-curricular, co-curricular, and adult and community education activities may resume upon the re-opening of school.

Fuel Crisis

In the event of a fuel crisis, the Board will take action on whether or not to close the schools after consultation with local and state authorities.

Make-up Days

It will be this district's policy to make up days when schools are closed for emergencies, if it is necessary to comply with State Board of Education minimum standards.

Adoption date: 1/28/08

Revision date:

LEGAL REFS.: ORC §§3313.48; 3313.483; 3317.01; 3737.73(8)
OAC §3301-35-03

TRANSPORTATION FAILURE

In the event that the school buses are unable to make their scheduled runs, the following procedures will be followed.

Night Failure

The Superintendent will contact the news media to request that parents transport their children to school. If a state of emergency should exist, the schools will remain closed.

Day Failure

The Superintendent will immediately notify the news media to request that parents pick up their children. If a state of emergency exists, parents will be requested to pick up their children as soon as possible. Until then, students will remain in the building under the supervision of district personnel. The principal, in consultation with the Superintendent and emergency personnel, if possible, shall analyze the situation and establish procedures that are appropriate.

Adoption date: 1/28/08

Revision date:

LEGAL REF: ORC §3313.536

CROSS REF: EBC, "Emergency Plans"

File: EBCF

Students In School

Tornado disaster studies indicate that students are much safer when they remain inside the school and when they are sheltered in small interior spaces on the lowest level, with short span overheads, without windows and with no wind-driven debris exposure. Therefore, if a tornado alert is received, school buses shall not be loaded or put in transit until the "all-clear" is announced. All bus drivers shall seek shelter in designated areas inside the school. The determination to hold students in the building and release them for transit will be made by the Superintendent or designee and will be relayed to bus drivers by the building principal or designee.

Students At Home

Studies of previous disasters have shown that a school bus or other vehicle is exceptionally vulnerable to extreme weather conditions; students who are at home should remain at home. Therefore, if a tornado alert is received prior to the beginning of the route, the bus driver shall not pick up students until the "all-clear" is announced. All bus drivers shall seek the nearest shelter. The determination to delay the routes will be made by the Superintendent or designee and will be relayed to bus drivers by the transportation supervisor.

Students In Transit

Protection of students on buses in transit to or from school is the primary responsibility of the bus driver. As soon as the bus driver becomes aware of an alert or visually observes a tornado, the driver shall take the following actions:

1. In Rural Areas
 - A. If possible, park the bus off the road away from large trees, power lines, poles, or buildings.
 - B. Give the command to evacuate the bus and, as leaving, take the first aid kit.
 - C. Position students in a ditch or other land depression or, if one is not available, on the opposite side of the bus from which the wind is blowing without crossing the highway.
 - D. After the danger has passed, check students for shock or injury.
 - E. Administer necessary first aid and request assistance.
 - F. If assistance is not needed, board students on the bus and return them to their homes immediately.
 - G. If, upon arrival at a student's home no responsible adult is available, maintain the student on the bus and return the student to school officials.
 - H. Contact the transportation office for instructions.

2. In Flat Or Heavily Populated Areas

- A. Park the bus immediately.
- B. Give the command to evacuate the bus and, as leaving, take the first aid kit.
- C. Send students into the nearest homes or buildings.
- D. After the danger has passed, check students for shock or injury.
- E. Administer necessary first aid and request assistance.
- F. If assistance is not needed, board students on the bus and return them to their homes immediately.
- G. If, upon arrival at student's home no responsible adult is available, maintain the student on the bus and return the student to school officials.
- H. Contact the transportation office for instructions.

Driver-In-Transit -- No Students

If a bus driver is in transit with no students on the bus and becomes aware of an alert or visually observes a tornado, the bus driver shall park the bus and seek shelter. After the danger has passed, the bus driver shall contact the transportation office for instructions.

Adoption date: 1/28/08

Revision date:

LEGAL REFS.: 29 CFR §191.01030
ORC §2305.23; 3737.73; 3737.99; Chapters 4167 and 4765
OAC §3301-83-15

CROSS REF.: EBC, "Emergency Plans"

CRISIS MANAGEMENT

A crisis can occur at any time and has the ability to make a significant impact on members of the community. A crisis is defined as any event which threatens the actual safety and security of students, employees or visitors of the District or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment.

There are unlimited possibilities for crises that could impact the District. These include, but are not limited to, suicide, death of a student or employee, acts of violence, trauma and accidents.

In recognizing the need to be proactive in preparing for possible crises, the Board directs the Superintendent to prepare a Crisis Management Plan which addresses:

1. the primary goal of preventing a crisis from occurring;
2. appropriate means of dealing with a crisis in the District, including who shall serve as the primary spokesperson for the District and the steps in which the plan shall be carried out; and
3. assessment of the way the crisis was handled with suggestions for improvement in the future, if necessary.

The administration annually reviews the Crisis Management Plan, considering the most current information dealing with the subject, as well as making relevant information about the plan known to the community.

Automated External Defibrillators (AEDs)

Because the Board recognizes that medical emergencies may occur that justify the use of AEDs, the Board may acquire and maintain this equipment for use by qualified staff members. Only those staff members documented as having completed the required training is authorized to use an AED.

AEDs are maintained and tested in accordance with operational guidelines of the manufacturer and monitored as directed by the Superintendent/designee.

Adoption date: 1/28/08

LEGAL REFS.: EBC, "Emergency Plans"
GBE, "Staff Health and Safety"
JHF, "Student Safety"
KBCA, "News Releases"
Emergency Plans Handbook

File: EBD-E

Considerations when including Automated External Defibrillators (AEDs)
In the District Crisis Management Plan

General

1. Children and adolescents are at low risk for sudden cardiac arrest.

2. AEDs are not currently recommended for use in children under eight years of age or under 80 pounds. However, there are vendors that sell AEDs for children in this age and weight group.
3. Sudden death related to undetected heart anomalies appears to occur most often in high school athletes.
4. Teaching staff, school support staff and other adults using school buildings and attend school-sponsored events.
5. Adults over age 50 are five times more likely to experience sudden cardiac arrest than children and adolescents.

Specific

1. The age and cardiac histories of school staff.
2. The types of activities and events hosted in the school buildings and the populations in attendance.
3. The types of policies and procedures that are already in place to support student and staff wellness, e.g. required physical exams and injury prevention efforts.
4. The attention currently given to the use of protective sports equipment and equipment safety measures.
5. Whether there is a history of student or staff deaths.
6. The availability and response times for emergency medical services including 911 access and AED availability among first responders such as police, ambulance and fire departments.
7. The relative effectiveness of the District's current crisis plan in dealing with sudden cardiac and other emergencies, and how the use of AEDs would fit in with the rest of the crisis plan.
8. Consideration of legal issues such as informed consent.

Key Elements

1. A core emergency response team of trained personnel, including the school nurse, and a method to activate this team.
2. A well-defined emergency plan that clearly states all policies and procedures relative to the use of an AED.
3. Strategic placement and availability of the AED unit(s), preferably within four to five minutes of those needing the AED.
4. A rapid and effective communication system, especially regarding events held at remote locations.
5. Training of appropriate staff in DPR, including the use of an AED.
6. Regular maintenance of the AED Unit(s) according to the manufacturer's specifications.
7. Period testing and repair replacement of non functioning units.
8. Reporting the use of an AED to a collaborating emergency healthcare provider, who in turn is required to report to the regional Emergency Medical Services Council.
9. Physician oversight.

Adoption date: 1/28/08

ECA

File:

Buildings and grounds of the school district constitute one of the greatest investments of the Fairport Harbor Board of Education. It is in the best interest of the district to protect the investment adequately.

Security means not only maintenance of a secure building, but protection from fire hazards and 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 personnel whose work requires it. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the entrance to buildings by persons unauthorized to have keys.

Funds and valuable records will be kept in a safe place and under lock and key.

Loitering on School Property

No person shall trespass or loiter in any school building or on any grounds of the school district.

No person shall remain in any school building or on the grounds thereof after being requested to leave the premises by the principal, teacher or any other staff member of the school district.

Visitors

All persons shall, upon entering any school building of the Fairport Harbor School District, report immediately to the office of the principal and request a visitor's permit. Parents visiting classes are to report to the office of the principal to be escorted to the area they desire.

Parking on School Property

The Board assumes no responsibility for damage or theft to vehicles or other personal property while on school property but reserves the right to assess costs of repair or replacement for damages to school property in the case of accident.

Adoption date: 1/28/08

Revision date:

LEGAL REFS.: ORC §§2905.05; 2911.13; 3313.20

CROSS REF.: JHFD, "Student Automobile Use"

File: ECAB

VANDALISM

Students, employees and citizens of the district are urged by the Fairport Harbor Board of Education to report any incidents of vandalism to property belonging to the district and the name(s) of the person(s) believed to be responsible. Each employee of the district will report to the principal of the school every incident of vandalism known and, if known, the names of those 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, and is further authorized to delegate 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. A parent conference will precede the final resolution.

Parents and students will be made aware of the legal implications involved. 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 schools instead of repayment of the damages.

Adoption date: 1/28/08

Revision date:

LEGAL REFS.: ORC §§2902.05; 2909.05; 2909.07; 3109.09; 3313.173;
3737.99

CROSS REF: JFC, "Student Conduct Expectations and Consequences"

File: ECF

ENERGY CONSERVATION

The Fairport Harbor Board of Education believes measures should be taken to conserve energy in order to protect natural resources and to minimize the district's expenditures for costs of energy consumption. The Superintendent, supported by the school staff, will develop and implement operating procedures to reduce energy consumption in the schools. The Board also directs the Superintendent and the staff to continually assess the consumption of energy and make recommendations for improved use of energy resources.

Energy Audits

One component of the district's energy management plan will be a periodic energy audit. The purpose of the audit will be to provide the schools with

guidelines for energy efficiency and economical operation. The energy audit may take into consideration

1. Type of construction of the building;
2. Mechanical systems (heating, cooling, ventilation);
3. Lighting and use of glass;
4. How the school is used (only during the day, after school, evenings, weekends);
5. Utility bills or measurement of fuel consumed;
6. Local weather;
7. Age of buildings;
8. Floor space; and
9. Amount of insulation.

Inspections

Building principals will direct custodians to inspect buildings, at least weekly, during the heating season and report any heat loss areas (broken windows, unclosed exit or double exit doors, etc.). The custodian should inspect the heating system and building at least daily to insure the most efficient energy usage.

Controls

The following controls are for the purpose of curtailing the consumption of energy by the school district.

1. Heating
 - A. Inside Temperatures
 - 1) Classrooms, offices, locker rooms: 68 degrees.
 - 2) Gymnasiums, restrooms: 60 degrees.
 - 3) Auditoriums, corridors, any unoccupied areas: no heat or as little as possible to control.
 - 4) Kitchens: 65 degrees.

- B. Night Controls
 - 1) Boilers shall be put on night automatic controls in all schools. Night temperatures are 50 - 55 degrees.

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File: ECF

- 2) Boilers shall be placed on night control temperatures as soon as possible in accordance with public use of the school building.

- C. Equipment
 - 1) Efforts will be made to inspect, adjust and repair all heating and control equipment to insure that it is functioning at its most efficient level. This is a continuing program.
 - 2) Exhaust equipment shall be operated at the minimum level.

- in
- 3) Fresh air intake dampers will be adjusted to reduce and, many cases, eliminate fresh air intake during extremes in temperature.
- energy
- 4) A heating company engineer will periodically inspect equipment and buildings to suggest further means for savings.
- D. Building Functions
- closed.
- 1) Teachers will be requested to keep classroom doors closed.
- 2) The use of entrances and exits will be minimized. Double sets of doors should be used where they exit.
- as
- 3) Window shades and draperies will be kept closed to serve as insulators.
- 4) Loose windows and doors will be weather stripped.
- scheduled
- 5) Student activities and building rentals will be scheduled to require the least amount of energy or to coincide with other usages.
- 6) Elementary principals are urged to cancel recess periods when the outside temperature is below 20 degrees to conserve lost building heat.

2. Electricity

- A. Lights should be turned off if the room is to be vacant fifteen (15) minutes or more.
- B. Artificial lighting should be minimized on bright days.
- C. Hall lights should be minimized yet still provides adequate, safe hallways.
- D. Electric bills will be monitored to determine effects on conservation. Adoption date: 1/10/08

File: EDE

COMPUTER/ONLINE SERVICES (Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.
10. misuse resulting in damage, destruction or loss of school issued equipment, students will be billed for repair/replacement cost(s).

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File: EDE

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor

the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of Internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District property.

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File: EDE

[Adoption date: August 28, 2017]

LEGAL REFS.: U.S. Const. Art. I, Section 8
Family Educational Rights and Privacy Act; 20 USC 1232g et seq.
Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii); (P.L. 106-554,
HR 4577, 2000, 114 Stat 2763)
ORC 3313.20
3319.321

CROSS REFS.: AC, Nondiscrimination

ACA, Nondiscrimination on the Basis of Sex

ACAA, Sexual Harassment

EDEB, Bring Your Own Technology (BYOT) Program

GBCB, Staff Conduct

GBH, Staff-Student Relations (Also JM)

IB, Academic Freedom

IIA, Instructional Materials

IIBH, District Websites

JFC, Student Conduct (Zero Tolerance)

JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)

Staff Handbooks

Student Handbooks

NOTE: The Children's Internet Protection Act (CIPA) requires districts that receive federal funds to purchase computers, direct access to the Internet under the Elementary and Secondary Education Act or receive federal universal E-Rate service discounts and Internet connections services under the Communications Act to adopt, implement and maintain computer use policies that address these issues:

- 1. access by minors to material deemed as harmful to minors on the Internet and World Wide Web;*
- 2. access by both adults and minors to visual depictions that are obscene, child pornography on the Internet and World Wide Web;*
- 3. safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;*
- 4. unauthorized access, including "hacking" and other unlawful activities by minors online;*

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- 5. unauthorized disclosure, use and dissemination of personal information regarding minors;*
- 6. measures designed to restrict access to materials deemed "harmful to minors" and*
- 7. educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.*

The district must create a plan for educating students concerning appropriate online behavior; this plan is separate from the policy manual. The FCC has

provided resources including OnGuardOnline.gov to aid districts in developing local plans.

In addition, the popularity of social networking websites has made it necessary for administrators to address the access of these sites on district property. Specific language restricting use, along with the disciplinary penalties imposed on offenders, should be placed in staff and student handbooks.

It is important to note that the FCC recognizes that while some individual Facebook and MySpace pages could potentially contain material harmful to minors, social networking websites are not per se harmful to minors, and therefore do not automatically have to be blocked. This decision is left up to the district's discretion.

Additional policy language addressing social networking is found in GBH (Also JM), Staff-Student Relations and IIBH, District Websites.

Additionally, the board shall make a local determination as to what is classified "inappropriate for minors" in line with the current definition.

In report 11-125, FCC adopted the following definition of minor: "any individual who has not attained the age of 17 years." All E-Rate program participants must use this definition of minor for the purpose of this topic.

The district Internet safety policy must be made available to the FCC upon request.

Districts who are implementing a Bring Your Own Technology program should review and adopt EDEB, Bring Your Own Technology Program.

THIS IS A REQUIRED POLICY

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File: EEA

STUDENT TRANSPORTATION SERVICES

The transportation policies of the Fairport Harbor Board of Education are aimed at providing a safe, efficient and economical method of getting students to and from school. It is the desire of the Board that transportation is scheduled in a way that the best educational interests of the students can be served.

The Board will furnish school bus transportation to all elementary and secondary school students to the extent determined by the administration and approved by the Board. This may vary due to safety

conditions that prevail in certain areas of the district. All regulations governing pupil transportation will be in accordance with state law and regulations.

The district will operate its own fleet of school buses. However, if it is impractical to transport certain special education and private school students by regular bus, they may be transported by other conveyance.

The district's transportation program will be under the direction of the transportation supervisor who is responsible to the Superintendent or designee.

In the case of transporting students to a nonpublic school, the Board will consider these factors in determining the provision of its services as impractical.

1. The time and distance required to provide the transportation;
2. The number of pupils to be transported;
3. The cost of providing transportation in terms of equipment, maintenance, personnel, and administration;
4. Whether similar or equivalent service is provided to other pupils eligible for transportation;
5. Whether and to what extent the additional service unavoidably disrupts current transportation schedules; and
6. Whether other reimbursable types of transportation are available.

Adoption date: 1/28/08

Revision date:

LEGAL REFS: ORC §§3317.07, Chapter 3327; 4511.76
OAC Chapter 3301- 83

CROSS REF.: EEAE, "Student Transportation in Private Vehicles"

SOURCE: "Ohio School Bus Operation Regulations," Ohio Department of Education and Ohio State Highway Patrol

File: EEAA

WALKERS AND RIDERS

In general, the law requires the Fairport Harbor Board of Education to provide transportation for resident elementary students, kindergarten through grade eight, who live more than two miles from school and for those with physical or mental disabilities that make walking impossible or unsafe. The transportation of high school students is optional.

Accordingly, the administration will develop and the Board will approve a description of the areas wherein students residing will be provided with transportation to schools.

Exceptions to the established areas may be made by the Board for the following reasons.

1. Where, in the judgment of the Board, walking conditions to the

student's school are extremely hazardous and/or

2. Where, because of overcrowding and the necessity to assign students to another building, the Board deems transportation necessary.

The Board authorizes the district staff responsible for administering the student transportation program to require student identification as a prerequisite to riding a school bus when this is deemed necessary.

Adoption date: 1/28/08

LEGAL REFS.: ORC §§3317.07; 3327.01; 3327.02; 3327.04; 3327.05; 3327.08

File: EEAB

SCHOOL BUS SCHEDULING AND ROUTING

Bus routes, schedules, and stops will be developed under the direction of the Superintendent. The purpose of bus scheduling and routing will be to achieve maximum service with a minimum fleet of buses consistent with rendering reasonably equal service to all students.

Bus routes will follow the most direct roads practical for bus travel, provided buses with students aboard do not use railroad crossings without gates or flashers. When an alternate route can be selected without sacrifice of efficiency or economy, preference will be given to that route serving the largest number of students more directly.

Routes will be designed to eliminate, as is practicable:

1. The number of turn-around points;
2. The number of crossings over railroad tracks;
3. The boarding of students which requires crossing the street;
4. An unnecessary number of student collection points;
5. The duplication of buses covering the same area; and
6. Overloading of buses, yet still carrying capacity for each bus trip. No bus will be overloaded. Buses will be considered overloaded when the seating capacity is exceeded. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.

Authorized bus stops will be located at convenient intervals in places where students may board and get off, cross highways, and await arrival of buses with the utmost safety permitted by highway conditions.

The number of bus stops on each trip will be limited, consistent with the service provisions of this policy, so as to enable buses to maintain a reasonable average speed.

Insofar as educational requirements permit, school schedules will be adjusted to allow maximum use of each bus in the system by alternating elementary and secondary trips with the same fleet of buses.

Adoption date: 1/28/08

Revision date:

LEGAL REFS.: ORC §§3327.01; 3327.03; 3327.12

CONTRACT REF.: OAPSE Chapter #238 Master Contract

File: EEAC

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions should include the following.

1. The district's transportation program will meet all state requirements regarding the approval of bus drivers, standards for buses and safe speeds.
2. Drivers of Board-owned, leased, contracted or operated vehicles other than school buses will meet state training qualifications and the vehicles will be equipped for safety and signage according to State law.
3. Special walk limits will be set for students if terrain, age of student, traffic, lack of sidewalk, or student's health have a bearing on the student's safety.
4. Bus stops will be limited, where possible, so that students from several homes can meet safely at a central point for group pick-up.
5. Emergency evacuation drills will be conducted regularly throughout the school term to thoroughly acquaint student riders with procedures in emergency situations.
6. All vehicles used to transport children will be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption of service due to mechanical or equipment failure. Any detected deficiency which jeopardizes safe operation of bus or other Board-owned vehicles shall be rectified before any such vehicle is placed back into operation.
7. In the primary grades (K- 3), students will be given instruction on school bus safety and behavior within the first two weeks of school.

Adoption date:

1/28/08

Revision date:

LEGAL REFS.: ORC §§3327.09; 3327.10; 4511.75; 4511.76; 4511.761; 4511.763 - 4511.78
OAC Chapter 3301- 83

CROSS REF.: EB, "Safety Program"

File: EEACA

BUS DRIVER QUALIFICATIONS, CERTIFICATION AND TESTING PROGRAMS

Rationale

The Fairport Harbor Board of Education is committed to providing a safe and efficient student transportation system. Qualified and certificated bus drivers who understand and practice safe driving are a critical component of that system. The safety, operational efficiency, productivity and quality of the student transportation system are adversely affected when bus drivers employed by the Board abuse drugs, alcohol, prescription medications and controlled substances. Such illegal abuse is not in the best public interest of the school district. In order to comply with the provisions of law and regulations and with the standards set by the State Board of Education, and to maintain public safety, operational efficiency and service in its student transportation system, the Board will employ and retain only those qualified bus drivers who:

1. Meet all of the requirements necessary to possess a commercial driver's license;
2. Hold a current certificate issued by the Lake County Educational Service Center; and
3. Comply with all provisions of their job description and the policies of this Board and the Lake County Educational Service Center.

Purposes

The purposes of this policy are to assure that:

1. The highest priority of the student transportation system is the safety of students, co-workers and the general public;
2. The bus drivers employed by the Board meet all qualifications and certification requirements for the safe transport of students;
3. School district-owned vehicles are safely operated by bus drivers who have acceptable traffic safety records;
4. Bus drivers are not under the influence of controlled substances and/or alcohol;
5. Drug and alcohol use among all employees is deterred;
6. Negligent hiring or retention claims are avoided;
7. Adverse selection of bus driver applicants is prevented;
8. Employees who abuse alcohol or chemical substances are rehabilitated, and the employment of bus drivers who abuse alcohol and controlled substances is suspended or terminated;
9. Insurance costs are controlled; and
10. There is full compliance with all provisions of federal and state law and regulations, and the certification requirements of the Lake County Educational Service Center.

Employment

In its exercise of authority to employ persons as school bus drivers in this school district, the Board requires that, as a condition precedent for employment in this school district, bus drivers must:

1. Pass all required physical examination and pre-employment substance abuse tests and provide evidence of such on forms prescribed by the Superintendent or designee;
2. Satisfactorily meet the requirements for a criminal records background check;
3. Hold a valid commercial driver's license and certification of school bus operations issued by the Lake County Educational Service Center;

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File: EEACA

4. Provide written notification to the Superintendent or designee of any points added to their driver's license, any conviction of any criminal drug statute for a violation occurring in the workplace, or of any positive alcohol or drug test findings, as governed by law or regulation, within one calendar day of the date of the positive alcohol or drug test finding and within one calendar day of the action of the court.

A bus driver whose certification is revoked shall not be permitted to drive any vehicle owned by the Board or perform any safety-sensitive function.

A bus driver who the fleet insurance carrier of the school district denies to continue insurance coverage for reasons related to driving citations, accidents, or other risks shall not be permitted to drive any vehicle owned by the Board or perform any safety-sensitive function.

A bus driver who does not maintain certification or is denied insurance coverage by the school fleet insurance carrier will not be eligible to earn wages until they have been re-certified and or re-insured.

Drug and Alcohol Testing Programs

Introduction

The Board finds that abuse of alcohol, drugs, prescription medications and controlled substances is a major social problem in the United States. The Board feels a strong responsibility to its citizens, employees, students and the general public to focus on this substance abuse problem. Accordingly, the Board will utilize testing as a means of detecting substance abuse in the workplace and will control this problem by appropriate follow-up action. Alcohol and drug abuse will not be tolerated in the workplace, and its presence can result in the termination of an employee or rejection of an applicant.

Definitions

The following words used in this policy have the meaning as defined below unless the context plainly requires otherwise:

1. "Alcohol," the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
2. "Alcohol use," the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

3. "Alcohol concentration (for content)," the alcohol in a volume of breath as indicated by an evidential breath test;

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File: EEACA

4. "Board," the Fairport Harbor Board of Education.

5. "CDL," commercial driver's license.

6. "Covered employee," an employee of the Board who holds a CDL **and/or** performs any safety-sensitive function.

7. "Disabling damage," damage which precludes the departure of a motor vehicle from the scene of an accident in its usual manner in daylight after simple repairs, including damage to vehicles that could have been driven, but would have been further damaged by such movement.

8. "Drugs," amphetamines (including methamphetamines), cocaine metabolites, marijuana metabolites, opiate metabolites, or phencyclidine. As used in this policy, "drug" is used interchangeably with "controlled substance."

9. "School bus," a commercial moving vehicle owned by the Board or by a consortium in which the Board is a member. As used in this policy, "school bus" includes any moving vehicle owned by the Board.

10. "Safety-sensitive function," for the purposes of this policy, this includes all time a covered employee is: waiting to be dispatched; inspecting equipment as required or inspecting, servicing or conditioning any school bus; driving at the controls of a school bus in operation or being in or upon any commercial motor vehicle; loading or unloading a school bus, or assisting in the same, or attending to a school bus being loaded or unloaded, or remaining in readiness to operate a school bus; performing functions relating to accidents; and repairing, obtaining assistance, or remaining in attendance upon a disabled school bus.

11. "Substance abuse professional," a licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or an addiction counselor who is certified by the national Association of Alcoholism and Drug Abuse Counselors Certification Commission, with the knowledge of and clinical experience in the diagnosis and treatment of drug- and alcohol-related disorders."

12. "Superintendent," the Superintendent of Schools of the Fairport Harbor School District, or designee.

13. "Test site," the designated location of the contracted health provider where drug or alcohol testing occurs.

This policy applies to all covered employees of the Board. These employees may include supervisors, bus drivers, bus aides, substitute bus drivers, mechanics, and certain maintenance workers, teachers or coaches.

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File: EEACA

Prohibited Conduct

No covered employee of the Board shall:

1. Report for or remain on duty requiring the performance of a safety-sensitive function while:
 - A. Having an alcohol concentration of 0.04 or greater;
 - B. Using or possessing drugs, except for any drug that has been prescribed by a physician who has advised the employee it will not adversely affect the employee's ability to operate a school bus; or
 - C. Having tested positive for drugs;
2. Be on duty or operate a school bus while possessing alcohol or drugs;
3. Perform a safety-sensitive function while using alcohol, or within four hours after using alcohol;
4. Use alcohol for eight hours following an accident after which federal regulations require a post-accident test or until the test is taken; or
- 5.) Refuse to submit to any required pre-employment, post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substances test.

Testing Programs Providers

The Board authorizes the Superintendent or designee to contract with a qualified health care provider, licensed by the state of Ohio, who meets all test administration, employee privacy, chain of custody, record keeping, results reporting, and all other testing requirements prescribed by federal and state regulations. Any such contract shall include an assurance by the qualified health care provider that it will comply with all standards and requirements prescribed by the federal Highway Safety Administration, the Lake County Educational Service Center and the Board for alcohol and drug testing of the Board's employees.

Pre-Employment Testing

Pre-employment testing is required only of those applicants for a covered employee position who have been offered employment by the Superintendent, and must be completed by the applicant before the Board considers approving the employment offer. Employment of the applicant by the Board is conditional upon the applicant signing a consent agreement for the collection of a urine sample for the purposes of pre-employment drug testing, and receiving a negative result on the drug test.

The applicant may be exempt from pre-employment drug testing if the applicant has participated in a drug testing program within 30 days prior to the application for employment or participated in a random drug testing program in the previous 12 months, provided that the Superintendent has been able to make all verifications required by law.

Random Testing

All covered employees are annually subject to drug and alcohol testing on a periodic basis and at unannounced times. Random tests for alcohol will be conducted just before, during or just after the performance of safety-sensitive functions. Random tests for drugs shall not be so restricted.

Once notified of selection for random alcohol or drug testing, the covered employee must proceed to the test site.

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The Superintendent shall select covered employees for random alcohol and drug testing by a scientifically valid random process. Each covered employee shall have an equal chance of being tested each time selections are made. The number of covered employees selected for random testing shall be in accordance with federal regulations.

A voluntary request by a covered employee for alcohol or drug abuse treatment can only be made prior to a random test. The Board reserves the right to determine whether a covered employee should be provided rehabilitation or disciplinary action based upon a positive test result.

Post-Accident Testing

The Superintendent shall provide covered employees with post-accident testing procedures in order that those employees comply with these provisions of this policy.

Drug and alcohol tests will be conducted in the time limits prescribed by federal regulations for any covered employee who is in an accident while performing a safety-sensitive function involving a school bus if the accident:

1. Involves the loss of human life;
2. Results in one or more individuals receiving injuries, requiring their immediate transport to a medical treatment facility; or
3. Results in one or more vehicles receiving disabling damage.

The employee may be required to engage in post-accident testing if criteria #1- #3 is not met. In this situation, the transportation supervisor, assistant superintendent, and or superintendent will notify the employee of the need to submit to post-accident drug and alcohol testing.

The covered employee must be tested unless that employee's conduct has been completely discounted as a contributing factor to the accident. Other covered employees, such as mechanics, may be tested if there is reason to suspect that their conduct may have contributed to the accident.

No covered employee involved in an accident may use alcohol for eight hours after the accident or until after undergoing a post-accident test, whichever occurs first.

If an alcohol test is not administered within two hours, or if a drug test is not administered within 32 hours, after the accident, the Superintendent will prepare and maintain records explaining the reasons why the test was not conducted.

Tests conducted by authorized federal, state or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the Superintendent. Breath tests will validate only the alcohol test and cannot be used to fulfill drug testing obligations.

Reasonable Suspicion Testing

Drug and alcohol tests will be conducted when a properly trained supervisor or administrator has reasonable suspicion that a covered employee has violated the Board's alcohol or drug prohibitions. This reasonable suspicion must be based upon specific, contemporaneous, articulable observations concerning the covered employee's appearance, behavior, speech, or body odors. The observations may include indications of chronic and withdrawal effects of drugs. Covered employees required to undergo such reasonable suspicion drug or alcohol testing shall report to the test site immediately.

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Alcohol tests will be authorized for reasonable suspicion only if the required observations are made just before, during or just after the period of the work day when the covered employee must comply with the alcohol prohibitions of this policy. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the Superintendent will prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests will terminate after eight hours have elapsed. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test.

Supervisors or administrators who make a finding of reasonable suspicion for drug testing must make a written record within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Only those supervisors or administrators who have undergone at least 60 minutes of training in alcohol misuse and at least 60 minutes of training in controlled substances use may direct an employee to be tested for reasonable suspicion.

Return-to-Duty Testing

A drug or alcohol test will be conducted when a covered employee who has violated the drug and alcohol prohibitions of the Board returns to performing safety-sensitive duties. No such covered employee may return to duty in a safety-sensitive function until either the return-to-duty alcohol or return-to-duty drug test produces a verified negative result that meets federal and Board standards.

If a substance abuse professional determines that a returning covered employee needs assistance in resolving a drug or alcohol problem, that covered employee shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing will be conducted just before, during or just after the time the covered employee is performing safety-sensitive functions.

Notifications

Each covered employee shall receive educational materials that explain the federal requirements for alcohol and drug testing, along with a copy of this policy. Representative of employee organizations will be notified of the availability of this information. The information will identify:

1. The name of the person designated by the school district to answer covered employees' questions about the materials;
2. The categories of employees who are subject to the alcohol and drug testing requirements;
3. Sufficient information about the safety-sensitive functions performed by covered employees to make clear the period(s) of the work day compliance is required;
4. Information concerning what conduct is prohibited;
5. The circumstances under which covered employees are subject to alcohol and drug testing;
6. Procedures that will be used to test for the presence of drugs and alcohol, protect the covered employee and the integrity of the testing processing, safeguard the validity of test results and insure that test results are attributed to the correct covered employee;

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7. The requirement that covered employees must submit to alcohol and drug tests administered in accordance with federal regulations;
8. An explanation of what constitutes a refusal to an alcohol or drug test and the attendant consequences;
9. The consequences for covered employees found to have violated the alcohol and drug prohibitions, including the requirement that the covered employee be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment;
10. The consequences for covered employees found to have an alcohol concentration of 0.02 or greater but less than 0.04; and
11. Information concerning the effects of alcohol and drugs on an individual's health and personal life; external and internal signs and symptoms of a drug or alcohol use problem; and available methods of intervening when an alcohol or drug abuse problem is suspected, including confrontation, referral to an employee assistance program, and referral to administrative officials.

All covered employees must sign a statement certifying that they have received a copy of the above materials.

The Superintendent will inform covered employees before alcohol and drug tests are performed.

The Superintendent will notify covered employees of the results of a pre-employment drug test if that covered employee requests such results within 60 calendar days of being notified of the disposition of their employment application. The Superintendent will notify covered employees of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified as positive, and will tell the covered employees which drugs were verified as positive.

Covered employees must notify the Superintendent if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the covered employees that it will not adversely affect their ability to operate a commercial motor vehicle safely.

Enforcement

A covered employee who violates these alcohol or drug prohibitions may be subject to a federal civil or criminal penalty. Civil money penalties may be up to \$1,000, and criminal penalties consist of fines and imprisonment not to exceed one year.

Any covered employee who refuses to submit to post-accident, random, reasonable suspicion, or return-to-duty or follow-up tests will not be allowed to perform or continue to perform safety-sensitive functions. The Board shall not assume an obligation to provide alternative job assignments not required for the efficient operation of the school district.

A covered employee whose test for alcohol results in a finding of an alcohol concentration level greater than 0.02 but less than 0.04 shall not be permitted to perform a safety-sensitive function for a period of 24 hours and will be subject to disciplinary action by the Board. A covered employee whose test for alcohol results in a finding of an alcohol concentration level of greater than 0.04 must be evaluated by a substance abuse professional, pass a return-to-duty test and enter into a rehabilitation program if one is prescribed by the substance abuse professional.

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A covered employee who in any other way violates the Board's prohibitions related to alcohol and drugs will receive from the Superintendent the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve alcohol- and drug-related problems. The covered employee will be evaluated by a substance abuse professional who will determine what help, if any, the covered employee needs in resolving such identified problems. Such treatment shall be paid by the Board if it is provided by the Board's health insurance provider; otherwise, it shall be received at the expense of the covered employee.

Any substance abuse professional who determines that a covered employee needs assistance will not refer that covered employee to a private practice, person or organization in which he has a financial interest except under circumstances permitted by law.

The Board will grant a medical leave of absence at least twice to a covered employee who tests positive for alcohol or drug use. These leaves of absence shall be paid or unpaid, depending upon the covered

employee's availability of accrued sick leave. This granting of leave shall not apply to covered employees convicted of a criminal drug or alcohol offense.

Before a covered employee is returned to safety-sensitive duties, if at all, the Superintendent must insure that the covered employee:

1. Has been evaluated by a substance abuse professional;
 2. Has complied fully with any recommended treatment to the satisfaction of the substance abuse professional;
 3. Has taken a return-to-duty alcohol test which indicates an alcohol concentration level of less than 0.02, or has taken a return-to-duty drug test which indicates a negative result, whichever applies; and
 4. Is subject to unannounced applicable follow-up alcohol and drug tests. The number and frequency of such follow-up testing will be as directed by the substance abuse professional and shall consist of at least six tests in the first 12 months following the covered employee's return to duty.

Voluntary Request for Assistance

Covered employees who recognize that they have an alcohol or drug abuse problem and who voluntarily request assistance of the Board may receive such assistance without fear of immediate termination of employment; provided, however, that such a request must be made at any time prior to a test being administered in accordance with this policy and that such assistance shall be limited to the programs offered by the Board's health insurance provider. Any such requests for assistance shall be made to the Superintendent and shall be held in complete confidentiality.

Sick leave or unpaid leaves of absence to correct an alcohol or drug abuse problem may be granted in conjunction with a request for assistance. Such sick leave or unpaid leave must be consistent with the terms of the collective bargaining agreement affecting that covered employee and federal and state law governing leaves of absence.

If a covered employee whose request for assistance has been granted and received, has not positively responded to that assistance, the provisions of this section exempting that covered employee from termination of employment will no longer apply.

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Test Results Records and Access

The Superintendent shall develop and each covered employee shall sign the following forms required under this policy:

1. Receipt of required educational materials;
2. Notice that testing can occur periodically and without notice;
3. Notice that reasonable suspicion testing will occur; and
4. Pre-employment urinalysis consent.

The Superintendent shall be responsible for maintaining and be prepared for submitting annual reports which summarize the results of the Board's programs under this policy. In addition, records and results of

alcohol and drug abuse testing must be maintained in a secure location with controlled access for the following time periods:

- positive
1. For a period of five years, the following records shall be maintained:
 - A. Records of any employee alcohol test results of 0.02 or greater or of any verified drug test results;
 - B. Documentation of refusals to take required alcohol or drug tests;
 - C. Any equipment calibration documentation (if done by the school district);
 - D. Copy of the calendar year summary; and
 - E. Documentation of covered employee evaluations and referrals.
 2. For a period of two years, records related to the collection process and training shall be maintained; and
 3. For a period of one year, records of negative test results or canceled tests shall be maintained.

The Superintendent shall not release information that is contained in the records required to be maintained, except to:

1. The affected covered employee, upon written request;
2. The federal Secretary of Transportation, any federal Department of Transportation agency, or any state or local official with applicable regulatory authority;
3. The National Transportation Safety Board, as part of an accident investigation;
4. A subsequent employer or other identified person, upon written request of the covered employee and only to the extent expressly authorized by the terms of that request;
5. The decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the covered employee, and arising from the results of an alcohol or drug test; or
6. A determination that the covered employee engaged in conduct prohibited by the Board under this policy.

Records pertaining to the rehabilitation and treatment of any covered employee under an alcohol or drug treatment program shall not be released without the covered employee's written authorization. For this purpose, the Superintendent shall not accept generic or blanket consent forms, rather only specialized consent forms must be sent from one named party to another named party.

Adoption date: 8/15/95

LEGAL REFS.: 20 USC §3171 et seq., Drug-Free Schools and
Communities Act, as amended in 1989
41 USC §701 et seq., Drug-Free Workplace Act of 1989
49 USC §2701 et seq.
49 USC §3102, Omnibus Transportation Employee Testing Act of 1991

ORC §§149.41; 149.43; 3313.20; 3319.39; 3327.10; 4506.01;
4506.15; 4506.16; 4506.20

OAC Chapter 3301-83

CROSS REFS.: BCE, "Board Committees"
EEA, "Student Transportation
Services"
EEACC, "School Bus Operation Guidelines"
GBEB, "Drug-Free Workplace"
GBQ, "Criminal Records Check"
GDD, "Support Staff Hiring"

CONTRACT REFS.:

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File: EEACC

SCHOOL BUS OPERATION GUIDELINES

Guidelines

The following guidelines, in conjunction with and addition to requirements of the State Board of Education, shall serve as the basis for insuring the safe operation of the school buses and transportation of the students of the school district. School bus drivers shall:

1. Drive in a safe, prudent and careful manner, and strictly observe all traffic laws. When traffic is congested, when roads are hazardous, or when bad weather reduces visibility, bus drivers shall adjust their driving to meet those conditions. Bus drivers may permit faster moving traffic to pass their bus safely on a busy highway to prevent long lines of vehicles from being held behind them;
2. Use red flashers properly when loading and unloading;
3. Notify the transportation office immediately, giving the name, bus number, location, and description of any accident or difficulty that may occur. The office will notify mechanics or proper authorities in case of an accident or breakdown. The bus driver is to remain at the scene of any accident until the accident is investigated and permission is given to leave by the investigating officer;
4. Display warning devices in case the school bus is disabled on the highway;

5. Operate strobe lights according to state standards. They will be operated when approaching a stop, turn-around or railroad crossing when visibility is limited by atmospheric conditions or time of day. Strobe lights will not be operated continuously or at times when visibility is not limited;

6. Make a daily inspection to determine if the bus is in a safe operating condition. The following items should be checked:

- A. Brakes and brake pedal
- B. Steering
- C. Tires and wheel lugs
- D. Heaters and defrosting equipment
- E. Lights
- F. Horn
- G. Windshield wipers and washers
- H. Instruments
- I. Emergency equipment
- J. Mirrors
- K. Glass areas (clear vision to front, sides and rear)
- L. Oil, transmission fluid, and fuel

Any items checked and found defective shall be reported on the approved form to the transportation office immediately;

7. Stay with the bus until brakes are set;

8. Follow these regulations regarding loading and unloading students:

- A. Do not move the bus until all students are seated;
- B. Be on the bus when students are boarding the bus;

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C. Remain on right half of the road when loading or unloading students on either side of the street;

D. At turn-around, pick up students before making a turn. When unloading, make the turn and then unload;

E. Do not back up the school bus unless necessary. If possible have another adult give directions from outside the bus;

F. Do not follow any vehicle too closely; allow 300 feet between school buses;

G. When approaching students for pick-up, use low speed and extreme caution. Make sure all traffic is stopped before signaling students to cross;

H. Upon dropping off students at each stop, make sure that each student is assured a safe distance from the bus before resuming the run;

9. Wear seat belts while operating the bus and;

10. Maintain student discipline requirements by:

- A. Posting student rules of conduct on the bus;
- B. Reminding students of bus rules and regulations; and

C. If infractions persist, preparing a bus discipline report and submitting it to the building principal.

Performance Expectations

In addition to the above guidelines, the performance expectations for bus drivers listed below shall either be met or exceeded:

1. No bus driver shall be on duty while under the influence of any substance of any kind that impairs a driver's ability to operate the bus;
 2. Bus drivers are expected to comply with all state and federal law, State Board of Education requirements, and Fairport Harbor Board of Education rules, regulations, and policies. The following are some of the infractions which can result in suspension or dismissal:
 - A. Persistent tardiness or violation of rules and regulations;
 - B. Unsafe driving record;
 - C. An accident as the result of driver error which may have serious consequences;
 - D. Falsifying information or reports; and
 - E. Use of profane or vulgar language;
 3. Bus drivers shall attend all safety workshops and meetings as required by the district administration;
 4. No unauthorized passengers shall be transported on a school bus. ("Unauthorized passenger" refers to non- school age children and adults not approved by the school district.);
 5. Bus drivers shall maintain an attitude of courtesy and helpfulness toward the motoring public, school personnel, parents, and students;
 6. Bus drivers shall follow routes and follow designated pick- up and drop- off times and stops. Bus drivers may not make any changes in routing without prior authorization by the transportation supervisor;
 7. Bus drivers are to use reasonable discretion in waiting on students. If bus drivers are ahead of their time schedule they are expected to wait. If not, they are to wait only long enough to pick up students but not so long as to delay their time schedule. If certain students are continually late, they should be reported to the principal involved;
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8. During the first ten days of school a bus driver shall not leave students because they are not at the proper pick- up points. The bus driver shall inform them politely of the correct stop and the time the bus will arrive;
 9. If a bus driver has difficulty meeting the time schedule assigned to the run, the supervisor should be advised. No changes should be made in the route unless authorized;
 10. A bus driver should inform the transportation office of any students moving away from or into the route areas. This will serve as a double- check on school notices;

11. Unless otherwise directed, bus drivers should return to the bus compound after completion of their runs;
12. Bus drivers should immediately report any mechanical problems in writing to the transportation supervisor;
13. Bus drivers shall accurately complete all forms and reports specified by the transportation supervisor;
14. All bus drivers are expected to drive their assigned runs. All absences, for any reason, must be reported to the transportation office;
15. New buses will be assigned in a manner which best meets the needs of the district and will not necessarily go into service on the same routes or by the same bus drivers as the buses they replace;
16. Bus drivers are responsible for the equipment on their bus and should immediately report any missing items;
17. Bus drivers must keep their bus clean inside and out for purposes of health, safety and preservation of the unit. Interiors are to be swept as needed and buses, including windows, shall be washed at least once each month. Lenses shall be kept clean, and the words "STOP," "STATE LAW" and "SCHOOL BUS" shall be visible at all times;
18. Bus drivers must have their driver's license, commercial driver's license and driving certificate with them whenever operating a school vehicle; and
19. Items such as school projects, band instruments, etc., are not permitted on the bus unless they are small enough to be held on the lap or stored in the rear of the bus. A clear aisle to the exit door must be maintained at all times.

Bus Medical Emergency

In the event a student becomes ill or has other health-related problems while being transported the driver will:

1. Find a safe area in which to park the bus;
2. If feasible, administer first aid;
3. Make the student as comfortable as possible;

4. Notify the transportation department by radio and give the transportation supervisor the name of the student, the nature of the problem, and the location of the bus.

A. Upon being contacted by the driver, the transportation supervisor or designee will call 911 and contact the Lake County Emergency Operations Center (EOC), the student's parents or guardian, and the Superintendent or designee;

B. The transportation supervisor will keep in direct contact with the driver to make an appraisal of when help will arrive and to provide other directions that will assist in tending to the student's needs. If necessary, the transportation supervisor will direct the driver to transport the student to the nearest health care facility; and

C. If the transportation supervisor or designee cannot be reached, the driver will make direct contact with the EOC by using the appropriate radio. If contact cannot be made with either the transportation supervisor or the EOC, the driver will send a reliable student to the nearest house and ask its resident to call 911 for assistance.

Anti Idling Policy

Purpose: It is the policy of the Fairport Harbor School Board to eliminate all unnecessary idling by school buses, thereby reducing rising fuel cost and limiting exposure by school children to the harmful effects of diesel exhaust fumes.

Rational: While new EPA guidelines have mandated reduced emissions from school buses and other sources of pollution in the next few years, Fairport Harbor Schools should act promptly to reduce diesel emissions. Diesel costs are rising sharply and the need to reduce costs is apparent. According to the American Lung Association diesel exhaust poses a serious health risk to children, bus drivers, and the general community. Children are especially vulnerable to the effects of diesel exhaust. Diesel exhaust can accumulate in and around school buses and cause lung damage and respiratory problems as well as exacerbating asthma and allergies. Exposure may also impair a child's learning abilities.

Guidelines:

1. When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, and they will be stationary for more than four minutes, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path and is ready to depart.
2. At the garage, limit the idling time during early morning warm-up to 15 minutes. Afternoons should be limited to 10 minutes.
3. School buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.
4. In colder weather, schools are directed to provide a space inside the school where bus drivers who arrive early can wait.
5. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school loading zone.
6. All service delivery vehicles shall turn off the engines while making deliveries to school buildings.

Exceptions:

1. Extreme weather conditions
2. Idling in traffic
3. Where safety equipment or chair lifts are needed.
4. When maintaining a safe environment for students with special health needs.

Adoption date: 1/28/08

LEGAL REFS.: ORC §§4511.01; 4511.63; 4511.75 - 4511.761; 4511.99
OAC Chapter 3301 - 83

CROSS REFS.: EEAB, "School Bus Scheduling and Routing"
EEACA, "Bus Driver
Qualifications, Certification and
Testing Programs"
EEAD, "Special Use of School Buses"
JFCC, "Student Conduct on School Buses"

File: EEAD

SPECIAL USE OF SCHOOL BUSES

Buses owned by the Fairport Harbor Board of Education will be used for the purpose of transporting students and school personnel for school-approved activities. They will be available to all classes, groups, or organizations within the district's schools in accordance with the following.

1. The use of district-owned buses will be scheduled through the transportation office.
2. Fees for the use of the district-owned buses will be established and made part of the district regulations.
3. The drivers of the district-owned buses must possess a valid license as required by law.
4. The drivers of the district-owned buses will see that the buses are not overloaded, that pupils conduct themselves in a safe and orderly manner while in the buses, and that the school-owned buses are operated in a safe and lawful manner.
5. The drivers of the district-owned buses will be responsible for reporting in writing to the transportation office the condition of buses, particularly any need for repair or servicing.

Adoption date: 1/28/08

LEGAL REFS.: ORC §§3327.01; 3327.05; 3327.10; 3327.13; 3327.14; 3327.15
OAC Chapter 3301-83

CROSS REF.: DFG, "Student Fees, Fines and Charges"
IICA, "Field Trips and Excursions"
JFCC, "Student Conduct on School Buses"

File: EEAD-R

SPECIAL USE OF SCHOOL BUSES

These regulations are applicable to all buses and vehicles operated by the Fairport Harbor Board of Education both during the summer and the regular school year.

1.No extra-curricular, field or non-routine trip shall be allowed unless there has been prior approval by the Superintendent or designee.

2.Applications for extra-curricular, non-routine or field trips must be completed by the person requesting them and signed by the principal or designee at least two weeks before the date of the trip. The time, date, destination, number of students, and purpose must be stated on the form. If the trip is approved, a trip ticket will be issued showing the bus number, driver, total miles, and other needed information.

3.On field trips, the teacher, coach, or activity sponsor is responsible for the behavior of the students.

4.Bus drivers will be assigned to non-routine trips on a rotation basis.

5.Buses will be assigned as deemed necessary to best accommodate the needs of the trip. Temporary re-assignment of a bus on a regular route may be necessary to free a bus needed for a trip.

6.School buses shall be used for educational purposes only, except that senior citizen groups may utilize bus services as approved by the Superintendent.

7.School buses shall not be used to transport spectators, either students or adults, except where a clearly identified educational purpose exists and has been approved by the Superintendent or designee.

8.Transporting football teams, bands, and other student groups solely to observe college or professional games and entertainments is considered a pleasure trip and is not permitted.

9.Each event that requires the use of more than five school buses to transport participants to and from a co-curricular activity shall require a resolution of approval by the Board.

10.Field trips shall not be scheduled during the last ten (10) student days of the school year without prior approval of the Superintendent.

11.Bus drivers will complete all trip sheets for all field trips, listing the date of the trip, starting point, destination, purpose of the trip, mileage data, bus number, and time of return. If more than one bus is assigned to a trip, a lead bus shall be designated by the drivers. Other buses will follow the lead bus. In case of breakdown, the bus driver will turn on his/her bus flashers and pull to the side of the road; all buses will do likewise and stop. If the students on the disabled bus can be loaded on

the other buses, they will do so and proceed to their destination. The driver of the disabled bus will remain until help arrives.

12. When driving a field trip which involves layover time, the bus driver may not use the bus for personal transportation. The bus driver will be held responsible for any accident or damage incurred if a bus is used while waiting for the return of students. If an emergency arises, the bus driver shall use his/her own judgment.

13. Generally, education and athletic field trips shall not exceed a sixty (60) mile radius of the school district, except for state and national contests.

14. School buses shall not be used for transportation of students outside the state of Ohio, unless approved by the Board. No such trip may exceed 240 total miles.

15. Equipment such as uniforms, band instruments, and athletic equipment shall be stored in the luggage compartment or at the rear of the bus. No equipment shall block the aisle. No standing in the buses is permitted.

Adoption date: 1/28/08

LEGAL REFS.: ORC §§3327.01; 3327.05; 3327.10; 3327.13; 3327.14; 3327.15
OAC §3301-83-16

CROSS REF.: IICA, "Field Trips and Excursions"

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Activities Transportation

School bus transportation will be provided to students for all officially approved transportation to and from student activities. The use of private vehicles for transportation of students, volunteers, teachers, and other employees to and from student activities will be discouraged. If however the need arises, transportation by private vehicles will be permitted only if previously approved by the Superintendent or designee.

Insurance

If it is necessary to use private vehicles, evidence must be presented to the Superintendent or designee that the vehicle and driver are covered for liability, medical payments, physical damage, and uninsured motorist insurance. The Fairport Harbor Board of Education will maintain excess insurance through a non ownership liability endorsement to its bus fleet insurance policy covering all private vehicles used for transportation to and from student activities.

General Provisions

1."Private vehicles" are those which are designed to transport nine or fewer persons, except for those defined by law as commercial carriers.

2.Private vehicles owned and operated by Board employees or students or other persons may be used to transport students to and from school or school activities, including field trips, only if evidence is presented to the Superintendent or designee on a prescribed form listing the student(s) to be transported which shall indicate the specific time(s) and purpose(s) for the transportation is requested and must be signed by the parent(s) or guardian(s). Presentation of such a form does not guarantee approval of the request if the Board has provided transportation for the purpose the exemption is requested.

3.In special circumstances, staff members may transport student(s) only after acquiring verbal authorization from the Superintendent or designee and the student's parent or guardian. Any staff members who transport a student otherwise is considered by the Board as acting beyond their scope of duties contained in their job description and assuming personal liability for the action, except as otherwise provided by law.

4.Adults other than the student's parents or guardians may transport students in private vehicles only upon submission on a form supplied by the Superintendent or designee which shall contain at least the following information.

A.A statement by the parents or guardian naming and requesting the adult who would be providing the private transportation.

B.Evidence of the transporting adult's possession of at least the minimum coverage of automobile insurance allowed by the state of Ohio,

including the name of the company holding that adult's automobile insurance policy.

C. The reason why the request is being made.

D.A statement signed by both the requesting parents or guardian and the transporting adult agreeing to indemnify and hold harmless the Fairport Harbor Board of Education and its agents and employees from all liability, claims, demands, damages, or costs for or rising out of the requested transportation, and agreement that the transporting adult assumes all responsibility for the safety and supervision of the student while in the transporting adult's vehicle or under the transporting adult's supervision.

Such requests made by the parents or guardian must be approved in advance of the trip by the Superintendent or designee.

Adoption date: 1/28/08

LEGAL REFS.: ORC Chapter 2744; §§3327.01; 3327.011; 3327.012; 3327.02;
3329.09; 3709.11
OAC §3301-83-19

CROSS REF.: EEA, "Student Transportation Services"
IGDH, "Interscholastic Athletics"
IICA, "Field Trips and Excursions"

FOOD SERVICES MANAGEMENT

The Fairport Harbor Board of Education considers school food services as a vital aspect of school support operations. A properly operated school food service program will contribute to the health of the child, offer an opportunity for the child to learn desirable food habits, and make it possible for the staff to correlate the food service program with the classroom instruction.

The school food service program is predicated on these assumptions:

1. All children need food;
2. Because a hungry child cannot learn, nutritional needs should be satisfied at school whether or not the child can pay;
3. School food service should be as basic to school as books, classrooms, and playgrounds; and
4. Public financial support must be available for school food service to all children.

The school district shall operate a school food service program under the supervision of the Superintendent or designee in each school.

The food service staff is responsible to the food service supervisor. They will cooperate with the principals of the schools in the proper functioning of the food services program. At least one food service employee who has been trained in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver shall be present in each school's cafeteria while students are being served food. The responsibility for control of the students using the cafeteria is the responsibility of the principal.

The Board will approve the prices set for school breakfasts, lunches and milk. Ala carte food prices, which shall be determined by the food service supervisor under rationale that shall be kept file, do not require Board approval.

Child nutrition programs are administered on the federal level. As part of the contract entered into by the Board, the school district agrees to:

1. Provide a breakfast program and a type "A" lunch which follows the meal pattern requirements established by federal regulations;
2. Provide free or reduced price meals to children whose families meet the eligibility requirements of the federal government; and
3. Manage food services in compliance with all federal, state, and local regulations.

All students are expected to eat lunch at school and will not leave the school grounds during the lunch hour except as permission has been granted by the principal. However, students will be permitted to bring their lunches from home and to purchase milk and ala carte items to compliment their lunch.

School lunch funds and other food service funds will be kept in a special account.

Adoption date: 1/28/08

LEGAL REFS.: ORC §§3313.81 through 3313.815; 3313.812; 3313.813

OAC Chapter 3301-91

File:

EFB

FREE AND REDUCED PRICE LUNCHES

The Fairport Harbor School District will take part in the National School Lunch Program and other food programs that may become available to assure that all students in the district have the opportunity to be provided proper nourishment.

As required by federal laws and regulations, the Fairport Harbor Board of Education will offer free and reduced price lunches to those students who meet the qualifications of the income guidelines.

Only students with valid applications on file are permitted to participate in the program. If a principal or teacher believes a student qualifies for free or reduced price lunches, they may make the necessary application in lieu of the parents or guardian. No student who is improperly nourished will be denied a lunch.

The application verification procedure shall be followed as established by federal guidelines. Copies of the federal regulations are to be kept on file in the food service office.

The Superintendent or designee will establish regulations that conform with requirements for participation in programs for free and reduced price meals and supplementary food.

Records for the free and reduced price lunches must be kept at least three years or until an audit is performed.

All financial records of these programs will be kept in a separate account by the Treasurer.

Adoption date: 1/28/08

Revision date:

LEGAL REFS.: 29 USC §794, Rehabilitation Act of 1973
42 USC §§12112 et seq., American with Disabilities Act

42 USC §§1751 et seq., as amended

42 USC §§1771 et seq., as amended

ORC §§3313.81; 3313.812; 3313.813

OAC Chapter 3301-91

CROSS REF.: ACB, "Nondiscrimination on the Basis of Handicap"

File: EFF

FOOD SALE STANDARDS

Through its food service program, the Fairport Harbor Board of Education has a responsibility to encourage students to form healthy eating habits. Student consumption of non-nutritious foods contributes to tooth decay, obesity, diabetes, and heart disease. The Board is committed to establishing sound nutritional habits, assuring sanitary food practices, and preserving the financial integrity of the school food service program. Therefore, standards governing the types of food that may be sold in the schools, and the time and place each type of food may be sold will be enforced. These standards will be based on the following guidelines.

1. The types of food sold in the schools will be determined as to their potential to contribute significantly to the daily nutritional needs of students and to enhance the school district's nutrition philosophy and nutrition education curriculum.
2. The time of day and place for the sale of food to students will be consistent with the nutrient intake needs and eating patterns of students, and compatible with class schedules for schools within the district. Separate standards may be established for the types of food to be sold to staff members and for special or extra-curricular events.
3. During the scheduled lunch hours of each day food or drink of minimal nutritional value should not be sold to students. Food items sold during lunch must have the approval of the building principal and shall not be offered in competition to the school lunch program.
4. Outside groups or school organizations selling food and drink on school premises after scheduled school hours shall be encouraged to provide foods that contain healthy nutritional content.

The Board may permit the food service staff to serve special functions and dinners, and the special programs of the school district, as the need arises. The Board supports such efforts when they provide additional revenue to the school food service program and meet community needs. Revenues for such efforts shall be generated to meet costs; additional funds received shall be applied to the school food service program.

Adoption date: 1/28/08

Revision date: 12/18/89

LEGAL REFS.: ORC §3313.814
OAC §3301-91-09

File: EFG

CASHIER BONDING

Each lunchroom cashier shall be bonded to insure replacement of lost funds. The cashier shall be in complete control of all funds related to the daily collection and deposit of funds realized by the sale of lunch tickets and from daily cash receipts. Funds shall be deposited daily. The cashier shall file reports as required by the food service supervisor and Treasurer.

Adoption date: 1/28/08

CROSS REF.: DH, "Bonded Employees and Officers"

File: EFH

FOOD SERVICE EQUIPMENT CARE AND USE

Due to the specialized nature and cost of food preparation equipment and the possibility of personal injury by untrained personnel, only school food service employees shall operate the equipment.

In the event of use of the kitchen facilities by organizations, whether school-related or non-related, at least one member of the school food service staff shall be on hand, except as otherwise determined by the Superintendent or designee or by an existing collective bargaining agreement.

Adoption date: 1/28/08

File: EFI

STUDENT WELLNESS PROGRAM

In response to the reauthorization of the Child Nutrition and Women, Infants and Children Act, the Board directs the Superintendent/designee to develop and maintain a student wellness program.

The student wellness program:

1. includes goals for nutrition education, physical activity and other school-based activities designed to promote student wellness;
2. includes nutrition guidelines for all foods available in the District during the school day in order to promote student health and reduce childhood obesity;
3. provides assurance that District guidelines for reimbursable school meals are, at a minimum, equal to the guidelines issued by the U.S. Department of Agriculture; and
4. establishes a plan of implementation and evaluation, including designating one or more persons within the District with the responsibility for ensuring that the District is compliant with Federal law.

Development of the student wellness program must be a collaborative effort between parents, students, food service workers, administrators, the Board and the public.

Adoption date: 1/28/08

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

CROSS REF.: EF, Food Services Management
EFB, Free and Reduced-Price Food Services
EFF, Food Sale Standards

File: EGAC

School district telephones are provided for official school use. However, in order to permit staff members to make necessary personal calls at a minimum inconvenience and loss of time, certain telephones may be used for personal calls. The staff members making such calls will be expected to pay any long distance or toll charges.

Students are not to use the school office telephones except in cases of emergency. The use of the pay telephones by students during school hours is subject to the approval of authorized school personnel.

Cellular Telephones

The Fairport Harbor Board of Education authorizes the use of school owned cellular telephones by school personnel for the performance of school duties.

1. For business and efficiency purposes, the Superintendent may deem it necessary for certain employees to carry a cellular telephone. Such telephones will be leased/procured by the District.

Cellular telephones issued to the bus garage will be collected at the close of the school year and re-issued at the beginning of the next school year for insurance purposes.

1. Insignificant personal use of the cellular telephones is permitted by the Board for emergency use only to the extent of the lease terms where there is no incremental cost to the District. Should telephone contract minutes be overused, or if personal calls are made or received outside the telephone's lease terms which generate additional charges, the employee shall reimburse the District for the cost of personal calls to the extent that the personal calls caused the over-usage of minutes or generated extra charges.
1. School employees with school owned cellular telephones are responsible for replacement or repair of the telephones that are negligently lost or damaged.

Adoption date: 1/28/08

Revision date:

LEGAL REF.: OAC §3301- 35- 03

File: EH

DATA MANAGEMENT

State law requires that a statewide education management information system (EMIS) exists to collect and report data about students, staff and finances of each public school district. The State Board of Education must compile the information reported by each school district in standardized formats which profile each school district and facilitate comparison among school districts and among schools within each district. The Fairport Harbor Board

of Education will make available to the public, at cost, the statewide EMIS and the Fairport Harbor School District reports.

Below is a list of required EMIS reports and the personnel responsible for collecting and compiling the data and producing the report.

State Reporting Requirements

State Report

Responsible Personnel

| | | |
|--|--|--|
| | | Staff Demographics Records District Data Processing Coordinator, Payroll Assistant, Superintendent |
| | | Staff Employment Records District Data Processing Coordinator, Payroll Assistant, Superintendent |
| District General Information for Fall Records | District Data Processing Coordinator, Superintendent | |
| District General Information for Year End Records | District Data Processing Coordinator, Superintendent | |
| Spending Plan/Actual Record | Treasurer | |
| Financial Record | Treasurer | |
| Building General Information Record | Treasurer | |
| Course Master Records | Data Processor, Superintendent | |
| | | Vocational Correlated Class Records Data Processor, Superintendent |
| | | CBE Assessment Test Master Record Data Processor, Director of Staff Development and Testing |
| Student Demographics Records | Data Processor, Building Secretaries | |
| | | Student Follow-Up Records Data Processor, Superintendent |
| | | Student Attendance Records Data Processor, Building Secretaries, Superintendent |

Student Subject Records Data Processor, Building Secretaries, Superintendent

Summer School Records Data Processor, Superintendent

Proficiency Test Record
Data Processor,
Director of Staff
Development and
Testing,
Superintendent

Post-Secondary
Enrollment Options
Guidance
Counselor, Data
Processor,
Superintendent

Open Enrollment Data Processor, Superintendent

Preschool and Preschool Handicapped Director of Special Education, Director of Special Projects

Children with Disabilities Director of Special Education

Data Entry

Category Responsible Personnel

Student Data Building Secretaries, Data Processor

Financial Data Treasurer's Office Personnel

Special Education Student Data Secretary to the Director of Special Education, Data Processor

Purchase Requisitions Building/Central Office Secretaries

General Categories

Category Responsible Personnel

Equipment Purchasing Superintendent

Software Purchasing Superintendent

Communications Superintendent

Hardware Maintenance and Upgrades Superintendent

Software Maintenance and Upgrades Superintendent, District Data Processing Coordinator

Lake Geauga Computer Consortium (A-Site) Liaison Superintendent, District Data Processing Coordinator

Financial Data System Treasurer

Student Data System Superintendent

Inventory Data System Superintendent

State Electronic Data Transmission District Data Processing Coordinator

Financial Data Transmission (Bank) Payroll Assistant, District Data Processing Coordinator

| | | |
|--|--|-----------------|
| AS/400 Technical Assistance | District Data Processing Coordinator | |
| Personal Computer Technical Assistance | Secretary to the Superintendent, Computer Aide | |
| Financial Software Assistance | Treasurer's Office Personnel | |
| Student Software Assistance | Data Processor, District Data Processing Coordinator | |
| Personal Computer Software Assistance Computer Aide | | Superintendent, |

Adoption date: 7/13/93
LEGAL REFS.: ORC §3301.0714
OAC Ch. 3301-14
CROSS REF: KBA, "Public's Right to Know"

File:

EHA

ACCESS TO COMPUTER NETWORK AND INTERNET SERVICES

The Fairport Harbor Board of Education recognizes that technology can greatly enhance the efficacy of the school district's instructional program and the efficiency of its school site administration. The Board also believes that careful planning is essential to insure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Purposes

The purposes of using computers and the district's network or its on-line services network are to:

1. Support learning and enhance the academic program;
2. Engage in telecommunications;
3. Provide information for research and general learning purposes;
4. Offer recreational activities; and
5. Assist in the efficient administration of the school district.

Computer networks allow people to interact with many other computer users; the Internet allows people to interact with hundreds of thousands of networks. This intricate accessibility to information and others on a global scale requires that all computers must be used in a responsible, efficient, ethical and legal manner.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users, if the user is under 18 years old) must understand that neither the school nor the school district can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The Board does not condone the use of such materials.

Conditions for Access

The Superintendent or designee shall:

1. Create, implement and enforce rules and regulations governing access to network and Internet services. The rules and regulations shall indicate the risks and penalties involved in misuse of the school district's computer and online services; and

2. Inform school district employees, students and parents of students that they may be subject to disciplinary actions or revocation of their access to online services if they do not; [A] respect the rights of others; [B] obey the rules and regulations established by the school and the school district; or [C] sign an acknowledgement of receipt of a copy of all rules and regulations governing access to, and acceptable use of, the network. Failure to comply strictly with the requirements of this policy and the guidelines below will result in the revocation of the user's access privilege and/or other disciplinary action as determined by the school district, including prosecution under state and federal laws. Unacceptable uses of the computer network include, but are not limited to, all of the following:

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File: EHA

1. Violating the conditions of law regarding students' and employees' rights to privacy, or intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;

2. Representing oneself as someone else to other users on the network;

3. Disrupting the operation of the network through abuse of the hardware or software or interfering with others' use of the network;

4. Illegally installing or copying copyrighted software;

5. Using the network for financial gain, commercial activity or any illegal activity;

6. Using the network to access or send inappropriate materials or to engage in non-curriculum-related communication;

7. Maliciously using the network for sending hate mail, engaging in harassment, or making profane, vulgar or discriminatory remarks;

8. Down-sizing, copying, or using licensed or copyrighted software without authorization;

9. Allowing anyone to use an account other than the account holder;

10. Downloading large files during prime time, sending mass e-mail messages, browsing with no educational purpose, subscribing to new groups or listservs, sending chain letters, etc.; and

11. Violating any of the rules and regulations of the school district's network or the rules of other networks or computing resources accessed through the network.

Systems Planning

The Superintendent or designee shall develop a plan that addresses the short- and long-term technology needs of the school district and provides for compatibility of resources among school sites, district offices and other school district operations. As a basis for this plan, the Superintendent or designee shall examine and compare the costs and benefits of various resources, and shall identify the blend of technologies and level of service necessary to support the instructional program.

The school district does not warrant that the function of its computer network will meet any specific requirements the user may have, or that it

will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

Adoption date: 1/28/08

LEGAL REFS.: U.S. Constitution, Article I, §9
17 USC §§107 and 117; 20 USC §§1232g and
6801 et. seq.; 47 USC §§151 et. seq. and
254 (h) (1)
ORC §§1329.54-1329.67; 3313.20; 3319.321
34 CFR §99.1 et. seq.; FCC Rule 01-120
OAC Chapter 3301-2

CROSS REFS.: EH, "Data Management"
IB, "Academic Freedom"
IIAE, "Use of Copyrighted Materials by Teachers"
JFC, "Student Conduct Expectations and Consequences"
JFG, "Interrogations and Searches"
FM, "Protection of School Property"

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ACCESS TO COMPUTER NETWORK AND INTERNET SERVICES

Students

All users of the school district's network or Internet resources must comply with all regulations governing access to, and acceptable use of, the network and Internet as a condition precedent for being granted such use privileges. The following guidelines and procedures are expected to be utilized by any person who is authorized to use the school district's computers or on-line services:

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users.
2. Do not reveal your personal home address or phone number or those of other students or school personnel.
3. Note that electronic mail is not guaranteed to be private. People who operate the system do have access to records of all messages. Content relating to, or in support of, illegal, immoral or unethical activities may be reported to the authorities.
4. Computers, network and Internet resources may not be used for personal financial gain or any commercial or illegal activity.
5. Internet resources should not be used in any manner that disrupts the use of the network by others.
6. All communications and information accessible via the network and Internet should be assumed to be public.
7. Rules and regulations governing access to, and use of, the school district's computer network and Internet resources are subject to change by the administration.
8. The person in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep

- personal account numbers private. They shall use this system only under their own account number.
9. Internet resources shall be used only for purposes related to education. Commercial, political and/or personal use of the network and Internet resources is strictly prohibited. School personnel shall reserve the right to: [A] monitor any computer activity and on-line communications for improper use; [B] remove any material which the administration, at their sole discretion, believes may be unlawful, obscene, pornographic, abusive or otherwise objectionable; [C] log Internet use and monitor electronic mail space utilization by users; and [D] take appropriate disciplinary action, including revocation of authorized access to the network and Internet resources, suspension, expulsion, and/or prosecution.
 10. Users shall not use the network and Internet resources to encourage the use of drugs, alcohol or tobacco, or to promote unethical practices or any activity prohibited by law or Board policy.
 11. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
 12. Copyrighted material may not be placed on the network without the author's permission, in accordance with copyright law and the policy of the Board.
 13. Vandalism will result in the cancellation of user access to the network and Internet resources and disciplinary action, as determined by the administration. Vandalism includes altering system software, uploading or downloading any inappropriate material, creating computer viruses, spamming, or engaging in any malicious attempt to harm or destroy equipment or materials or the data of any other user.
 14. Users shall not read other users' electronic mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail or attempt to read, delete, copy, modify or forge other users' mail.
 15. Users are expected to: [A] keep messages brief; [B] use appropriate language; and [C] diligently delete old mail messages on a regular basis.
 16. Users shall report any security problem or misuse of the network and Internet resources to their teacher, principal or immediate supervisor.

The school district reserves the right to access and inspect -- unannounced and at any time -- any computer, device, or electronic media within its systems and any data, information, or messages which may be contained therein.

Staff

All users of the school district's network or Internet resources must comply with all regulations governing access to, and acceptable use of, the network and Internet as a condition precedent for being granted such use privileges. The following guidelines and procedures are expected to be utilized by any person who is authorized to use the school district's computers or on-line services:

1. The Board will allow reasonable personal use of its computer system to staff for personal research and personal e-mail. The system will not be used for inappropriate materials, a personal commercial enterprise, or any illegal activity.
2. The Board will not charge any staff member with inappropriate use of the system unless there is demonstrable evidence that the teacher engaged in inappropriate use.
3. Inappropriate material appearing on any computer will be deleted immediately by the staff member, whether it was received by accident or by request to an unknown site that actually is inappropriate. No charges will be made against a staff member as long as it is deleted and not reassessed.
4. Unsolicited e-mail appearing on a staff member's computer containing commercial offers, offensive, or inappropriate material shall be deleted.
5. Staff shall be trained in the use of the e-mail and Internet system and taught how to deal with SPAM and site access on the Internet.
6. Accidental altering of system software shall not result in discipline of a staff member.
7. Staff shall use appropriate language and not engage in profanity, obscenity or other language which may be offensive to other users.
8. Staff shall not reveal their personal home address or phone number or those of students or colleagues.
9. All communications and information accessible via the network and Internet should be assumed to be public. Electronic mail is not guaranteed to be private. People who operate the system have access to records of all messages. Content relating to, or in support of, illegal, immoral or unethical activities may be reported to the authorities.
10. Internet resources should not be used in any manner that disrupts the use of the network by others.
11. Rules and regulations governing access to, and use of, the school district's computer network and Internet resources are subject to change by the administration.
12. The person in whose name an on-line service account is issued is responsible for its proper use at all times. They shall use this system only under their own account number.
13. Internet resources shall be used only for purposes related to education or administration of the school district. The administration reserves the right to: [A] monitor any computer activity and on-line communications for improper use; [B] remove any material which the administration, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive or otherwise objectionable; [C] log Internet use and monitor electronic mail space utilization by users; and [D] take appropriate disciplinary action, including revocation of authorized access to the network and Internet resources, disciplinary action, and/or prosecution.
14. Copyrighted material may not be placed on the network without the author's permission, in accordance with copyright law and the policy of the Board.
15. Vandalism will result in the cancellation of user access to the network and Internet resources and disciplinary action, as determined by the administration. Vandalism includes altering system software, uploading or downloading any inappropriate material, creating computer viruses, spamming, or engaging in any

malicious attempt to harm or destroy equipment or materials or the data of any other user.

16. Users shall not: [A] read other users' electronic mail or files; [B] attempt to interfere with other users' ability to send or receive electronic mail; or [C] attempt to read, delete, copy, modify or forge other users' mail.
17. Users are expected to: [A] keep messages brief; [B] use appropriate language; and [C] diligently delete old mail messages on a regular basis.
18. Users shall report any security problem or misuse of the network and Internet resources to their principal or immediate supervisor.

The school district reserves the right to access and inspect -- unannounced and at any time -- any computer, device, or electronic media within its systems and any data, information, or messages which may be contained therein.

Adoption date: 1/28/08

R[2]

DATA AND RECORDS RETENTION

[Electronic Mail]

The Ohio Electronic Records Committee has established the following guidelines for managing electronic mail (e-mail).

Retention or disposition of e-mail messages must be related to the information they contain or the purpose they serve. The content, transactional information and any attachments associated with the message are considered a record (if they meet State law criteria). Because the content of e-mail messages may vary considerably, the content must be evaluated to determine the length of time messages must be retained.

There are two categories of e-mail retention: non-record messages and official record messages.

Non-Record Messages

E-mail messages that do not meet the criteria of the Ohio Revised Code definition of a record may be deleted at any time, unless they become part of some official record as a result of special circumstances. These items may be immediately deleted, or maintained in a "Non-Record" mail box and deleted later, just as you might trash the unwanted publications or promotional flyers. Types of messages may include:

1. Personal Correspondence: Any e-mail not received or created in the course of state business may be deleted immediately, since it is not an official record. Examples include, but are not limited to, the "Let's do lunch" (not a business lunch) or "Can I catch a ride home" type of note.
2. Non-State Publications: Publications, promotional material from vendors and similar materials that are "publicly available" to anyone, are not official records. In the electronic world, this includes list serve messages (other than those you post in your official capacity), unsolicited promotional material ("spam"), files copied or downloaded from Internet sites, etc.

Official Record Messages

E-mail messages that meet the definition of a record in the ORC are official records and must be scheduled, retained and disposed of as such. These official records fall into the following categories:

1. Transient Messages: This type of e-mail has a very limited administrative value. Transient messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. The informal tone of transient messages might be compared to a communication that might take place during a telephone conversation in an office hallway.

Transient Documents: Include telephone messages, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication.

Retention: Until no longer of administrative value, then destroy

2. Intermediate Messages: E-mail messages that have more significant administrative, legal and/or fiscal value but are not scheduled as transient or permanent should be categorized under other appropriate record series. These may include (but are not limited to):

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A. **General Correspondence:** Includes internal correspondence (e.g. letters, memos); also, correspondence from various individuals, companies and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence District policy).

Retention: 1 year, then destroy

B. **Routine Correspondence:** Referral letters, requests for routine information or publications provided to the public by the District which are answered by standard form letters.

Retention: 6 months, then destroy

C. **Monthly and Weekly Reports:** Document status of on-going projects and issues; advise supervisors of various events and issues.

Retention: 1 year, then destroy

D. **Minutes of Agency Staff Meetings:** Minutes and supporting records documenting internal policy decisions.

Retention: 2 years, then transfer to State Archives for their possible retention or destruction

3. **Permanent Messages:** E-mail messages that have significant administrative, legal and/or fiscal value and are scheduled as permanent also should be categorized under the appropriate record series. These may include, but are not limited to:

A. **Executive Correspondence:** Correspondence dealing with significant aspects of the administration of executive offices. Correspondence includes information concerning policies, program, fiscal and personnel matters.

Retention: 2 years, then transfer to State Archives

B. **Departmental Policies and Procedures:** Includes published reports, unpublished substantive reports and policy studies.

Retention: Retain until superseded, obsolete or replaced, then transfer to State Archives for their possible retention and destruction

Adoption date: 1/28/08

File: EI

INSURANCE MANAGEMENT

The Fairport Harbor Board of Education has the responsibility to maintain an adequate and comprehensive insurance program covering its buildings and grounds, fleet of school buses, and individuals discharging responsibilities for the district.

The Superintendent or designee will have the responsibility of administering the total insurance program.

The school district will make efforts to obtain insurance at the most economical cost, consistent with required coverage and service, through obtaining quotations or bids.

Adoption date: 1/28/08

Revision date: 1/28/2008

LEGAL REFS.: ORC §§9.83; 9.90; 2744.08; 2744.081; 3313.201; 3313.203;
3327.09; 3917.01

CROSS REFS.: BHE, "Board Member Insurance"
DJC, "Bidding Requirements"
JHA, "Student Insurance Program"

SECTION F: FACILITIES DEVELOPMENT

Section F provides a repository for statements on school construction, remodeling and modernizing, temporary facilities, and facilities retirement plans. A policy may not exist for each item listed in this section.

| | |
|------|---|
| FA | Facilities Development Goals |
| FAA | Facilities Development Priority Objectives |
| FB | Facilities Planning |
| FBA | Facilities Planning Advisers |
| FBB | Enrollment Projections |
| FC | Facilities Capitalization Program |
| FD | Personal Property Left on School Premises |
| FE | Facilities Construction |
| FEA | Educational Specifications |
| FEB | Selection of Professional Design Services |
| FEBA | Duties of the Architect |
| FEC | Facilities Development Plans and Specifications |
| FECA | Site Plans and Specifications |
| FECB | Construction Plans and Specifications |
| FECC | Equipment Plans and Specifications |
| FED | Construction Cost Estimates and Determinations |
| FEE | Site Acquisition Procedure |
| FEF | Construction Contracts Bidding and Awards |
| FEFA | Contractor's Fair Employment Clause |
| FEFB | Contractor's Affidavits and Guarantees |
| FEG | Supervision of Construction |
| FEH | Construction Project Insurance Program |
| FEI | Construction Project Records and Reports |
| FF | Naming Facilities |
| FFA | Names on Building Plaques |
| FFB | Memorials |
| FG | Board Inspection and Acceptance of New Facilities |
| FH | Staff Orientation to New Facilities |
| FI | Public Dedication of New Facilities |
| FJ | Temporary School Facilities |
| FK | Facilities Renovations |
| FL | Retirement of Facilities |
| FM | Protection of School Property |

File: FA

FACILITIES DEVELOPMENT GOALS

Buildings used for instruction are one of the most important resources of the Fairport Harbor School District. Their adequacy of space and design features should contribute to the quality of learning. Priority in the development of facilities shall be based on identified educational needs and programs designed to meet those needs.

To help achieve our goal of adequate and appropriate facilities for the district, the Fairport Harbor Board of Education will strive to

1. Integrate facilities planning with other aspects of planning in a comprehensive program of educational problem solving.

2. Base educational specifications for school buildings on identifiable learner needs.

3. Design for sufficient flexibility to permit program modification and the installation of new programs.

4. Design school buildings as economically as feasible, provided that learner needs are effectively and adequately met by the design.

5. Involve the community, school staff, available experts, and the most recent developments and research in drawing building plans and specifications.

6. Design school buildings for maximum potential use by the Madison community.

Architects employed by the Board will be expected to plan for simplicity of design, sound economics (including low long-range maintenance costs), efficiency in energy needs, low insurance rates, high educational utility, and flexibility.

Adoption date: 1/??/08

LEGAL REFS.: ORC §3318.01
OAC §3301-35-03

File: FA

FACILITIES DEVELOPMENT GOALS

School facilities used for instruction are one of the most important resources of the Fairport Harbor School District. Their adequacy of space and design features, including student and employee safety and an environment conducive to learning, should contribute to the quality of education. Priority in the development of facilities shall be based on these identified needs and the educational programs designed to meet those needs.

To help achieve our goal of adequate and appropriate facilities for the district, the Fairport Harbor Board of Education will strive to:

1. Integrate facilities planning with other aspects of planning in a comprehensive program of educational problem solving;

2. Base educational specifications for school buildings on identifiable learner needs;

3.Design for sufficient flexibility to permit program modification and the installation of new programs;

4.Design school buildings as economically as feasible, provided that learner needs are effectively and adequately met by the design;

5.Involve the community, school staff, available experts, and the most recent developments and research in drawing building plans and specifications; and

6.Design school buildings for maximum potential use by the Madison community.

Architects employed by the Board will be expected to plan for simplicity of design, sound economics (including low long-range maintenance costs), efficiency in energy needs, low insurance rates, high educational utility, and flexibility.

Adoption date: 1/??/08

Revision date:

LEGAL REFS.: ORC §3313.536; 3318.01; 3318.031;

OAC §3301-35-03

CROSS REFS.: EB, "Safety Program"
FB, "Facilities Planning"
FEC, "Facilities Development Plans and Specifications"
GBE, "Staff Health and Safety"
JHF, "Student Safety"

File: FB

FACILITIES PLANNING

The Fairport Harbor Board of Education is responsible for the regular operation and orderly development of its physical plant. For this reason, the Board will concern itself with both short- and long-range planning as it relates to the properties of the school district.

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

The Board's building program will be designed to provide adequate facilities to conduct educational programs for all students residing in the district and to protect student and employee safety. The building program will be based upon specific Board policies which reflect: [A] the curriculum; [B] availability of construction funds; [C] changes in enrollments; and [D] the results of annual evaluation of facilities. The Board will establish priorities using these and other relevant factors.

Adoption date:01/28/08

Revision date:

LEGAL REFS.: ORC §§3313.37; 3313.536; 3315.10; 3315.18; Chapter 3318
OAC §§3301-35-03(C); 3301-35-06

CROSS REFS.: EB, "Safety Program"
FA, "Facilities Development Goals"
FEC, "Facilities Development Plans and Specifications"
GBE, "Staff Health and Safety"
JHF, "Student Safety"

File: FBA

FACILITIES PLANNING ADVISERS

The Superintendent or designee, after consultation with the Fairport Harbor Board of Education, shall select a group of advisers to plan the scope and needs of new facilities.

All persons who may be required to use the facilities shall be afforded input as to their needs. The final decision of the completed planning shall be the Board's, with the recommendation of the Superintendent after input has been received by the group of advisers, architect, staff, and community.

Adoption date: 1/??/08

Revision date:

LEGAL REFS.: ORC §§3313.37; 3313.536; 3315.10; 3315.18; Chapter 3318
OAC §§3301-35-03(C); 3301-35-06

CROSS REFS.: EB, "Safety Program"
FA, "Facilities Development Goals"
FEC, "Facilities Development Plans and Specifications"
GBE, "Staff Health and Safety"
JHF, "Student Safety"

File: FBB

ENROLLMENT PROJECTIONS

As necessary, the Superintendent or designee shall prepare enrollment projections for the ensuing years.

These projections shall be prepared from information from the building departments of the village and townships, the enrollments of each school building by grade level, and the school district transportation department. The projections shall be extended as far into the future as possible to determine classroom needs and such expansion of building or buildings as deemed necessary.

The enrollment projection shall be presented to the Fairport Harbor Board of Education and the public so that needs of the school district are known.

Adoption date: 1/??/08

LEGAL REF.: OAC 3301-11-02(B)

File: FC

FACILITIES CAPITALIZATION PROGRAM

The Fairport Harbor Board of Education will seek to provide dollars for facility development through bond issues or through permanent improvement issues.

When campaigns are run for either of the above, public funds shall not be used to influence a "yes" or "no" vote.

The Board advocates the joint expenditure of district funds and municipal or county funds to provide those facilities from which the entire community, children, and adults alike, may derive benefits.

In accordance with this policy, the Board shall, as either opportunity or needs arise, and as it is entitled to do so by law, join with local governing bodies in improving, equipping, operating, or maintaining such jointly used facilities as parks, playgrounds, playing fields, gymnasiums, and swimming pools.

Adoption date: 1/??/08

LEGAL REF.: ORC §§755.16; 755.17; 755.18; 757.03; 3313.59

File: FD

PERSONAL PROPERTY LEFT ON SCHOOL PREMISES

The Fairport Harbor Board of Education and its agents accept no responsibility for the personal property of students or others left on the premises whether during the school year or during the intervals between terms or years. Lockers, whether in the academic or athletic areas shall revert to the control and direct access of the Board or its agents immediately upon the close of the school year, the withdrawal of a student, departure from athletic team or upon proper prior notice of the Board or administration.

Articles left in the lockers at the close of the term or other time listed above and unclaimed within thirty (30) days of the date of such closure shall be deemed abandoned and shall become the property of the Board and shall be disposed of at the discretion of the Board or its agents.

Adoption date: 1/??/08

LEGAL REF.: ORC §3313.41

CROSS REF.: DFB, "Revenues From School-Owned Real and Personal Property"

File:

FEB

SELECTION OF PROFESSIONAL DESIGN SERVICES

Definitions

The following words used in this policy have the meaning as defined below unless the context plainly requires otherwise:

- 1."Board," the Fairport Harbor Board of Education.
- 2."Firm," the business location and structure of persons who provide professional design services.
- 3."Major projects," construction, remodeling or renovation facilities projects for which the estimated cost for professional design services is \$25,000 or more.
- 4."Minor projects," construction, remodeling or renovation facilities projects for which the estimated cost for professional design services is less than \$25,000.
- 5."Professional design services," services within the scope of practice of an architect, landscape architect, professional engineer, or professional surveyor registered with the state of Ohio.
- 6."Qualifications," includes all of the following evidence supplied by the firm regarding its:

A. Competence, as indicated by technical training, education and experience of the its personnel within the firm who would be assigned to work on the project;

B. Ability, in terms of its workload and the availability of its qualified personnel, equipment and facilities to perform the professional

design services expeditiously and competently, including ability to write accurate specifications in sufficient detail;

C. Inspection of job effectiveness;

D. Past performance, as reflected in evaluations of previous clients with respect to cost, quality of work and meeting of deadlines;

E. Working relations with contractors;

F. Experience with government agencies; and

G. Professional liability insurance or other assurances of financial responsibility in accordance with law during the period that the professional design services are performed in an amount considered sufficient by the Board, unless the professional design services provided are of a research or training nature or are waived by the Board for good cause.

Announcement of Major Projects

When planning for major facilities projects the Board shall:

1. Receive a recommendation from the Superintendent or designee which includes a:

A. General description of the major project;

B. Statement of the required specific professional design services; and

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FEB

C. Description of the required qualifications for professional design services;

2. Adopt or amend the Superintendent's or designee's recommendation by a majority vote of its members present; and

3. Publicly announce all contracts available for the required professional design services, either through:

A. Each firm that has a current statement of qualifications on file with the Board and is qualified to provide the required professional design services; or

B. Professional trade association publications, the news media or any other publications or media deemed as appropriate to the major project by the Board.

In making its public announcement required for the major project, the Board shall:

1. Allow sufficient time that allows firms an adequate opportunity to submit a statement of interest; and

2. Indicate how firms may submit statements of qualifications in order to be considered for a contract to design the major project.

Evaluation of Firms

The Board encourages firms to submit to it a statement of qualifications and update the statements at regular intervals. In determining the award of professional design services contracts for major projects, the Board shall:

1. Evaluate the statements of qualifications from firms that it has on file as of the deadline imposed for their submission. The Board reserves the right to discuss with individual firms their statements of qualifications, the scope and nature of services they would provide, and the various technical approaches they would take toward the major project; and

2. Select and rank at least three firms which it considers to be the most qualified to provide the required professional design services, except that when fewer than three firms are deemed by the Board in writing to be available, the Board shall select and rank those firms.

Negotiations with Firms

From its list of selected and ranked firms for major projects, the Board shall negotiate a contract with the firm ranked most qualified to perform the required professional design services. In its negotiations with the firm, the Board shall determine in writing that:

1. The parties have a mutual understanding of the essential requirements of the major project;

2. The firm will make available the necessary personnel, equipment and facilities to perform the services within the required time; and

3. The compensation agreed to is fair and reasonable to the Board, taking into account the estimated value, scope, complexity, and nature of the professional design services required.

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If the Board is unable to negotiate a contract with the firm ranked most qualified, it shall notify that firm in writing of termination of negotiations and enter into negotiations with the firm ranked next most qualified. If negotiations again fail, the same procedure will be followed with each next most qualified firm selected and ranked by the Board until a contract is successfully negotiated. If the Board cannot successfully negotiate with any of the firms it has selected and ranked, the Board shall select and rank additional firms, based upon their qualifications, and shall continue the negotiations procedure until a contract is successfully negotiated.

In the event that the Board determines in writing that a major project is an emergency requiring immediate action, the provisions of this policy governing award of professional design services for minor projects, or of state law, shall apply.

Minor Projects

When planning for minor facilities projects, the Superintendent or designee shall be responsible for:

1. Developing criteria applicable to the selection of architects and similar professionals for approval by the Board;

2.Recommending a limited list of firms to be approved by the Board;

3.Providing the pertinent information necessary to facilitate review and reappraisal of the limited list of firms; and

4.Recommending from the approved list a specific firm appropriate for each project.

In selecting firms, the following criteria will be considered:

- 1.Training and experience, including that of partners and associates, either with the Fairport Harbor School District or elsewhere;
- 2.Planning ability and promptness;
- 3.Specification writing, accuracy, and sufficiency of detail;
- 4.Design, appearance, and utility;
- 5.Inspection of job effectiveness;
- 6.Relation with contractors;
- 7.Experience with government agencies and
- 8.Visitation of buildings they have designed.

The Board shall interview prospective firms and make its selection known at a public Board meeting.

The payment of professional design services fees shall follow such standards as are consistent with the terms of the contract negotiated by the Board with the firm or, in their absence, with the standards of good business practice.

A separate contract shall be signed for each project with the firm selected by the Board. The contract shall include statements outlining specific project requirements and procedures determined by the Board which must be followed by the selected firm.

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Construction Managers

Should the Board elect to employ the services of a construction manager, it shall follow the procedures for selecting professional design services for minor projects as found in this policy and applicable provisions of law. Any construction manager selected by the Board must provide financial security to the Board against their failure to perform the provisions of their contract, either in the form of a letter of credit, surety bond, certified check, or cashier's check in the amount of the construction manager's contract, or such other form of financial security as may be acceptable to the Board.

Adoption date:01/28/08

Revision date:

LEGAL REFS.:ORC §§9.33; 127.16; 153.65; 153.66; 153.67; 153.68; 153.69; 153.70; 153.71; Chapters 119; 4703; 4733

CROSS REFS.: BCH, "Consultants to the Board"

FEBA, "Duties of the Architect"
FEC, "Facilities Development Plans and Specifications"
FECC, "Equipment Plans and Specifications"
FEG, "Supervision of Construction"
FK, "Facilities Renovations"
KBA, "Public's Right to Know"

File: FEBA

DUTIES OF THE ARCHITECT

Schematic Design Phase

The architect shall

1. Consult with the Fairport Harbor Board of Education and the Superintendent to ascertain the requirements of the project by studying the Board's prepared program and other pertinent data.

2. Prepare schematic design studies showing graphically the recommended solution together with a general description of the project for approval by the Board.

3. Submit to the Board a statement of the probable construction cost based on current area, volume or other factors.

Design Development Phase

The architect shall

1. Prepare from the Board-approved schematic design studies the design development documents consisting of plans, elevations, and other drawings, and outline specifications to fix and illustrate the size and character of the entire project in its essential as to kinds of materials, type of structure, mechanical and electrical systems, and such other work as may be required.
2. Submit to the Board an estimate or project construction cost broken down in major categories.
3. Submit to the Board sufficient information to adequately illustrate the design characteristics of the project.
4. Submit completed design developments for approval of the Board and the Ohio Department of Education.

Construction Documents Phase

The architect shall

1. Prepare for the Board and Ohio Department of Education approved design development documents; working drawings and specifications setting forth their detail, prescribing the work to be done and the materials, workmanship finishes and equipment desired for the architectural, structural, mechanical, electrical, service-connected equipment, and site work; and the necessary bidding information, general conditions of the contract, and supplementary general conditions of the contract, and shall assist in the drafting of proposal and contract forms.
2. Provide necessary designated services as agreed upon between the Board and the architect based upon American Institute of Architects standards.
3. Based on such observations at the site and on the contractor's applications for payment, determine the amount owing to the contractor and issue certificates for payment in such amounts.

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File: FEBA

4. Review and approve shop drawings, samples, and other submissions of the contractor only for conformance with the design concept of the project and/or compliance with the information given in the contract documents.
5. Prepare change orders.
6. Conduct inspections to determine the dates of substantial completion and final completion, receive and review written guarantees and related documents assembled by the contractor, and issue a final certificate for payment.

File:

FEC

FACILITIES DEVELOPMENT PLANS AND SPECIFICATIONS

Minimum standards for school facilities design, as specified in state law, shall not be considered by the Fairport Harbor Board of Education as limiting factors in determining efficient and creative school design.

The primary guiding principles in school design are the educational program to be served, a learning environment conducive to learning and the protection of student and employee safety. The facilities must also capture the intangible matter of aesthetics, particularly as they reflect the aspirations of the people for their schools. We must be proud of our schools.

Cost is a serious matter. The economy, however, is a combination of original cost and long-term maintenance costs, as well as the effect of the site, building and equipment on the unfolding minds of children. To that end, the initial costs of a school facility should not be the prime consideration in either awarding contractors or purchasing expensive equipment, notably heating, ventilating, and air condition-ing equipment. The Board and school

officials should determine the lowest annual owning and operating costs of a building or equipment, based on life cycle costing.

Subject to the limitations of law, the Board assumes that initial construction costs attribute only 11% of owning and operating a building, based upon an assumed 40-year usable life. Financing costs may be assumed at 16%, maintenance operation and utilities at 50%, and another 23% for alterations. In determining life cycle costing, the Board will consider:

1. First costs, including installation cost and any additional plumbing or other equipment or construction costs;
2. Annual fixed charges, based on a capital recovery period of, perhaps, 20 years (including the interest charge);
3. Annual energy charges, based on different energy sources under consideration and the fuel use rate of different equipment;
4. Annual maintenance costs; and
5. Annual replacement costs for equipment.

Adoption date:01/28/08

LEGAL REFS.:ORC §§3313.372; 3313.536; 3318.031; 3781.06; 3781.07; 3791.04

CROSS REFS.: EB, "Safety Program"
FA, "Facilities Development Goals"
FB, "Facilities Planning"
GBE, "Staff Health and Safety"
JHF, "Student Safety"

SOURCE:Energy Management in Educational Facilities
The Electrification Council, Washington, D.C., 1983.

File: FECC

EQUIPMENT PLANS AND SPECIFICATIONS

When equipment for a new facility is required, plans and specifications shall be drawn up on consultation with the persons using said equipment and the architect or consultants.

These plans and specifications are to be given to the Fairport Harbor Board of Education for its approval.

Adoption date: 1/??/08

File: FEE

SITE ACQUISITION PROCEDURE

If the acquisition of a site of a new facility is needed, the Fairport Harbor Board of Education shall have the Superintendent investigate potential sites. The Superintendent will consult with local realtors, qualified appraisers, attorneys, officials, and private individuals in the determination of suitable sites. Upon selection of a site or sites, and prior to selection, consultants may be used to determine the suitability of the site for the construction of a new facility, i.e., soil borings, drainage, grading, and availability of utilities.

The Superintendent shall transmit all such information, including a recommendation to the Board for its decision.

If an agreement is reached with the owners of the land, the Board will authorize the Superintendent to acquire the property at the agreed upon price. If, through the efforts of the Superintendent, the Board is unable to reach an agreement with the property owners, appropriation proceedings will begin. The appropriate amount of compensation to be awarded to the owners of the land will be deposited with the Clerk of the Lake County Common Pleas Court when the appropriate action is filed.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§3313.18; 3313.37; 3313.39

File:

FEF

CONSTRUCTION CONTRACTS BIDDING AND AWARDS

Upon the approval of working drawings and specifications by the Fairport Harbor Board of Education and state agencies, the Board will solicit bids to be submitted at the office of the Board on or before a specified time. Each bid will be accompanied by either a bond for the full amount of the bid or cashier's check, or letter of credit equal to 10 percent of the total bid. The advertisement will state that the Board reserves the right to reject any or all bids and to re-advertise the project if necessary.

The architect or authorized individual will take the responsibility for preparing the advertisements, bid forms, bid bond forms, performance and payment bonds, and forms of agreement between the Board and the successful bidder(s). Upon receipt of bids, they will be opened publicly and entered in the minutes of the Board. The architect or authorized individuals will assist the Board and school personnel in analyzing the bids. The architect's or authorized individual's advice on awarding the contract is of

particular value with respect to legal aspects of the contract provisions regulating alterations, extras, nonperformance, damages, and security bonds.

Building Construction, Expansion and Remodeling

1. When the Board determines to build, repair, or enlarge a school building or make any improvements or repairs, the cost of which will exceed \$25,000, except in case of urgent necessity or for the security and protection of school property, it will proceed in accordance with the provisions of state law which provides for the advertising and accepting of bids.

2. In the case where the Board decides to build or improve a school building, the cost of which will be less than \$25,000, the Board will exercise its discretion in determining the method it will use to carry out its intention.

Contractors' Fair Employment Clause

The Board requires all contractors to provide payroll records involving construction in compliance with laws of the state of Ohio and shall have the Treasurer withhold final payment until all required records are provided.

Contractors' Affidavits and Guarantees

The Superintendent or designee shall keep and record all affidavits, guarantees or any other records pertinent to the construction of a new facility, including equipment or furnishings incorporated in it.

Mechanics' Lien

In order to comply with provisions of law with respect to subcontractors, materialmen and laborers giving a notice of furnishing to principal contractors of public works and to perfecting a mechanics' lien against public funds, the Superintendent or designee shall prepare a "notice of commencement" before the performance of any labor or work or the furnishing of any materials on any public improvement for which it has contracted. The notice of commencement must be made readily available to the public upon request and must be in the form of an affidavit that contains all of the following information:

1. Name, location, and project number of the improvement sufficient for identification of the improvement;
2. Official name and address of the Fairport Harbor Board of Education;
3. Name and address and trade of all principal contractors;
4. Name and address of the sureties for all principal contractors; and

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File:

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5. Name and address of the Fairport Harbor Board of Education's representative upon whom the lien affidavit may be served.

If the public improvement is a fast track construction project that is bid in stages, the Superintendent or designee shall update the notice of commencement to reflect the additional principal contractors and their sureties as additional contracts are awarded.

The notice of commencement shall be made available to the public upon request.

It is the responsibility of any lien claimant to file with the Superintendent or designee an affidavit of the amount due and unpaid for the labor and work performed and the material furnished. The lien affidavit must show:

1. The amount due and unpaid for the labor and work performed, and the material furnished;
2. When the last of the labor or work was performed and when the last of the material was furnished;
3. All credits and set offs for the labor for work performed and material furnished; and
4. The post office address of the lien claimant.

It is the responsibility of the subcontractor, materialmen and laborers to comply with all the requirements of law pertaining to the issuance of a mechanics' lien against funds due a principal contractor, including, but not limited to any time limitations or time requirements.

Upon the filing of a lien affidavit, the Superintendent or designee shall provide a copy of the affidavit to the principal contractor within five days together with a notice that the principal contract must give notice of his/her intent to dispute the claim within 20 days. Upon the notice given to the principal contractor the Board shall withhold the amount of the claim from the balance of the funds remaining in the principal contract and shall place those withheld funds in escrow, as provided by law.

Adoption date: 01/28/08

Revision date:

LEGAL REFS.:ORC Chapters 153 and 1305; §§1311.251 through 1311.36; 3313.37; 3313.46; 3315.11; 3318.08; 3318.10; 3319.04; 4115.04 et seq.; 5719.042
OAC Chapter 4101 (Ohio Building Code)

CROSS REFS.: DJC, "Bidding Requirements"
FD, "Tax Issues"

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FEG

File:

SUPERVISION OF CONSTRUCTION

The Superintendent or designee shall consult regularly with the architect during all phases of construction and keep the Fairport Harbor Board of Education informed of construction progress. The Board may employ a clerk of the works if it desires to keep abreast of construction progress.

It is incumbent on the architect to inform the Superintendent and the Board of

changes, alterations or unusual incidents affecting the progress of construction.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§3313.37; 4733.17

File: FEH

CONSTRUCTION PROJECT INSURANCE PROGRAM

The Fairport Harbor Board of Education requires that its contractor or contractors have sufficient insurance coverage to cover the cost of all construction projects.

Upon completion and acceptance of any such project, the Superintendent or designee shall immediately determine that the project is covered by the insurance company within the school district's facilities policy.

Adoption date: 1/??/08

File: FEI

CONSTRUCTION PROJECT RECORDS AND REPORTS

The Superintendent or designee and Treasurer shall keep separate records of all reports, forms, affidavits, bonds, insurance, payments, and any pertinent information in orderly permanent files of any construction project.

These records are available to the Board or authorized persons for inspection.

Adoption date: 1/??/08

NAMING FACILITIES

The naming of school buildings is a function of the Fairport Harbor Board of Education. A school building may be named in honor of any person whose contribution to education or our general society warrant such an honor. If possible, elementary schools will be given geographic or neighborhood identification.

Names on Building Plaques

All major building projects will be identified by suitable plaque(s) identifying the project, year completed, and the names of the Board members, Superintendent, and architectural firm.

Memorials

The Board may, as lasting tribute to persons who are in the employ of the Fairport Harbor School District or who have contributed outstanding service to the district, place an appropriate plaque naming a particular facility or portion of a facility after them. Either at the direction of the Board or by his/her own initiative the Superintendent shall form a committee comprised of current Madison employees and community citizens to consider recommendations for such memorials for approval by the Board.

Adoption date: 1/??/08

BOARD INSPECTION AND ACCEPTANCE OF NEW FACILITIES

Following review by the architect, health, and building inspectors, the Fairport Harbor Board of Education shall conduct a thorough and comprehensive inspection of any new facility prior to final acceptance and approval.

The Board shall not accept any new facility until all details are certified as complete by the Superintendent.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§153.54; 3313.46; 4107.31-4107.38; 4733.17

File: FH

STAFF ORIENTATION TO NEW FACILITIES

The staff to be housed in the new facilities shall have an opportunity to participate in the planning of new facilities, be kept informed of changes or limitations by cost constraints and, if possible, be allowed to visit the facility under construction, and upon completion to make the Superintendent aware of any problems in the use of such facilities.

Adoption date: 1/??/08

File: FI

PUBLIC DEDICATION OF NEW FACILITIES

The Fairport Harbor Board of Education shall, upon completion of a new facility, select a date for its dedication.

The Superintendent shall announce publicly the date and time of dedication, and shall invite all interested parties and the public to attend the dedication ceremonies.

Adoption date: 1/??/08

File: FJ

TEMPORARY SCHOOL FACILITIES

If the need arises for temporary facilities to house students, the Superintendent shall investigate all avenues of providing space to meet the needs of the school district. Rental of public or private space or structures shall be considered. Those persons affected shall inspect and advise the Superintendent of the suitability of any temporary facility.

All facilities or alternatives shall be submitted to the Fairport Harbor Board of Education for approval.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§3313.37; 3313.46

File: FK

FACILITIES RENOVATIONS

The Superintendent or designee shall maintain a five-to-ten year projection of capital maintenance and improvement projects deemed necessary to

1. Maintain the school physical plant in a safe and healthful condition;
2. Insure against the need for major emergency repairs or sudden requirements for extensive maintenance work;
3. Reduce operational costs to reasonable levels; and
4. Provide for a uniform maintenance and capital expense.

The Superintendent shall offer recommendations whenever facilities renovations are considered to be advantageous to the educational program.

Upon the concurrence of the Fairport Harbor Board of Education that renovation of school facilities is necessary, the Board shall direct the Superintendent to obtain, for estimates, the extent and cost of such renovation. If the renovation exceeds \$15,000, an architect, engineer, or appropriate consultant should be engaged to prepare plans and specifications.

Upon Board approval of plans and specifications, the Superintendent shall proceed in accordance with the laws of the state of Ohio and the municipality.

The Superintendent is responsible for implementing procedures for state aid approval whenever determined to be in the best interest of the school district.

Adoption date: 1/??/08

LEGAL REFS.: ORC Chapters 153 & 3318; §3313.46

CROSS REF.: DJC, "Bidding Requirements"

File: FL

RETIREMENT OF FACILITIES

When a school building becomes inadequate by virtue of age, condition, size of site, lack of need, or other overriding limitations, and cannot reasonably

and economically be brought up to current educational standards, the building will be considered for a comprehensive closing study. The Superintendent will recommend to the Fairport Harbor Board of Education which facilities appear to justify further analysis.

The Board may seek both professional and community advice in making its recommendations about the retirement of any school facility.

A closing study will include direct involvement by those neighborhoods considered in the study and may consider the following factors.

1. Age and current physical condition of the facilities, their operating systems, and program facilities.

2. Current use and enrollment, adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions.

3. Reassignment of children, including alternative plans according to Board policy.

4. Transportation factors, including number of children bused, time, distance, and safety.

5. Alternative uses of buildings.

6. Cost-savings, such as

- a. Personnel
- b. Plant Operation
- c. Transportation
- d. Capital Investment
- e. Alternative Use.

7. Continuity of instructional and community programs.

If the Board determines to close a school, it will first consider other uses that the school district might make of the building; then it will consider its sale. The historic value of any building will also be considered by the Board. In such cases, it may take special action to provide for its preservation.

Adoption date: 1/??/08

Revision date:

LEGAL REFS.: ORC §§3313.17; 3313.40; 3313.41; 3313.49

File: FM
PROTECTION OF SCHOOL PROPERTY

The Fairport Harbor Board of Education is committed to maintaining the security of its real and personal property. Students, employees and visitors on all school district property are expected to respect the conditions of the

premises and to conduct themselves in a manner which does not harm any property belonging to the school district.

Security Personnel

Through use of contract or by employment the Board may engage the services of necessary security personnel to promote student and public safety, assure the orderly operation of the schools, and protect school property. In engaging security personnel, the Board may authorize the conveyance of necessary weapons and ordnance as conditions may require. The Board may also require groups who use school property to provide security personnel as a condition for obtaining a building use permit.

Civil Actions To Recover Damages To Property

The Board shall maintain a civil action to recover compensatory damages and court costs from adults and from responsible parties to a building permit with the school district who willfully damage school property.

The Board shall maintain a civil action to recover compensatory damages and court costs from the parents or other persons who have parental rights and responsibilities for the care of a minor, and are the residential parents and legal custodians of a minor, who willfully damages property belonging to the school district or who commits acts cognizable as a theft offense, as defined by law, involving the property of the school district.

If a court renders a judgment in favor of the Board and the Board and the parents responsible for payment of damages voluntarily agree, the parents may perform specified community service to the Board in lieu of their full payment of the judgment, subject to the terms and conditions of an order of the court to that effect.

Adoption date:01/28/08

LEGAL REFS.: ORC Chapter 2737; §§2307.70; 2913.01; 2923.122; 3109.09; 3313.47

CROSS REFS.: EI, "Insurance Management"
IHHA, "Community Service"
KG, "Community Use of School Resources"
KG-R, "Community Use of School Resources"

SECTION G: PERSONNEL

Section G provides a repository for personnel policies. This section has three main subdivisions: subsection GB presents policy topics that pertain to all employees; subsection GC is for policies that pertain to instructional personnel who must hold certification by the state to serve in their positions; subsection GD is for policies pertaining to support, or noncertificated, personnel. A policy may not exist for each item listed for this section.

GA Personnel Policies' Goals
GAA Personnel Policies Priority Objectives

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| GB | General Personnel Policies | |
| GBA | Equal Opportunity Employment | |
| GBB | Staff Involvement in Decision Making | |
| GBC | Staff Ethics | |
| GBCA | Staff Conflict of Interest | |
| GBCB | Staff Conduct | |
| GBD | Staff Protection | |
| GBE | Staff Health and Safety | |
| GBEA | Communicable Diseases/Acquired Immune Deficiency Syndrome | (AIDS) |
| GBEB | Drug-Free Workplace | |
| GBEC | Sexual Harassment | |
| GBF | Employees Not in the Bargaining Unit | |
| GBG | Staff Participation in Political Activities | |
| GBH | Staff- Student Relations | |
| GBHA | Reporting Child Abuse and Neglect | |
| GBI | Staff Gifts and Solicitations | |
| GBJ | Extra- Curricular Pass for Staff Members | |
| GBK | Smoking on School Premises by Staff Members | |
| GBL | Personnel Records | |
| GBM | Staff Complaints and Grievances | |
| GBN | Extended Group Health Coverage | |
| GBO | Verification of Employment Eligibility | |
| GBQ | Criminal Record Check | |
| GBR | Family and Medical Leaves and Absences | |

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| GC | Certificated Staff | |
| GCA | Certificated Staff Positions | |
| GCB- 1 | Certificated Staff Contracts and Compensation | |
| GCB- 2 | Certificated Administrative Staff Contracts and Compensation | |
| GCBA | Certificated Staff Salary Schedules | |
| GCBAA | Certificated Staff Merit System | |
| GCBB | Certificated Staff Supplementary Pay Plans | |
| GCBC | Certificated Staff Fringe Benefits | |
| G CBD | Certificated Staff Leaves and Absence | |
| GCBDA | Certificated Staff Assault Leave | |
| GCBE | Administrative Staff Vacations and Holidays | |
| GCC | Certificated Staff Recruiting | |
| GCCA | Posting of Certificated Staff Vacancies | |
| GCD | Certificated Staff Hiring | |
| GCE | Substitute Teachers | |
| GCEA | Arrangements for Certificated Staff Substitutes | |
| GCF | Certificated Staff Orientation | |
| GCG | Certificated Staff Probation and Tenure | |
| GCH | Certificated Staff Seniority | |
| GCI | Certificated Staff Assignments and Transfers | |
| G CJ | Certificated Staff Time Schedules | |
| GCK | Certificated Staff Work Load | |
| GCKA | Certificated Staff Extra Duty | |
| GCKB | Certificated Staff Meetings | |
| GCL | Certificated Staff Development Opportunities | |
| GCLA | Certificated Staff Visitations and Conferences | |
| GCM | Supervision of Certificated Staff | |
| G CN | Evaluation of Certificated Staff | |
| GCO | Certificated Staff Promotions | |
| GCP | Certificated Staff Termination of Employment | |

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| GCPA | Reduction in Certificated Staff Work Force |
| GCPB | Resignation of Certificated Staff Members |
| GCPC | Retirement of Certificated Staff Members |
| GCPCA | Severance Pay |
| GCPD | Suspension and Dismissal of Certificated Staff Members |
| GCQ | Miscellaneous Certificated Staff Policies |
| GCQA | Nonschool Employment by Certificated Staff Members |
| GCQAA | Certificated Staff Consulting Activities |
| GCQAB | Tutoring for Pay |
| GCQB | Certificated Staff Research and Publishing |
| GCQC | Exchange Teaching |
| GCQD | Professional Organizations |
| GD | Support Staff |
| GDA | Support Staff Positions |
| GDB | Support Staff Contracts and Compensation Plans |
| GDBA | Support Staff Salary Schedules |
| GDBAA | Support Staff Merit System |
| GDBB | Support Staff Supplementary Pay Plans |
| GDBC | Support Staff Fringe Benefits |
| GDBD | Support Staff Leaves and Absences |
| GDBE | Support Staff Vacations and Holidays |
| GDC | Support Staff Recruiting/Posting of Vacancies |
| GDD | Support Staff Hiring |
| GDE | Part- Time, Temporary and Substitute Support Staff Employment |
| GDEA | Arrangements for Support Staff Substitutes |
| GDF | Support Staff Orientation |
| GDG | Support Staff Probation and Tenure |
| GDH | Support Staff Seniority |
| GDI | Support Staff Assignments and Transfers |
| GDJ | Support Staff Time Schedules |
| GDK | Support Staff Work Load |
| GDKA | Support Staff Extra Duty |
| GDKB | Support Staff Meetings |
| GDL | Support Staff Development Opportunities |
| GDLA | Support Staff Visitations and Conferences |
| GDM | Supervision of Support Staff |
| GDN | Evaluation of Support Staff |
| GDO | Support Staff Promotions |
| GDP | Support Staff Termination of Employment |
| GDPA | Reduction in Support Staff Work Force |
| GDPB | Resignation of Support Staff Members |
| GDPC | Retirement of Support Staff Members |
| GDPCA | Severance Pay |
| GDPD | Suspension and Dismissal of Support Staff Members |
| GDQ | Miscellaneous Support Staff Policies |
| GDQA | Nonschool Employment by Support Staff Members |

File: GA

PERSONNEL POLICIES' GOALS

The personnel employed by the Fairport Harbor School District are a very important resource for effectively conducting a quality educational program. The district's program will function best when it employs highly qualified personnel, conducts appropriate staff development activities, and establishes policies and working

conditions that are conducive to high morale and enable each staff member to make the fullest contribution to district programs and services.

The goals of the district's personnel program will include the following.

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

Adoption date: 1/??/08

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

CROSS REF.: GBB, "Staff Involvement in Decision Making"

File: GBA

EQUAL OPPORTUNITY EMPLOYMENT

The Fairport Harbor Board of Education will provide equal opportunities for employment, retention and advancement of all people regardless of race, color, creed, national origin, ancestry, citizenship status, political affiliation, age, sex, disability, or handicap. The Board affirms its commitment to non-discrimination in its terms, conditions and privileges of employment.

The Board encourages all personnel to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity for all people regardless of race, color, creed, national origin, ancestry, citizenship status, political affiliation, age, sex, disability, or handicap.

The Board shall not discriminate in its employment practices against qualified persons having a disability.

For the purpose of this policy, a "disability" means "a physical or mental impairment that substantially limits one or more of the major life activities of an individual; having a record of such impairment; or being regarded as having such an impairment," but specifically excludes the following characteristics or conditions: homosexuality, bisexuality, transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, and other sexual behavior disorders, compulsive gambling, kleptomania, pyromania, and psychoactive substance abuse disorders resulting from the current use of illegal drugs.

For the purposes of this policy, a "qualified" disabled person is "an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires."

Adoption date: 01/28/08

LEGAL REFS.: 8 USC §1324a et seq. Immigration Reform and Control Act of 1986
20 USC §1681 et seq. Education Amendments of 1972, (Title IX)
29 USC §206(d) Equal Pay Act of 1963
29 CFR §516 et seq. Fair Labor Standards Act of 1938
29 USC §621 et seq. Age Discrimination in Employment Act of 1967
29 USC §630(b) Age Discrimination in Employment Act Amendments of 1974
29 USC §§706; 794 Rehabilitation Act of 1973
42 USC §2000d et seq. Civil Rights Act of 1964, as amended in
1972, (Title VI)
42 USC §2000d et seq. Civil Rights Act of 1964, as amended in
1972, (Title VII)
42 USC §6101 et seq. Age Discrimination in Employment Act of 1975
42 USC §§12101 et seq.; 12208; 12211 Americans With Disabilities Act of 1990
45 CFR, Parts 81; 86 (Federal Register June 4, 1975; August 11, 1975)
Executive Order 11246 (1965), as amended by Executive Order 11375
Constitution of Ohio, Art. I, §2
ORC §§4101.17; 4111.17
ORC Chapter 4112 Ohio Civil Rights Act
OAC §§3301-35-02(A)(1); 3301-35-03(A)(1)

CROSS REFS.: AC, "Nondiscrimination"
ACA, "Nondiscrimination on the Basis of Sex"
ACB, "Nondiscrimination on the Basis of Handicap"

File: GBA-R

EQUAL OPPORTUNITY EMPLOYMENT

(Grievance Procedures for Alleged Violations of the
American with Disabilities Act)

Introduction

The Fairport Harbor Board of Education adopts this internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the American with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs or activities sponsored by a public entity."

Complaints should be addressed to the person listed below who has been designated to coordinate ADA compliance efforts:

Domenic Paolo, Superintendent
Fairport Harbor School District
329 Vine St.
Fairport Harbor, Ohio 44077

Procedures

1. A verbal or written complaint should be filed. The complaint shall be in accordance with the Fairport Harbor Board of Education's policies on complaints by the public. A filed complaint should contain the name and address of the person filing it and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 15 days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the Superintendent or his designee. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

Under the Department of Justice regulations, the Fairport Harbor School District need not process complaints from applicants for employment or from applicants for admission to post-secondary educational institutions.

4. A written determination as to the validity of the complaint as a description of the resolution, if any, shall be issued by the Superintendent and a copy forwarded to the complainant no later than 30 days after its filing.
5. The ADA Coordinator shall maintain the files and records of the Fairport Harbor School District relating to the complaints filed.

1 of 2

File:

GBA-R

6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration on appeal should be made within 15 days to:

Michael Patrizi, Treasurer
Fairport Harbor School District
329 Vine St.
Fairport Harbor, Ohio 44077
(440) 354-5400

7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that the Fairport Harbor School District complies with the ADA and implementing regulations.

Adoption date: 01/28/08

LEGAL REFS.: 42 USC §12101 et seq. American with Disabilities Act of 1990
28 CFR §35.107(B)

CROSS REF.: AC, "Non-Discrimination"
ACB, "Non-Discrimination on the Basis of Handicap"
FA, "Facilities Development Goals"
GBA, "Equal Opportunity Employment"
KL, "Public Complaints"

2 of 2

File: GBB

STAFF INVOLVEMENT IN DECISION MAKING

A school district that involves the efforts of many people functions best when all personnel are informed of the district's major activities and concerns.

There should be an exchange of ideas and pertinent information among all elements of a school district. Problems and unfavorable attitudes develop when employees are denied information essential for the performance of their respective assignments; or when they feel that their ideas and concerns are not heard. Morale is enhanced when employees are assured that their voices are willingly heard by those in positions of administrative authority.

A pattern of decision-making and problem-solving close to the task also contributes to efficiency and high morale.

All employees in this district may bring their ideas or complaints to the Fairport Harbor Board of Education. It is expected that they will proceed through the recognized administrative channels. The Board reserves final authority for all decisions.

The Superintendent shall design a system to facilitate the sharing of ideas and feelings regarding the operation of the schools with both certificated and non-certificated personnel. This system may include the establishment of committees and councils to deal with specific areas of interest or concern. The recommendations of any committee or council, or of any staff surveys or questionnaires shall be advisory in nature.

Cost-Savings Incentive

The Board encourages all employees to communicate their ideas for operating the business affairs of the school district in a more efficient manner. If an employee proposes a cost-effective alternative to current business practices which results in a minimum of a \$250 savings within a fiscal year, the Superintendent may provide a bonus payment to that employee at the end of the fiscal year in which the alternative was proposed in an amount of 10 percent of the realized savings, up to a maximum payment of \$1,000. All alternative suggestions under this policy must meet all provisions of law and Board policy, and be implemented by the Superintendent or designee. Any incentive payment must be made upon the written request of the employee who proposed the approved alternative business practice during the initial affected fiscal year.

Adoption date: 01/28/08

LEGAL REFS.: ORC §§3313.20; 3313.47
1982 OAG. No. 82-006
Circular No. 82-5, Bureau of Inspection and Supervision of Public Offices

CROSS REFS.: BG, "Policy Development"
CCB, "Line and Staff Relations"
CD, "Management Team"
CE, "Administrative Council, Cabinets and Committees"
DBD, "Budget Planning"
IF, "Curriculum Development"

File: GBC

TEACHERS' PROFESSIONAL AND ETHICAL STANDARDS

The Fairport Harbor Board of Education and its certificated staff, believing in the worth and dignity of each human being, recognize the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all children. Effective educators must accept their responsibility to adhere to the highest ethical standards.

Effective educators recognize the magnitude of their responsibility inherent in the teaching process. The desire for the respect and confidence of their colleagues, students, parents, and members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. These statements of responsibilities indicate the aspiration of all educators and provides standards by which to judge their conduct.

Obligations to Students

In fulfilling their obligations to the students, teachers shall:

A. Not without just cause restrain students from independent action in their pursuit of learning, and shall not without just cause deny to the students access to varying points of view.

B. Not deliberately suppress or distort subject matter for which they bear responsibility.

C. Maintain adequate discipline and order in the classroom and the school district to protect the students from conditions harmful to learning, health and safety.

D. Conduct professional business in such a way that they do not expose the students to unnecessary embarrassment or disparagement.

E. Not for reasons of race, color, creed, sex, national origin, marital status, political affiliation, or family, social, or cultural background exclude any students from participation in or deny them benefits under any program nor grant any discriminatory consideration or advantage.

F. Not use professional relationships with students for private advantage.

G. Keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

H. Not tutor for remuneration students assigned to their classes except for reasons authorized by law.

I. Shall maintain professional relationships with students in a manner which is free of vindictiveness or recrimination.

Obligations to the Public

In fulfilling their obligations to the public, teachers shall:

A. Not misrepresent an institution or organization with which they are affiliated, and shall take adequate precautions to distinguish between their personal and institutional or organizational views.

B. Not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions.

C. Not interfere with a colleague's exercise of political and citizenship rights and responsibilities.

File: GBC

D. Not use institutional privileges for private gain or to promote political candidates or partisan political activities.

E. Accept no gratuities, gifts or favors that might impair or appear to impair professional judgment, nor offer any favor, service or thing of value to obtain special advantage.

Obligations to the Profession

In fulfilling their obligations to the profession, teachers shall:

A. Not interfere with the free participation of colleagues in the affairs of their association.

- B. Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- C. Not use coercive means or promise special treatment in order to influence professional decisions of colleagues.
- D. Withhold and safeguard information acquired about colleagues in the course of employment, unless such disclosure serves professional purposes.
- E. Not misrepresent their professional qualifications.
- F. Not knowingly distort the performance evaluation of colleagues.
- G. Not disparage a colleague before others nor criticize a colleague before students.

Obligations to Professional Employment Practices

In fulfilling their obligation to professional employment practices, teachers shall:

- A. Apply for, accept, offer, or assign a position or responsibility on the basis of their professional preparation and legal qualifications.
- B. Apply for a specific position only when it is known to be vacant, and shall refrain from commenting adversely about other candidates.
- C. Not knowingly withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- D. Give prompt notice to the school administration of any change in availability of service; and the school district shall give prompt notice of change in availability or nature of a position.
- E. Adhere to the terms of a contract or appointment unless the contract has been substantially altered without consent of the affected parties, legally terminated, or legally voided.
- F. Conduct professional business through existing channels that have been adopted by the school district.
- G. Not delegate assigned professional responsibilities to unqualified personnel.
- H. Permit no commercial exploitation of their professional position.

Adopted: 01/28/08

LEGAL REF.: ORC §102.01(B)

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File: GBCA

STAFF CONFLICT OF INTEREST

Employees of the Fairport Harbor Board of Education will not engage in nor have a financial interest, directly or indirectly, in any activity that conflicts with their duties and responsibilities in the school system.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Employees will not sell textbooks, instructional supplies, equipment, reference books, or any other school products to the schools in the district. They will not furnish the names of students or parents to anyone selling these materials.

Due to the potential of perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into daily working relationship, Fairport Harbor Board of Education will hire or consider other employment actions concerning relatives of persons currently employed only if: a) there will be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of any employee be directly related to that employee, and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative.

Revision date: 2/22/2016

LEGAL REFS.: ORC §§2921.42; 3313.811; 3319.21; 3329.10; 4117.20

File: GBCB

STAFF CONDUCT

All staff members have a responsibility to make themselves familiar with, and to abide by state and federal laws and the policies of the Fairport Harbor Board of Education and the administrative regulations designed to implement them.

The Board expects the personal conduct of the staff to reflect credit to the school district and to set forth a model worthy of emulation by students. As a condition of employment, the staff shall not engage in, foster or abet illegal or immoral conduct. Staff members are not permitted to bring a deadly weapon or dangerous ordnance into a school safety zone.

Staff should conduct themselves at all times in such a manner as to foster good public relations. Public statements should be in good taste.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities required of all personnel.

1. Faithfulness and promptness in attendance at work.

2. Support and enforcement of Board policies and regulations of the school administration regarding students.
3. On- going concern for personal professional growth.
4. Diligence in submitting required reports promptly at the time specified.
5. Care and protection of school property.
6. Concern and attention toward their own and the school district's legal responsibility for the safety and welfare of students, including the need to assure that students are under supervision at all times.

Adoption date: 01/28/08

LEGAL REFS.: Gun Free Schools Act; 20 USC 8921
 ORC §§124.34; 2923.1212; 2923.122; 3313.20; 3319.081; 3319.16; 3319.31;
 3319.36

CROSS REF.: GBEB, "Drug-Free Workplace"
 JFC, "Student Conduct" (Zero Tolerance)
 KGB, "Public Conduct on District Property"

File: GBD

STAFF PROTECTION

The Fairport Harbor School District shall diligently pursue a program for the protection of its employees from physical and mental abuse.

Any employees who are threatened or abused by a student may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary under the circumstances for the purposes of their self-defense and protection of their property. They shall report the situation to their building principal or supervisor. In such cases, the administration shall take appropriate disciplinary or other actions to protect the employees' safety in light of the circumstances and individuals involved.

The Fairport Harbor Board of Education fully supports the prosecution of any student or school visitor who assaults an employee of the Fairport Harbor School District.

Any student who is 16 years of age or older at the time of commission of any of the following violations of law which, if committed by an adult, would be a criminal offense, may be subject to permanent exclusion from attending any school in the state of Ohio if that student:

1. Conveys, or attempts to convey, or possesses any deadly weapon or dangerous ordnance onto, or carries a concealed weapon on, any school property or at any school activity;
2. Engages in drug trafficking on any school property or at any school activity;
3. Commits any of the following on school property or at any school activity if the victim at the time of commission of the act was an employee of the Board: aggravated

murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition, or felonious sexual penetration;

4. Has complicity in any of the acts listed above, regardless of whether the act of complicity was committed on school property or at any school activity.

Principals, acting in their official capacity and having knowledge of or observing a student committing any of the violations listed above, shall, within one day of obtaining the knowledge or observing the act or violation, report the violation to the superintendent of the school district where the act or violation occurred, and within a reasonable amount of time, to the local law enforcement agency having jurisdiction.

Adoption date: 01/28/08

LEGAL REFS.: ORC §§2151.02; 2151.022; 2151.031; 2151.27; 2901.01; 2903.01; 2903.02; 2903.03; 2904.04; 2903.11; 2903.12; 2907.02; 2907.05; 2907.12; 2919.22; 2923.12; 2923.122; 3319.143; 3319.41

CROSS REFS.: JFC, "Student Conduct Expectations and Consequences"
JGD, "Student Suspension, Expulsion,
Removal and Permanent
Exclusion"

File: GBE

STAFF HEALTH AND SAFETY

Through its overall safety program and various policies pertaining to school personnel, the Fairport Harbor Board of Education will try to assure the safety of employees during their working hours and to assist them in the maintenance of good health.

Examinations

All applicants for positions in the school district must submit evidence of: [A] satisfying all conditions of physical demands expressed in the job description; and [B] successfully completing any examinations which may be required for employment. Bus drivers must pass an annual examination conducted in accordance with state law. The results of all physical examinations will be filed with the Superintendent or designee.

The Board may require an individual examination of an employee whenever, in its judgment, it is necessary to protect the health and safety of students, teachers or other employees. Examples of such instances include, but are not necessarily limited to, cases of contagious diseases and aberrant behavior related to an employee's mental, emotional or physical health. Whenever the Board requires an employee to submit to a physical examination other than those required by law, the Board will assume the cost of the examination. All health examinations required of employees will be made by one of the physicians approved for this purpose by the Board.

Failure of any employee to comply with the Board's request for such examination is insubordination.

Employees' Safety Orientation

All employees are expected to observe commonly recognized practices that promote the health and safety of school personnel. As part of their orientation to the school district, new employees shall receive training in safety procedures, including, but not limited to all of the following:

1. Proper safety practices to use, and hazards to be aware of, within their scope of employment;
2. Process of reporting emergencies, accidents and near accidents, the necessity of reporting unsafe conditions, and the consequences for not reporting;
3. Use of equipment, including what equipment can and cannot be operated, without authorization;
4. Steps to take if there is an accident or injury;
5. How to report a workers' compensation injury and file a claim;
6. Location of: [A] "Employee Right-to-Know" stations; [B] school safety plans; and [C] access to, and use of, material safety data sheets;
7. Care and use of personal protective equipment;
8. District's housekeeping and personal clean-up expectations; and
9. Location of emergency equipment and first aid supplies.

1 of 2

File: GBE

Worker's Compensation

In the case of injury while pursuing duties in keeping with the employee's contract, the employee may be eligible for payment of medical expenses under the Worker's Compensation Act of Ohio.

Any employee who receives an injury while at work should immediately report this injury to the Treasurer's office and request the necessary forms to make application for payment.

Adoption date: 01/28/08

LEGAL REFS.: ORC §§3313.643; 3313.71; 3313.711; 3319.081; 3319.13; 3319.16; 3327.10;
3701.13; 4113.23; Chapter 4123

OAC §§3301- 83- 07; 3701-15-02

CROSS REFS.: EB, "Safety Program"

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| EBC, | "Emergency Plans" |
| EBCB, | "Fire and Chemical Spill Evacuation Drills" |
| GBF, | "Employees Not in the Bargaining Unit" |
| GCBC, | "Professional Staff Fringe Benefits" |
| GCBC, | "Support Staff Fringe Benefits" |

File: GBEA

COMMUNICABLE DISEASES/ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

Should a Fairport Harbor School District employee contract a life- threatening communicable disease, including Acquired Immune Deficiency Syndrome (AIDS), the status of that employee's continued active presence at work will be reviewed by a special advisory committee consisting of the individual's primary care physician, the school physician or nurse, a doctor who specializes in communicable diseases, and a representative of the Lake County Department of Health. The advisory committee shall report its findings to the Superintendent based upon scientific and medical evidence, and not upon unfounded fears or public pressure. In formulating its report, the advisory committee shall consider

1. The behavior, neurological condition and physical status of the employee.
2. The expected type of interaction with others at school and the possibility of infecting them.
3. The impact on both the infected employee and others in the school setting.

Based upon the report of the advisory committee, the Superintendent may

1. Assign the employee to the usual place of employment unconditionally.
2. Assign the employee to a work assignment under restrictive conditions.
3. Place the employee on sick leave or seek a leave of absence for the employee.

In making a determination, the Superintendent shall balance the rights of the employee with the general safety and welfare of the school community. The employee should be allowed to continue in active work status unless medical evidence or concerns indicate otherwise. If the employee's presence presents a clear and present disruption to the functions of the schools, the Superintendent may choose a different course of action. Any relevant change in the employee's medical condition may necessitate a re- evaluation by the committee.

Information concerning the health of employees should be considered confidential and be made known only to those requiring it. Unless there is a specific health- related need and/or the employee voluntarily makes the information known, other persons shall not be informed about an individual's life- threatening communicable disease.

Adoption date: 1/??/08

SOURCE: Ohio Department of Health Guidelines and Recommendations for Elementary and Secondary Schools (K- 12) Regarding Children with Acquired Immune Deficiency Syndrome (AIDS).

File: GBEB

DRUG-FREE WORKPLACE

No employee of the Fairport Harbor School District engaged in work or while in the workplace shall unlawfully manufacture, distribute, dispense, possess or use any alcoholic beverage, narcotic drug, hallucinogenic drug, central nervous system stimulants or depressants, amphetamine, barbiturate, marijuana, or any other controlled substance as defined in federal and state law. No employee shall abuse prescription drugs.

"Workplace" is defined as the site for the performance of work done in connection with a federal grant. The workplace includes any school building, school property, school-owned vehicles, or school-approved vehicle used to transport students to and from school or school activities or off school property during any school-sponsored or school-related activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the school district where work on a federal grant is performed.

The Fairport Harbor Board of Education will provide a continuing drug-free awareness program to inform employees about the:

- Dangers of drug abuse in the workplace;
- Board's policy of maintaining a drug-free workplace;
- Availability of drug counseling, rehabilitation, and assistance; and
- Penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Information regarding drug and alcohol counseling and rehabilitation and re-entry programs will be made available to employees from the Board's health insurance carrier or from the Board's drug and alcohol abuse prevention program.

An employee who performs a duty which requires the possession of a commercial driver's license shall be subject to alcohol and drug testing in accordance with the provisions of law and Board policy. Any employee who possesses or tests positive for alcohol or drugs shall be removed immediately from performing duties and shall be subject to sanctions, including enrollment in treatment programs, nonrenewal of a limited contract, suspension from duty or termination of employment.

As a condition of employment for all employees of this school district, each employee shall notify his/her immediate administrator or supervisor of any conviction of any criminal drug statute for a violation occurring in the workplace not later than five days after such conviction. Within 10 days after receipt of such a notice, the Superintendent shall provide proper notification to the appropriate federal agencies.

Within 30 days of having received notice that an employee has been convicted of a drug statute for conduct occurring in the workplace, the Board will take appropriate personnel action against that employee, including nonrenewal, suspension or termination.

An employee who violates the terms of this policy shall satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the Fairport Harbor Board of Education. An employee who fails to participate satisfactorily in such a program shall be subject to contract nonrenewal or to suspension or termination of employment at the discretion of the Board. Sanctions against employees shall be pursued as necessary and as prescribed by law, considering the effects of treatment on the employee's performance.

The Superintendent or designee shall conduct a biennial review of the Board's adopted drug prevention program to determine its effectiveness and consistency in enforcing disciplinary sanctions, and to implement any needed changes.

All employees of the Fairport Harbor School District shall be provided with a copy of this policy.

1 of 2

File: GBEB

Adoption date: 01/28/08

LEGAL REFS.: 20 USC §3224(a), Drug-Free Campus and Schools Act
20 USC §§3474; 1221e-3(a)(1) and 41 USC §701 et seq., Drug-Free Workplace
Act of 1989
29 USC §706(B)
49 USC §2701 et seq.
49 USC §3102, Omnibus Transportation Employee Testing Act of 1991

34 CFR Parts 85 and 86
49 CFR Parts 40, 382, 383, 391, 392 and 395
54 CFR §4946

CROSS REF.: EEACA,"Bus Driver Qualifications,
Certification and Testing Programs"

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SEXUAL HARASSMENT

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education or participation in a school-related activity;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or grades or other educationally-related decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile or offensive work or school environment.

Examples of sexual harassment include, but are not limited to:

1. Demands for sexual favors accompanied by implied or overt threats;
2. Any offensive gestures, touching or abusive physical contact.
3. Offensive sexual flirtations, advances or propositions;
4. Continued or repeated verbal abuse or ridicule of a sexual nature;
5. A display of sexually-suggestive objects or pictures;
6. Sexually offensive pranks, slurs or jokes.

Engaging in sexual harassment violates both the law and an employee's or student's rights. Accordingly, the Fairport Harbor Board of Education affirms that sexual harassment is a forbidden act which is:

1. Outside the scope of employment or official duties of its employees; and
2. A violation of behavioral expectations for students.

In accordance with applicable law, the Board expressly prohibits its employees and students from:

1. Engaging in sexual harassment;
2. Retaliating against a person for opposing sexual harassment; or
3. Abiding or abetting sexual harassment of a student or employee.

The Board is committed to providing and maintaining a working and learning environment that is free of sexual harassment and intimidation. As with other forms of discrimination, the Board is opposed to sexual harassment of one person by another -- either employee-to-employee, student-to-student, employee-to-student or student-to-employee -- whether initiated by a female or a male. To that end the Board will comply with all legal requirements pertaining to the prevention of sexual harassment.

Notice

The Superintendent shall publish a statement notifying employees of the Board's policy of maintaining a workplace that is free of sexual harassment. The notice shall:

1. Indicate the behaviors which the federal Equal Employment Opportunity Commission may consider as sexual harassment;
2. Announce that all school administrators are responsible for implementing this policy and are instructed to take immediate action concerning complaints of sexual harassment; and
3. Specify actions that will be taken against employees for violation of this policy.

File: GBEC

Student handbooks shall include similar information and shall indicate the actions which will be taken against students for violation of this policy or other applicable policies of the Board.

Complaints

Any employee or student who is the subject of alleged sexual harassment, or has witnessed sexual harassment of others, is encouraged to report the incidents immediately either to the school administrator who has immediate supervision of that employee or student, or to the Superintendent.

Allegations of sexual harassment will be handled sensitively and promptly. Complaints against students shall be considered in accordance with their rights to due process as found in Board policy. Complaints against employees shall follow the procedure found in their collective bargaining agreement, including the grievance procedure. In pursuing such allegations against either students or employees, the following shall apply:

1. All matters involving sexual harassment complaints shall, to the extent possible, remain confidential;
2. If the complaint would normally be filed with the person against whom the employee or student alleges sexual harassment, it shall be filed directly with the Superintendent;
3. Should the employee or student allege that the Superintendent engaged in sexual harassment, the grievance shall be filed with the Board President.
4. Employees and students who act in good faith will be protected from retaliation for making complaints.

It is the intent of the Board to resolve complaints and grievances alleging sexual harassment as expeditiously as possible. Respecting the rights of the parties involved to have a fair and complete investigation of the charges, the school administration should determine its findings, conclusions and recommendations as soon as possible.

Violators

For engaging in either quid pro quo sexual harassment or in sexual harassment which creates a hostile or offensive environment in violation of this policy:

1. Employees shall be subject to appropriate personnel action, up to and including termination and/or prosecution, consistent with federal and state law and the Board's negotiated agreement with that employee's collective bargaining unit; and
2. Students shall be subject to disciplinary actions, up to and including expulsion, in accordance with the due process provisions of Board policy.

This policy applies to sexual harassment by any member of the school community, including employees, students, Board members, parents, vendors, or citizens.

Adoption date: 01/28/08

LEGAL REFS.: 8 USC §1324a et seq. Immigration Reform and Control Act of 1986
20 USC §1681 et seq., Education Amendments of 1972, (Title IX)
29 USC §§206(d)(1), Equal Pay Act of 1963
42 USC §2000d et seq., Civil Rights Act of 1964, as amended in 1972 (Title VI)
42 USC §2000e et seq., Civil Rights Act of 1964, as amended, (§703 of Title

VII)

Executive Order 11246, as amended by Executive Order 11375

Constitution of Ohio, Art. I; II

ORC §§ 2744.03; 2744.07; 2744.09 3313.486; Chapter 4112

29 CFR §1604.11(a)

OAC §§3301- 35- 02; 4112-3-09; 4112-5-04

CROSS REFS.: AC, "Nondiscrimination"
ACA, "Nondiscrimination on the Basis of Sex"
GBH, "Staff- Student Relations"
GBM, "Staff Complaints and Grievances"
KLD, "Public Complaints About School Personnel"
JFC, "Student Conduct Expectations and Consequences"

EMPLOYEES NOT IN THE BARGAINING UNIT

The Fairport Harbor Board of Education believes that fair compensation plans are necessary in order to attract and hold highly qualified employees who are not members of an employee collective bargaining unit and to assist in providing and managing a quality educational program.

Definition of Terms

| | |
|--------------------------|---|
| "Administrator" | the Superintendent, the Treasurer of the Board, or supervisor, as applicable. |
| "Board" | the Board of Education of the Fairport Harbor School District. |
| "Board Office Employees" | the support staff of the Board who are not members of a collective bargaining agreement and who are assigned to the offices of the Board under control of the Superintendent, the Treasurer and other administrators |
| and | supervisory personnel. |
| "Exempt Employees" | the support staff who are neither members of a collective bargaining agreement nor Board office employees. |
| "His" | a singular pronoun whose reference shall apply equally to members of either gender. This singular pronoun should be considered only as a matter of customary grammatical usage as the context requires. Its reference |
| does not | indicate a sexual preference. |
| "Immediate Family" | father, mother, sister, brother, spouse, child, grandparent, grandchild, in-law, or any relative living in the same household for whom the employee has |
| been | granted legal responsibility by a court. |
| "SERS" | State Employee Retirement System governed by the state of Ohio. |
| "STRS" | State Teachers' Retirement System, governed by the state of Ohio. |

Conditional Employment

The Board will employ only those persons who have first submitted to a criminal record check, fully completed all aspects of the criminal record check form, and provided the completed form to an appropriate law enforcement agency for processing. Applicants for employment may provide to the Board a certified copy of a criminal record check conducted within the year prior to their application with the Board, in accordance with law.

New employees may be employed under condition that their pending criminal record check meets all requirements of Ohio law. Any conditionally employed person whose criminal record check does not meet all full employment requirements shall be deemed to be disqualified for employment and shall be immediately released from employment with the Board. A conditionally employed person whose criminal record check meets all full employment requirements shall be issued a regular written employment contract. 1 of 9

File: GBF

Contracts

The length of the first contract issued to a Board office employee, and any contract issued to an exempt employee, shall not exceed one year. For Board office employees, the second employment contract shall not exceed two years in length, and the third contract will be considered as a continuing contract.

Contracts issued to Board office employees and exempt employees shall include the:

1. Type of contract and specific position;
2. Duties of the position and reference to the job description;
3. Salary and other compensation, including benefits, to be paid;
4. Number of days to be worked;
5. Number of days of vacation leave (for 12-month employees only); and
6. Reference to the paid holidays in each contract year.

Neither a Board office employees nor an exempt employee's contract may be suspended or terminated except in accordance with provisions of law. In addition, the salaries and compensation under the contract may not be reduced unless the reduction is part of a uniform plan affecting the entire school district.

The Administrator's recommendation will be considered by the Board in all contract renewals. All Board office employees and exempt employees whose contracts will expire at the end of the year will receive a completed evaluation at least 60 days prior to any action of the Board on their contract of employment. Before June 1, all such employees will be notified in writing by the Board of:

1. The date on which their employment contract expires;
2. Any action taken by the Board not to re-employ them; and
3. Their right to request a meeting with the Board in executive session to discuss the reasons for considering renewal or nonrenewal of their contract.

Evaluation

All Board office employees and exempt employees shall be evaluated on instruments devised and periodically updated by the Administrator. The evaluation instrument components shall be related to the approved job descriptions.

Board office employees shall be evaluated annually.

SERS and STRS Pickup

The Board shall pickup the required contribution to SERS or to STRS, whichever is applicable for Board office employees and exempt employees. To accomplish this without cost to the Board, the Board shall reduce the Board office employees and exempt employee's contract salary which otherwise would be currently payable to them by the amount of the SERS or STRS pickup. The contract salary of Board office employees and exempt employees thus shall consist of two components:

File:

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1. A currently payable ("cash") component; and
2. A deferred ("pickup") component which shall be the amount of the Board office employee's or exempt employees required SERS or STRS contribution being picked up by the Board. For all other purposes, except those pertaining to this pickup deferring this amount in relation to state and federal taxes, the Board office employees and exempt employee's salary shall relate to their contracted salary amount.

Pay Period

Board office employees and exempt employees shall be paid during the contract year in equal biweekly pay periods either through paychecks or by electronic deposit, if requested by the employee. When the pay day falls during a holiday period, paychecks shall be issued by mail.

Payroll Deductions

Board office employees and exempt employees shall be entitled to use payroll deductions for the following purposes:

1. Lake County School Employees Credit Union;
2. United Way of Lake County contributions;
3. Insurance program costs;
4. Tax sheltered annuities;
5. Residency and work location income tax withholdings; and
6. Other purposes approved by the Board.

Credit union dues may be changed in any month. Deductions for tax sheltered annuities may be altered two times per year.

The Treasurer shall begin their approved deductions after receiving the employee's written authorization, and shall deliver monies deducted to the authorized parties on a monthly basis. The Treasurer shall withhold child support payments, salary overpayments, garnished wages and other deductions in accordance with the provisions of law. In the event of a salary overpayment, the Board office employee or exempt employee and the Treasurer shall mutually agree upon a repayment schedule within a one-year period.

Personnel File

Board office employees and exempt employees may examine their personnel file and reproduce any material in it at their cost, at a time which is mutually agreeable with them and the Administrator or designee; provided, however, that the time is scheduled during a break in that employee's work day. No employee shall remove any article(s) from the personnel file.

Any person who places written material into a personnel file shall sign and date it. A copy of the written material shall be provided to the employee prior to it being placed into the personnel file. No anonymous letter or report should be the basis for any evaluation or entry in any employee's personnel file.

A Board office employee or exempt employee may request a meeting with the Administrator to discuss the removal of disciplinary material which is three or more years old. No material shall be removed from the personnel file if the employee has received further disciplinary action within the three year period, and all such material may only be removed in accordance with provisions of law.

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Absences and Leaves

A. Professional Leave

Board office employees and exempt employees may be granted leave for attendance at meetings or conferences of an instructional nature which are related to their job duties and considered by the Administrator as appropriate to attend.

B. Military Leave

Board office employees and exempt employees shall be granted a leave of absence for military duty in accordance with state and federal law.

C. Disability Retirement

A Board office employee or exempt employee who was under contract when granted disability retirement, but has not resigned, is considered on a leave of absence during the first five years of disability retirement. If disability retirement is terminated by the SERS or STRS, whichever is applicable, within the five-year period, that employee is entitled to be restored to the same or similar previously held position at its current salary.

Board Office Employees

Work Year

The work year for all Board office employees shall begin on July 1 and end on June 30 of the last year of the contract length, unless otherwise determined by the Board. Board office employees shall work at least the days indicated below under their length of contract. The work year for Board office employees shall be determined under one of the following contracts:

193 day contract: The first 178 student attendance days and seven other approved days (eight paid holidays).

211 day contract: The 183 approved school year days and the 10 days immediately preceding and immediately following the opening and closing of school (eight paid holidays).

219 day contract: The 183 approved school year days, the 10 days immediately preceding the opening of school, the 15 days immediately following the closing of school and three other approved days (eight paid holidays).

260 day contract: All twelve months of the calendar year, except for the 13 paid holidays, days of approved vacation leave and other non-paid days as approved by the Administrator.

Board office employees working under either a 211-day or 219-day contract may have the number of days worked before and after the regular school year adjusted; provided, that: [A] the Administrator or designee agrees; and [B] the total number of work year days are worked.

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Vacation

Vacation leave with pay shall be granted to all Board office employees employed under a 260-day contract. The amount of vacation leave granted to such employees shall be determined as follows:

| Employment Duration | Amount of Paid Vacation |
|---------------------|-------------------------|
| After 1 year | 2 weeks (10 workdays) |
| After 5 years | 3 weeks (15 workdays) |
| After 11 years | 4 weeks (20 workdays) |
| After 20 years | 5 weeks (25 workdays) |

A written vacation leave request shall be submitted to and approved by the Administrator or designee prior to the start of the requested vacation leave. No carryover of vacation leave will be permitted from one year to the next, except with the prior written approval of the Administrator.

Holidays

Board office employees employed under contracts of less than 260 days shall be granted the following paid holidays at their regular rate of pay:

| Holiday | Date |
|------------------------|-----------------------------|
| New Year's Eve | December 31 |
| New Year's Day | January 1 |
| Martin Luther King Day | Third Monday in January |
| President's Day | Third Monday in February |
| Good Friday | Friday before Easter Sunday |
| Memorial Day | As established by calendar |
| Independence Day | As established by calendar |
| Labor Day | First Monday in September |
| Thanksgiving Day | Fourth Thursday in November |
| Day after Thanksgiving | Fourth Friday in November |
| Christmas Eve | December 24 |
| Christmas Day | December 25 |
| Day after Christmas | December 26 |

Holidays may be exchanged for other days off within the contract year upon approval by the Administrator.

Calamity Days

Whenever school is closed due to declaration of a calamity day, Board office employees shall report to work when it is safe for them to do so unless otherwise notified by the Administrator or designee.

Compensation

The Board shall pay Board office employees a salary which shall take into account the contract length, 5 of 9

responsibilities, and fair market value for each position. "Fair market value" shall be the comparable salary paid to similar positions. In determining fair market value, the Administrator shall determine the pay for each similar position offered throughout Lake County public school districts and for school districts comparable to Fairport Harbor School District, as determined by the Ohio Department of Education or a professional education association. The fair market values paid for each position surveyed shall guide the recommendation of the Administrator and approval of the Board in determining the salary of the Board office employee for the contract year, except where exemplary or deficient performance, as documented in the performance evaluation, may otherwise affect this determination.

Board office employees shall be paid time and one-half for all hours worked in excess of eight in one day or 40 in one week.

The Board shall provide to Board office employees its current single and family health insurance coverage of all employees for hospitalization, major medical, dental and vision coverage, as well as an HMO option. Board office employees shall contribute \$30 toward premium costs each month for traditional health insurance family coverage, or \$15 each month for single coverage, whichever is applicable. Effective February 1, 2004, employee contribution to the traditional plan premium costs shall be \$50 each month for family coverage, or \$25 each month for single coverage, whichever is applicable.

A Flex 125 premium pass through program will be established (subject to the rules established by the insurance carrier) to enable Board office employees to make biweekly contributions before taxes.

When both the Board office employee and his spouse are employees of the School district, they shall be covered by a family plan under the name of one of the spouses. Upon the other spouse's application, or upon a single Board office employee's waiver of health insurance coverage, he shall receive a \$2000 cash payment at the end of the contract year.

The Board reserves the right to determine additional benefits for Board office employees.

Absences and Leaves

- A. Sick Leave

1. Sick leave credit shall accumulate at the rate of one and one-half days per month and a maximum of 15 days per year, days for Board office employees.

2. If needed, a Board office employee shall be granted an advancement of up to 18 days sick leave to be charged against the sick leave that employee will subsequently accumulate out of his current individual employment contract.

3. A person transferring to the employ of the Board shall be credited with the unused balance of accumulated sick leave upon verification of such accumulation from the proper public employer, subject to the accumulation caps listed in this policy.

4. Unused accumulated sick leave days shall be reported to each Board office employee by the Treasurer once each month.

5. Sick leave shall be paid for a Board office employee's absence due to the following:

- a. Personal illness or injury;
- b. Exposure to contagious disease which could be communicated to other

Employees

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c. Illness, injury or death in the Board office employee's immediate family;

- d. Pregnancy-related disabilities; or
- e. Required court appearance for which the Board office employee

receives no compensation.

B. Personal Leave

1. In any contract year, a Board office employee may request and be granted by the Administrator up to, but no more than, three days of personal leave for the purpose of transacting matters of personal business which cannot be done at any time other than during the regular work day. These days shall be deducted from the employee's accumulated sick leave. Requests must include the general nature for the requested leave.

2. Personal leave shall not be used for recreational purposes.

3. Except for Board office employees employed under a 260-day contract, no personal leave shall be granted the day before or after a regular holiday, except under extenuating circumstances.

4. Additional paid or unpaid personal leave days may be granted by the Administrator or designee under extenuating circumstances.

5. Except during emergency circumstances, personal leave must be requested on a proper form as far in advance as possible, but no later than 48 hours in advance of when it is to be taken.

C. Unpaid Leaves of Absence

1. Upon the written request of the Board office employee, the Board may grant unpaid leaves of absence for a period of not more than two years for educational, professional or other purposes. The Board shall grant up to 12 weeks of unpaid leave for purposes specified in the federal Family and Medical Leave Act of 1993 and governed by the Board's policies.

2. Upon the return from an approved unpaid leave of absence the Board office employee shall be entitled to reinstatement in the same or similar position and with the same contract status which was held prior to the leave.

3. A Board office employee ceases to accumulate sick leave while on a leave of absence. Board office employees who are on unpaid leave for purposes authorized in the Board's policies implementing the federal Family and Medical Leave Act of 1993 are entitled to continued health benefits as if they were on active duty. Board office employees who are on an unpaid leave of absence for educational, professional or other purposes are entitled to health benefits under the COBRA plan.

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D. Court Duty

Any Board office employee who performs jury duty or is subpoenaed to appear in court on school-related business shall be relieved of daily assigned duties, but shall receive full salary payment from the Board. After absence for such duty, that employee shall turn over to the Treasurer all payments received for such services.

E. Assault Leave

The Board will provide up to 30 days assault leave for a Board office employee who is absent due to physical or psychological disability or court appearance resulting from an assault by a person which occurs in the course of his employment by the Board. The period of assault leave may be extended up to 40 days by the Administrator upon certification by a licensed physician that such additional time is necessary for the Board office employee's return to duty.

The Board office employee will cooperate fully in any legal or disciplinary action taken by the Board as a result of the assault. Subject to the procedures of the court and as requested, the Administrator or designee shall accompany and provide assistance to an assaulted employee at related court appearances or other legal proceedings.

F. Leave Misapplication

The misuse, falsification and abuse of any leave under this policy may subject a Board office employee to disciplinary action, including docking of pay, suspension, and termination.
Severance Pay

Upon retirement, a Board office employee will be paid a percentage of his accrued but unused sick leave. Such payment shall be based upon that employee's per diem rate of pay at the time of retirement. "Retirement" shall require approval of and a statement by SERS or STRS, whichever is applicable, that it will pay retirement benefits for that employee.

Severance payment shall be considered to eliminate all sick leave credit accrued by that Board office employee at the time of retirement. Severance pay shall be made only once to that employee after notification of retirement is made by SERS or STRS to the Treasurer or when age and experience qualifications are met.

Severance pay shall be thirty percent (30%) of unused accumulated sick days at the time of retirement up to sixty five (65) days.

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GBF
Exempt Employees

Calamity Days

Whenever school is closed due to declaration of a calamity day, exempt employees shall not report to work unless otherwise notified by the Administrator or designee.

Adoption date: 1/22/2018

LEGAL REFS.: 29 USC §§207; 213(a), Fair Labor Standards Act
29 USC §§2601-2654, Family and Medical Leave Act of 1993
42 USC §300bb-1 et seq. Consolidated Omnibus Budget
Reconciliation Act (COBRA)

ORC §§1.14; 124.39; 5.23; 9.90; 109.57; 124.13; 1742.33; 2313.18(B); 2903.02;
2903.03; 2903.04; 2903.11-2903.13; 2903.16; 2903.21; 2903.34; 2905.01; 2905.02; 2905.04; 2905.05; 2907.02-
2907.09; 2907.12; 2907.21-2907.23; 2907.25; 2907.31; 2907.32; 2907.321-2907.323; 2911.01; 2911.02; 2911.11;
2911.12; 2919.12; 2919.22; 2919.24; 2919.25; 2923.12; 2923.13; 2923.161; 2925.02; 2925.03; 3301.50; 3301.54;
3313.141; 3313.20; 3313.202; 3313.211; 3313.47; 3313.48; 3313.62; 3313.63; 3317.01; 3319.08; 3319.081-
3319.087; 3319.12; 3319.13; 3319.131; 3319.14; 3319.143; 3319.311; 3319.39; 3716.11; 4111.01; 4111.03; 4117.01;
4117.05; 4117.5; 5923.05; and Chapters 149, 1347, 3309, 3317, 4123, 4141, 5903

CROSS REF.: CD, "Management Team"
 GBQ, "Criminal Record Check"
 GBR, "Family and Medical Leaves and Absences"
 ICA, "School Calendar"

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File: GBG

STAFF PARTICIPATION IN POLITICAL ACTIVITES

Employees of the Fairport Harbor School District have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive public office.

An employee who intends to campaign for an elective public office will notify the Superintendent in writing of the office sought. The Superintendent will meet with and discuss the situation with the employee involved and will present a proposed solution to the Fairport Harbor Board of Education for consideration. The essential element to be determined by the Board is whether the activities pro-posed by the employee are compatible with the time requirements for fulfilling the employee's responsibilities to the district.

The terms and conditions under which the employee may continue employment while seeking or holding such office will be determined in accordance with law. If the elective office conflicts with the employee's school district responsibilities, the employee's intentions regarding continued active employment shall be communicated in writing to the Superintendent.

In connection with campaigning, no employee will use school district time, facilities, equipment, or supplies nor will the employee discuss the campaign with school personnel or students during the working day.

Adoption date: 1/??/08

LEGAL REFS.: 5 U.S.C. §§1501- 1508 (Hatch Act)
Intergovernmental Personnel Act of 1970,
P.L. 95- 454, §4728 (1970)
ORC §§124.57; 2921.431; 3319.13

File: GBH

STAFF- STUDENT RELATIONS

The Fairport Harbor Board of Education finds that the standards commonly and customarily acceptable to employees of school districts in Ohio shall be embraced in the Fairport Harbor School District, requiring that:

1. All employees are expected to exhibit a sincere professional interest in the academic and personal growth of each individual student;
2. Excessive or inappropriate informal or social involvement with students is not in accordance with expected and acceptable professional practice in this school district; and
3. All employees are expected to maintain a high degree of professionalism in all relationships with students.

Because of their proximity to students, school district employees frequently encounter situations which, if handled incorrectly and outside the Board's expectations for professional performance, could result in harm to the students involved, personal liability for or termination of employment of the offending employee, and/or liability for the school district. In order to maintain high standards of ethical and moral conduct and to minimize those possibilities, all employees shall meet the following standards:

1. Each employee shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
2. An employee should not voluntarily assume responsibility for duties which cannot reasonably be performed.
3. A certificated employee shall provide proper instruction in the safety matters associated with the curriculum in assigned courses of study and a support staff employee should provide such instruction as is appropriate for the position held.
4. Each employee shall immediately report to the principal any detected accident or safety hazard.
5. An employee shall not send students on any personal errands.
6. An employee shall not engage in any form of unlawful sexual conduct or in any other form of conduct with students or other minors which would commonly be considered as immoral, including dating students. Likewise, an employee shall not associate with students or other minors at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation of or participation in any situation or activity which could be considered abusive or sexually suggestive, which could interfere

with the performance of the students in school or alter their learning environment, or which would involve illegal substances such as tobacco, alcohol, or drugs.
This provision should not be construed as precluding an employee from associating with students outside the school for legitimate or proper reasons.

7. An employee shall not transport students in a private vehicle without the approval of the principal or supervisor.
8. A student shall not be required to perform health-endangering work or services.

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File: GBH

Students are expected to regard employees of the school district as professionals employed to provide direct or indirect contributions to their learning. Accordingly, students are expected to cooperate with these individuals in their efforts to provide them a quality education and environment, and to follow their reasonable directives.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§102.04; 2744.02; 2907.03; 2919.22; 2921.43; 2925.02; 2927.02;
3313.20; 3319.081; 3319.16

CROSS REFS.: AC, "Nondiscrimination"
ACA, "Nondiscrimination on the Basis of Sex"
GBC, "Teachers' Professional and Ethical Standards"
GBCB, "Staff Conduct"
GBEC, "Sexual Harassment"
KLD, "Public Complaints About School Personnel"
JFC, "Student Conduct Expectations and Consequences"

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File: GBH

Adoption date: 1/??/08

LEGAL REFS.: ORC §§102.04; 2744.02; 2919.22; 2921.43; 2925.02; 2927.02; 3313.20

CROSS REFS.: AC, "Nondiscrimination"
ACA, "Nondiscrimination on the Basis of Sex"
GBC, "Teachers' Professional and Ethical Standards"
GBCB, "Staff Conduct"
GBEC, "Sexual Harassment"
KLD, "Public Complaints About School Personnel"
JFC, "Student Conduct Expectations and Consequences"

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File: GBI

STAFF GIFTS AND SOLICITATIONS

The Fairport Harbor Board of Education authorizes the expenditure of public funds to purchase meals, refreshments and tokens of appreciation for school district employees and Board members in the completion of their responsibilities. The Board believes that such expenditures are necessary, on occasion, to further the public purposes in the general operation of the school district, including, but not limited to: [A] employee development activities; [B] employee recognition activities; and [C] certain routine meetings whose effectiveness may be enhanced by such amenities. Such expenditures shall be consistent with the Board's purchasing policies and within the appropriation limits established by the Board.

Gifts

Students, parents and other residents and taxpayers of the Fairport Harbor School District are discouraged from giving gifts to teachers and other district employees.

Bestowing gifts to, and arranging social affairs for, employees leaving the system will be governed by the following:

1. Each principal will appoint, or the employees may volunteer, for a small social committee to plan social affairs such as teas and luncheons; and

2. Any gifts to be presented to departing employees by their respective groups will be at the discretion of the group involved.

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 materials related to fund drives through the schools, without the prior approval of the Superintendent.

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

Travel Vendor Compensation

Any compensation paid by a private travel vendor to a school district official or employee, after that official or employee has participated in selecting the vendor to provide a field trip, is considered to be public money, as that term is defined by law, and must be returned to the school district. For the purposes of this policy, free travel and lodging for required staff or chaperons accompanying students on a field trip is not considered as compensation. All travel arrangements must comply with the Board's policies and regulations governing field trips.

Adoption date: 01/28/08

LEGAL REFS.: ORC §§117.10; 2921.43; 3313.81; 3313.811; 3315.15; 3329.10

CROSS REFS.: DIF, "Student Activities Funds Management"
GBC, "Teachers' Professional and Ethical Standards"
GBCA, "Staff Conflict of Interest"
GBCB, "Staff Conduct"
IICA, "Field Trips and Excursions"
JL, "Student Gifts and Solicitations"

SOURCE: Bulletin 2000-006, Auditor of State (April 5, 2000)

GBJ

File:

EXTRA - CURRICULAR PASS FOR STAFF MEMBERS

An extra-curricular pass will be issued to all certificated and non-certificated staff to entitle admittance to all home school events. This pass will admit the staff member plus one guest.

Adoption date: 1/??/08

File: GBK

SMOKING ON SCHOOL PREMISES BY STAFF MEMBERS

The Fairport Harbor Board of Education is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. The Board is acutely aware of the serious health risks associated with the use of tobacco products; both to users and nonusers, and that most tobacco use begins by the age of 18. The Board recognizes that district personnel and school visitors serve as role models to students and, therefore, adopts this 100% Tobacco-Free Schools Policy to endorse a healthy lifestyle and prevent tobacco use. Health professionals have determined that smoking poses health hazards not only for the smoker, but for the nonsmoker as well.

DEFINITION

For the purpose of this policy, “tobacco products” is defined to include any product that contains tobacco, is derived from tobacco, or contains nicotine, with is intended for human consumption, or is likely to be consumed, whether smoke, heated, vaporized, chewed, absorbed, dissolved, or ingested by another other means. The term “tobacco products” includes e-cigarettes, other electronic smoking devices, and any other future products that are deemed tobacco products, but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce and eliminate nicotine or tobacco dependence

In order to promote better health habits and thus reduce the costs of medical care for school district employees, to protect the rights of non-smokers, and to comply with all related provisions of law, the Fairport Harbor Board of Education prohibits smoking or use of other tobacco products, including E-Cigarettes, at any time in all District-owned, leased or contracted buildings and vehicles and specifically any place inside a school during the school day when children are enrolled in pre-school or K-12 classes or otherwise receive educational services, including school-sponsored extra-curricular activities.

- In any building, facility, or vehicle owned, leased, rented, or chartered by the school district; or
- On school grounds, athletic facilities, or parking lots.

In addition, no students of adults are permitted to use tobacco products (including e-cigarettes) at any school-sponsored event, whether such event occurs on-campus or off-campus.

VIOLATIONS

The following disciplinary actions shall be taken against district personnel found in violation of this policy:

1. First Offense: Written reprimand place in personnel file
2. Second Offense: Three-day suspension without pay, written reprimand place in personal file
3. Third Offense: Five-day suspension without pay, termination recommendation made to Board of Education, written reprimand place in personnel file

TOBACCO PROMOTION PROHIBED

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications at all school-sponsored events. Tobacco Promotional items that promote the use of tobacco products, including

clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events.

PROVIDING NOTICE TO STAFF

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. District staff will be provided notice of this policy through staff handbooks. District vehicles will display the international “No Smoking” insignia.

ENFORCEMENT

Disciplinary measures taken against staff for violations of this policy comply with the requirements of State File:
GBK

law, related District policies and regulations and/or the staff negotiated agreements.

EDUCATIONAL REINFORCEMENT

Tobacco use prevention education is closely coordinated with the other components of the school health programs. Staff responsible for teaching tobacco use prevention education will have adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program.

No school employee is to smoke or use any tobacco product while working with or supervising students.

The Board directs the Superintendent to educate all staff members concerning the mandate of this policy, as well as implementing, as appropriate, educational programming concerning smoking and, if needed, resources available to those who wish to discontinue their smoking habit.

Adoption date: 11/21/16

LEGAL REFS.:

The Elementary and Secondary Education Act
20 USC 1221 et seq. Goals 2000: Educate America Act
20 USC §6081-6084

ORC §§2909.09; 2917.211; 3313.20; 3313.47; 3313.751; 3791.031
3794.01; 3794.02; 3794.03(F); 3794.04; 3794.06

OAC §3301-35-02; 3301-35-05

CROSS REF.:

JFCG, “Tobacco Use by Students”
KGC, “Smoking on District Property”
KK, “Visitors to the Schools”

File: GBL

PERSONNEL RECORDS

The Superintendent will develop and implement a comprehensive and efficient system of personnel records, under the following guidelines.

1. Personnel folders will contain accurate records and information relative to compensation, payroll deductions, evaluations, and such information as may be required by the state or federal governments or considered pertinent by the Superintendent. Anonymous material or material from an unidentified source will not be placed in a staff member's file.
2. A personnel folder for each employee will be accurately maintained in the district office in accordance with administrative regulations incorporating the requirements set forth under the Ohio Privacy Act for the protection of employees.
3. State law requires that all public records be promptly prepared and made available for inspection to any member of the general public at all reasonable times during regular business hours. Upon request, the person responsible for maintenance of the public records is required to make copies available at cost, within a reasonable period of time.
4. The public will have access to all records in the personnel file with the following exceptions.
 - A. Medical records
 - B. Records pertaining to adoption, probation or parole proceedings
 - C. Trial preparation records
 - D. Confidential law enforcement investigatory records
 - E. Records of which the release is prohibited by state or federal law

Lists of district employees' names and home addresses will be released only to governmental agencies as required for official reports.

5. Employees will have the right to review the contents of their own personnel file. Exceptions to this shall include medical, psychiatric or psychological information determined by a physician, psychiatrist or psychologist to be likely to have an adverse affect on the employee. Requests will be made to the Superintendent and scheduled for a time convenient for the parties involved.
6. Employees may make written objections to any information contained in the file.
7. Personnel records should be reviewed only in the confines of the Superintendent's office or the Board's office.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§9.01; 9.35; 149.41; 149.43; 1347.01 et seq.; 3317.061;
3347.08; 3347.09; 4113.23
OAC §3301- 35- 03(A)(10)

File: GBM

STAFF COMPLAINTS AND GRIEVANCES

The Fairport Harbor Board of Education will encourage the administration to develop effective means for resolving differences that may arise among employees and between employees and administrators; reducing potential areas of grievances; and establishing and maintaining recognized channels of communication between the staff, administration and Board.

Grievance procedures should provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and each employee should be assured opportunity for an orderly presentation and review of

complaints and concerns. The machinery established for the resolution of grievances in contracts negotiated with recognized employee bargaining units will apply only to "grievances" as defined in the particular contract.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§4117.09; 4117.10

File: GBN

EXTENDED GROUP HEALTH COVERAGE

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) provides for certain employees of the Fairport Harbor School District and their dependents to be allowed to purchase extended group health insurance coverage for a limited period of time following their cessation of employment with the school district. To comply with the law the Board will contract with a plan administrator to coordinate the program and will provide the notices which are necessary.

Initial Notices

1. The plan administrator must give a written notice describing the new extended coverage rights to all employees and spouses covered by the group health insurance plan.
2. The plan administrator must give a written notice describing extended coverage rights to each newly covered employee and spouse at the time their group health plan coverage begins. If a covered employee gets married or divorced, it is the employee's responsibility to inform the Board. The Board will inform the plan administrator, who will then be responsible for providing the former spouse, and any dependents, with the proper notice.

Notices Related to Event Triggering Continuation Coverage and Election by Beneficiaries

1. The employee is responsible for notifying the Board who will, in turn, notify the plan administrator, within 30 days, of the death, separation of employment or reduction of hours (leading to less coverage) of an employee and of an employee's entitlement to Medicare benefits.
2. The employee or beneficiary is responsible for notifying the plan administrator of the divorce or legal separation of the employee and spouse, and of the termination of eligibility of a dependent child.
3. The plan administrator must notify the affected employee and dependents of their extended coverage rights within 14 days after the plan administrator is notified of the event which could lead to loss of coverage.
4. The employee or dependent will be given a period of 60 days after this notice is given in order to elect the extended coverage, with payment of any applicable premium costs back to the cessation of coverage.

Employee and Dependents' Rights Upon Loss of Coverage

1. The extended coverage offered to eligible employees and their dependents is the same coverage as that provided under the current group plan to "similarly situated" individuals who remain eligible for regular (i.e., non-extended) coverage.
2. If an employee incurs a termination of employment, whether voluntary or involuntary (other than for "gross misconduct"), or a reduction of hours which would result in loss of coverage, that employee will be

offered the extended coverage (including extended coverage for dependents who would otherwise lose existing coverage) for up to 18 months.

3. If an employee's spouse or children who are covered as dependents under the group health plan would lose coverage because of the employee's death, divorce or legal separation, the spouse and children will be offered the extended coverage for up to 18 months.

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File:

GBN

4. If an employee's dependent child who is covered by the group health plan ceases to be a dependent child under the terms of the plan and thereby loses coverage, the child must be offered extended coverage for up to 18 months.

Early Retirement of Coverage

Extended coverage elected by an eligible employee or dependent will be terminated before the expiration of the relevant 18 or 36 month period if the covered individual

1. Becomes covered by another employer- sponsored group health plan as a result of employment, reemployment, or remarriage;
2. Becomes covered by Medicare; or
3. Fails to pay for the coverage.

Cost of Coverage to the Employee and/or Dependents

1. Eligible individuals who elect extended coverage will be charged 102% of the cost of the extended coverage. The cost of the extended coverage is the cost for the same period of coverage for similarly situated employees or dependents who remain eligible for regular coverage.
2. The health care coverage to which this policy applies includes major medical, hospitalization, surgical, vision, prescription drug, and dental insurance, but does not include life insurance.

Adoption date: 1/??/08

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act of 1986,
P.L. 99- 272 (1986)

File: GBO

VERIFICATION OF EMPLOYMENT ELIGIBILITY

The Fairport Harbor Board of Education will comply with all aspects of the Immigration Reform and Control Act of 1986. The Board will delegate to the Treasurer or designee the responsibility of establishing procedures to assure compliance with this Act.

Federal law requires that all employers and employees, hired after November 6, 1986, complete an Employment Eligibility Verification Form (Form I- 9) provided by the U.S. Immigration and Naturalization Service. All such employees must provide documents that establish both identity and employment eligibility in order for Form I- 9 to be completed and signed by both the employee and the school district official.

The Employment Eligibility Verification Form (Form I- 9) must be retained for three years or for one year past the end of the employment of an individual, whichever is longer. Such forms must be made available for inspection to an Immigration and Naturalization Service (INS) or Department of Labor (DOL) office upon request.

Adoption date: 01/28/08

LEGAL REF.: Immigration Reform and Control Act of 1986, P.L. 99- 603 (1986)

CROSS REF.: AC, "Nondiscrimination"

VERIFICATION OF EMPLOYMENT ELIGIBILITY

In order to comply with federal law the following verification of employment eligibility procedures will apply.

Completion of Form I- 9

The Treasurer or designee will have all current employees hired after May 31, 1987 complete Form I- 9 within three business days of the date of the hire. If an individual is employed for less than three days, the form must be completed before the end of the employee's first working day.

The following individuals do not need to complete Form I- 9.

1. Persons hired before November 7, 1986
2. Persons hired after November 6, 1986 who left employment before June 1, 1987
3. Persons who provide labor and are employed by a contractor providing contract services
4. Persons who are independent contractors

The Treasurer or designee is also responsible for reverifying employment eligibility of employees whose employment eligibility documents carry an expiration date.

Acceptable Documents for Verifying Employment Eligibility

All employees hired after November 6, 1986 must provide a document or documents that establish identity and employment eligibility. The following lists identify acceptable documents.

LIST A: Documents That Establish Identity and Employment Eligibility

1. United States Passport
2. Certificate of United States Citizenship (INS Form N- 560 or N- 561)
3. Certificate of Naturalization (INS Form N- 550 or N- 570)
4. Unexpired foreign passport which:
 - A. Contains an unexpired stamp which reads "Processed for I- 551. Temporary Evidence of Lawful Admission for permanent residence. Valid until _____. Employment authorized" or
 - B. Has attached thereto a Form I- 94 bearing the same name as the passport and contains an employment authorization stamp, so long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the Form I- 94.
5. Alien Registration Receipt Card (INS Form I- 151) or Resident Alien Card (INS Form I- 551), provided that it contains a photograph of the bearer.
6. Temporary Resident Card (INS form I- 688A)
7. Employment Authorization Card (INS Form I- 688A)

File: GBO-R

LIST B: Documents That Establish Identity

For individuals 16 years of age or older:

1. State- issued driver's license or state- issued identification card containing a photograph. If the driver's license or identification card does not contain a photograph, identifying information should be included, such as name, date of birth, sex, height, color of eyes, and address.
2. School identification card with a photograph
3. Voter's registration card
4. United States Military card or draft record
5. Identification card issued by federal, state or local government agencies
6. Military dependent's identification card
7. Native American tribal documents
8. United States Coast Guard Merchant Mariner Card
9. Driver's license issued by a Canadian government authority.

For individuals under age 16 who are unable to produce one of the documents listed above:

10. School record or report card
11. Clinic, doctor or hospital record
12. Daycare or nursery school record

LIST C: Documents That Establish Eligibility

1. Social Security number card, other than one which has printed on its face "not valid for employment purposes." This must be a card issued by the Social Security Administration; a facsimile (such as a metal or plastic reproduction that people can buy) is not acceptable.
2. An original or certified copy of a birth certificate issued by a state, county, or municipal authority bearing an official seal
3. An unexpired INS employment authorization
4. Unexpired reentry permit (INS Form I- 327)
5. Unexpired Refugee Travel Document (INS Form I- 571)
6. Certification of Birth issued by the Department of State (Form FS- 545)
7. Certification of Birth Abroad issued by the Department of State (Form DS- 1350)
8. United States Citizen Identification Card (INS Form I- 197)
9. Native American tribal document
10. Identification Card for use of Resident Citizen in the United States (INS Form I- 179)

File: GBO-R

Retention of Employment Eligibility Verification Form (Form I- 9)

The Treasurer or designee must retain Form I- 9 for three years or for one year past the end of the employment of the individual, whichever is longer. Such forms will be retained in a separate file and shall be considered to be confidential and used only for employment eligibility verification purposes.

Preparation of Documents for Inspection

U.S. Immigration and Naturalization Service (INS) or Department of Labor (DOL) officers are required to give employers three days advance notice before an inspection. The Treasurer or designee will assemble the I- 9 forms in preparation for the inspection. Failure to provide the I- 9 forms could result in civil money penalties for each employee for whom the form was not completed, retained or presented.

Adoption date: 01/28/08

File: GBQ

CRIMINAL RECORD CHECK

In accordance with Ohio law, the Fairport Harbor Board of Education requires, as a condition of employment for all employees whose position involves, or may involve, the care, custody or control of children, full compliance with and satisfaction of all provisions of a criminal background record check for all persons:

1. Considered for initial employment with the school district;
2. Conditionally employed by the Board; and
3. Employed as bus drivers. Currently employed school bus drivers shall be subject to a criminal background record check every two years, in accordance with Ohio law.

Employed students and seasonal and casual employees not involved with the care, custody or control of children shall be exempt from this requirement.

The Board shall disqualify from employment any applicants whose criminal background record check indicates that they have been convicted of or pleaded guilty to any of the following crimes:

1. Any felony;
2. Any drug offense that is not a minor misdemeanor;
3. Any offense of violence;
4. Any theft offense;
5. Corruption of a minor;
6. Sexual imposition;
7. Importuning; or
8. Any substantively comparable offense of a municipal corporation.

For the purposes of this policy, a person shall be disqualified from employment with the Board if:

1. The criminal background record check reveals that a court ordered the sealing or expunging of that person's conviction of any crime in which the conviction bears a direct and substantial relationship to an employment position involving the care, custody or control of children; or
2. The job application contains falsified information.

These disqualifying criteria also apply to any conviction of a federal law or the law of another state that is comparable to one of these offenses.

Applicants for Employment

At the time of first application for a position of employment in this school district, the Superintendent or designee shall inform applicants that:

1. They will be subject to a criminal background record check by the state of Ohio, and that they must provide fingerprint impressions to the school district if they come under final consideration for the position;
2. Their failure to meet any of the requirements and provisions of the criminal records check will disqualify them from any consideration of employment by the Board;

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File: GBQ

3. They are required to pay the school district all costs of performing a criminal background record check as a condition of their employment; and
4. Falsification of information on the job application is grounds to disqualify applicants or terminate their employment.

At the time when an applicant comes under final consideration for employment, the Superintendent or designee shall:

1. Provide the applicant with the necessary criminal records request waiver release form and a standard fingerprint impression sheet, or accept in lieu of that a certified copy of the applicant's criminal record check if it has been conducted within the past year of the application for employment;
2. Require the applicant to present proof of residency in the state of Ohio for five years prior to the application. If such proof cannot be produced, the Superintendent shall request a criminal background records check by both the state of Ohio and the Federal Bureau of Investigation. This does not bar the Superintendent or designee from requesting a nationwide Federal Bureau of Investigation criminal background record check if proof of Ohio residency is presented by the applicant; and
3. Send the completed form and fingerprint impression sheet to the appropriate agency for processing.

Release from Employment

The Board will employ only those persons who have:

1. Agreed to a criminal record check;
2. Fully completed all aspects of the criminal record check form;
3. Submitted the completed form to an appropriate law enforcement agency for processing; and
4. Fully satisfied all conditions of law and Board policy for employment. New employees may be employed under condition that their pending criminal background record check meets all requirements of Ohio law and Board policy.

Any conditionally employed person whose criminal background record check does not meet all full employment requirements shall be deemed to be disqualified for employment and shall be immediately released from employment with the Board. A conditionally employed person whose criminal background record check meets all

full employment requirements shall be issued a regular written employment contract or otherwise be granted regular employment status.

Volunteers

Current and prospective volunteers who have, or will have, unsupervised access to children on a regular basis may, at any time, be subject to a criminal background record check.

Privacy of Records

Any and all information obtained by the Board or school officials under this policy is confidential and shall not be released or disseminated. Any applicant not hired because of information received from the record check shall be assured all records pertaining to such information are destroyed.

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File: GBQ

Adoption date: 1/??/08

LEGAL REFS.:ORC §109.57; 109.574-109.577; 121.401; 121.402; 2305.23; 2744.01; 2903.02; 2903.03; 2903.04; 2903.11-2903.13; 2903.16; 2903.21; 2903.34; 2905.01; 2905.02; 2905.04; 2905.05; 2907.02-2907.09; 2907.12; 2907.21-2907.23; 2907.25; 2907.31; 2907.32; 2907.321-2907.323; 2911.01; 2911.02; 2911.11; 2911.12; 2919.12; 2919.22; 2919.24; 2919.25; 2923.12; 2923.13; 2923.161; 2925.02; 2925.03; 2953.32; 2953.33; 2953.35; 3301.50; 3301.54; 3319.101; 3319.30; 3319.31; 3319.311; 3319.36; 3319.39; 3716.11; 4117.01

OAC §§3301-9-91; 3301-20-01; 3301-32-22(E)(4); 3301-83-06

CROSS REFS.:

GBF, "Employees Not In The Bargaining Unit"

GCB-1, "Certificated Staff Contracts and Compensation"

GCB-2, "Certificated Administrative Staff
Contracts and Compensation"

GCD, "Certificated Staff Hiring"

GDB, "Support Staff Contracts and Compensation Plans"

GDD, "Support Staff Hiring"

GDE, "Part-time, Temporary and Substitute
Support Staff Employment"

IICC, "School Volunteers"

JK, "Employment of Students"

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File: GBR

FAMILY AND MEDICAL LEAVES AND ABSENCES

The Fairport Harbor Board of Education will provide leave to its eligible employees consistent with the federal Family and Medical Leave Act (FMLA) and the terms of any applicable collective bargaining agreement. Eligible employees are entitled to up to 12 work weeks of unpaid family and medical leave in any 12-month period. The Board will continue to pay its share of the employee's health benefits during the leave. In addition, the Board will restore the employee to the same or a similar position after the termination of the leave in accordance with this policy and its accompanying regulations.

In complying with the FMLA, the Board will adhere to the requirements of applicable federal and state laws.

Adoption date: 1/??/08

LEGAL REFS.: 29 USC §§2601-2654 Family and Medical Leave Act of 1993
ORC §§124.39; 3313.20; 3313.211; 3319.08; 3319.09; 3319.13; 3319.131; 3319.14; 3319.143;
Chapter 4141

29 CFR Part 825

CROSS REFS. GBF, "Employees Not in Bargaining Unit"

| | |
|--------|--|
| GCB-1, | "Certificated Staff Contracts and Compensation" |
| GCB-2, | "Certificated Administrative Staff Contracts and Compensation" |
| GCBD, | "Certificated Staff Leaves and Absences" |
| GDB, | "Support Staff Contracts and Compensation" |
| GDBD, | "Support Staff Leaves and Absences" |
| HG, | "Employee Organizations" |
| ICA, | "School Calendar" |

File: GBR-R

FAMILY AND MEDICAL LEAVES AND ABSENCES

The Fairport Harbor Board of Education will make available to an eligible employee unpaid leave under the terms of the federal Family and Medical Leave Act and the terms of any applicable collective bargaining agreement. A eligible employee under this policy may take unpaid leave for up to 12 work weeks during a 12-month period. Eligible employees on FMLA-leave are disqualified from receiving unemployment compensation.

Definitions

The following words and terms used in this policy have the meaning as defined below unless the context plainly requires otherwise.

1. "Board," the Fairport Harbor Board of Education.
2. "Child," an eligible employee's son or daughter who is the biological, adopted, foster or step child, legal ward, or child standing "in loco parentis" who is either under age 18 or age 18 years or older and incapable of self-care due because of mental illness or physical disability.
3. "District," the Fairport Harbor School District.
4. "Eligible employee," a person who has been employed by the Board for at least 1,250 hours in the 12 months preceding the beginning of the leave under this policy.
5. "FMLA," the federal Family and Medical Leave Act.
6. "Instructional employees," those eligible employees whose principal function is to teach and instruct students in a small group, or an individual setting. This term includes teachers, athletic coaches, driving instructors and special education assistants (e.g. signers for the hearing impaired), but does not include
 - A. Teacher assistants or aides who do not have as their principal job actual teaching or instructing;
 - B. Educational service personnel, i.e. counselors, psychologists or administrators whose principal function does not involve direct instruction of students; or
- C. The district's support staff.
7. "Intermittent leave," FMLA-leave taken in separate blocks of time due to a single illness or injury.
8. "Key employees," eligible employees whose salary is among the highest paid ten percent of the Board's employees.
9. "Reduced leave," an FMLA-leave schedule that reduces the eligible employee's usual number of hours per work week or hours per work day.
10. "Serious health condition," an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.
11. "Week," a work week.

Types of Leave

An eligible employee may take FMLA-leave for the:

1. Birth and first-year care of a child (Birth Leave);
2. Adoption or foster care placement of a child (Placement Leave);

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3. Serious illness of an employee's spouse, parent or child (Care Leave); and
4. Employee's own serious health condition that keeps the employee from performing the essential functions of the employee's job (Illness Leave).

For Birth Leave and Placement Leave, eligibility expires 12 months after the date of birth or initial placement of the child.

An eligible employee may elect, or the Board may require an eligible employee to use accrued paid vacation or personal leave for Birth Leave or Placement Leave purposes for any part of that leave. Further, an eligible employee may elect, or the Board may require an eligible employee to use accrued paid vacation, personal or sick leave for Illness Leave for any part of that leave.

If the Board provides paid leave for fewer than 12 weeks, such paid leave shall be credited against the eligible employee's entitlement to 12 work weeks of FMLA-leave. The Board will not permit the eligible employee to use accrued vacation, personal or sick leave in any situation for which the leave could not otherwise be used.

Spouses Employed by the Board

If a husband and wife are both employed by the Board and are both eligible for FMLA-leave, their combined amount of Birth Leave, Placement Leave or Care Leave shall be limited to 12 weeks. Each such eligible employee shall be entitled to take 12 weeks of Illness Leave. No eligible employee may take Care Leave to care for a parent-in-law.

Intermittent and Reduced Leave

Upon giving the Board the required notice contained in this policy, an eligible employee may take intermittent or reduced leave only for Illness Leave or Care Leave. Such leave may not be used for Birth Leave or Placement Leave.

An eligible employee's entitlement to Birth Leave or Placement Leave expires at the end of the 12-month period beginning on the date of such leave. An eligible employee who wishes to use Birth Leave or Placement Leave on an intermittent basis or on a reduced leave schedule is not automatically entitled to use such leave and must first secure the prior approval of the Superintendent or designee.

The Board may provide Care Leave or Illness Leave on an intermittent basis when it is medically necessary, upon the eligible employee's furnishing to the Board a health care provider's certification that contains the expected dates

of the planned medical treatment and the duration of the treatment, and the required notice contained in this policy. An eligible employee who requests Care Leave or Illness Leave on an intermittent basis shall make a reasonable effort to schedule treatment so as not to disrupt unduly the operations of the district, subject to the health care provider's approval. The Superintendent must authorize such leave in writing. If intermittent Care Leave or Illness leave is foreseeable, the Board may transfer the eligible employee to an available, equivalent position which is more suitable for intermittent periods of leave.

Notice

When the necessity for Birth Leave or Placement Leave is foreseeable, the eligible employee must so inform the Board within not less than 30 days before the date of such leave is to begin. If the date of the Birth Leave or Placement Leave requires such leave to begin in less than 30 days, the eligible employee shall provide such notice as is practicable.

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File: GBR-R

When the necessity for Care Leave or Illness Leave, including such leave on an intermittent basis, is foreseeable, based on planned medical treatment, the eligible employee shall:

- A. Furnish to the Board a health care provider's certification that contains the expected dates of the planned medical treatment and the duration of the treatment;
- B. Make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the district, subject to the approval of the treating health care provider; and
- C. Provide the Board with not less than 30 days' notice before beginning the date of such leave. If the date of the medical treatment requires such leave to begin in less than 30 days, such notice as is practicable shall be given.

The Board may deny the requested FMLA-leave if the eligible employee does not meet these notice requirements.

Certification

The Board may require an eligible employee who requests Care Leave or Illness Leave to provide timely certification from a health care provider that contains at least the following specific information:

- A. The date on which the serious health condition commenced;
- B. The probable duration of the serious health condition;
 - C. Within the knowledge of the health care provider, the appropriate medical facts regarding the serious health condition;
 - D. For purposes of Care Leave, a statement that the eligible employee is needed to care for the spouse, parent or child of the eligible, and an estimate of time required for such care;
 - E. For purposes of Illness Leave, a statement that the eligible employee is unable to perform the functions of the eligible employee's job; and

F. In the case of certification for intermittent leave for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment.

Should the Board doubt the validity of such certification, the Board may, at its own expense, require a second, and, if necessary, a third opinion by a health care provider not employed on a regular basis by the Board who is designated or approved by the Board. The Board shall follow the procedures set forth in law and regulations regarding conflicting opinions.

During FMLA-leave, the Board may require that the eligible employee:

- A. Obtain subsequent re-certification on a reasonable basis; and
- B. Report to the Board periodically on the status and intention of the eligible employee to return to work.

Benefits

The Board will maintain the eligible employee's same health coverage under the district's group health insurance plan during the period of any FMLA-leave. The eligible employee shall make arrangements with the district to pay the eligible employee's share of health insurance prior to the beginning of the FMLA-leave.

The eligible employee will not lose any health insurance, retirement, group life insurance, sick leave, personal leave, vacation leave or any other employment benefit accrued prior to the date on which the FMLA-leave began.

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File: GBR-R

Restoration to Position

When the eligible employee returns from FMLA-leave, the Board will restore that eligible employee to the same position held when the FMLA-leave commenced, or to an equivalent position with equivalent benefits, pay, terms and conditions of employment, in accordance with Board policy and any applicable collective bargaining agreement. Upon such restoration, the eligible employee shall not be entitled to accrue seniority or employment benefits during the FMLA-leave period, or any right, benefit or position to which the eligible employee would have been entitled had the eligible employee not taken FMLA-leave.

As a condition of being restored to a position with the Board, an eligible employee who has taken Illness Leave shall present to the Board certification from the health care provider that the eligible employee is able to resume work.

The Board shall not reinstate any employee who does not return to work from an approved FMLA-leave.

Key Employees

The Board may deny restoration of a key employee to that employee's former or an equivalent position, if:

- A. It is necessary to prevent substantial and grievous economic injury to the district; and
- B. The Board so informs the key employee at the time the Board determines that such injury would occur.

If FMLA-leave has begun, the Board shall not reinstate the key employee if:

- A. The Board provides notice to the key employee that the continuation of the FMLA-leave will cause substantial and grievous economic injury to the district; and
- B. The key employee decides not to return.

The Board will comply with the notice requirements of the law and regulations in denying such restoration.

Instructional Employees

Special FMLA-leave rules apply to instructional employees.

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

1. Care Leave or Illness Leave, and is foreseeable based on planned medical treatment; and
2. The eligible employee would be on FMLA-leave for more than 20 percent of the total number of working days over the period the leave would extend,

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

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

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

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File: GBR-R

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

When an instructional employee begins a Birth Leave, Placement Leave or Care Leave during the five-week period before the end of the semester, the Board may require that employee to continue taking FMLA-leave until the end of the semester, if:

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

When an instructional employee begins a Birth Leave, Placement Leave or Care Leave during the three-week period before the end of a semester and the FMLA-leave will last more than five working days, the Board may require that employee to continue taking FMLA-leave until the end of the semester.

Failure to Return

If an eligible employee fails to return to work following the period of approved FMLA-leave, the Board:

- A. Is entitled to recover appropriate health insurance costs incurred by the eligible employee during FMLA-leave; and
- B. May seek termination of that employee, as provided by law and any applicable collective bargaining agreement,

unless that employee's failure to return to work is due to the continuation, recurrence or onset of a serious health condition that entitled the eligible employee to Care Leave or Illness Leave, or to other circumstances beyond that employee's control.

Adoption date: 01/28/08

LEGAL REFS.: 29 USC §§2601-2654 Family and Medical Leave Act of 1993
ORC §§124.39; 3313.20; 3313.211; 3319.08; 3319.09;
3319.13; 3319.131; 3319.14; 3319.143; Chapter 4141
29 CFR Part 825

CROSS REFS. GBF, "Employees Not in Bargaining Unit"
GCB-1, "Certificated Staff Contracts and Compensation"
GCB-2, "Certificated Administrative Staff Contracts and Compensation"
GCBD, "Certificated Staff Leaves and Absences"
GDB, "Support Staff Contracts and Compensation"
GDBD, "Support Staff Leaves and Absences"
HG, "Employee Organizations"
ICA, "School Calendar"

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File: GC

CERTIFICATED STAFF

"Certificated staff" are those employees who are engaged in the administration or instruction of pupils (whether in a traditional classroom situation or as an education service person), and who hold a teaching or administrative certificate qualifying them for the position they hold.

Certificated employees shall execute their professional, personal, civic, and citizenship responsibilities as outlined in the "Code of Ethics" for their state and national associations.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§3319.22; 3319.24; 3319.25; 3319.26; 3319.28; 3319.30
OAC Chapter 3301 - 23

File: GCA

CERTIFICATED STAFF POSITIONS

All certificated staff positions will be created only with the approval of the Fairport Harbor Board of Education. It is the Board's intent to activate a sufficient number of positions to accomplish the school district's goals and objectives.

Before any new position is established, the Superintendent will present for the Board's approval a job description for the position, which specifies the job holder's qualifications, the job performance responsibilities and expectations, and the person(s) responsible for the job holder's supervision and evaluation.

Although a position may remain temporarily unfilled or the number of persons holding the same type of position be reduced in the event of staff reductions, only the Board may abolish a position it has created.

The Board will place all job descriptions, except for those of the Superintendent and the Treasurer, in a "Board- Adopted Job Descriptions" manual. Each certificated employee will receive a copy of the job description appropriate to the position held.

The Superintendent will keep all job descriptions current and present recommended changes to the Board for approval.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§3319.02; 3319.03; 3319.09; 3319.22; 4117.01
OAC §§3301- 35- 01; 3301- 35- 03

NOTE: Job descriptions for certificated staff positions are available for Review in the office of the Superintendent.

File: GCB-1

LICENSED INSTRUCTIONAL STAFF CONTRACTS AND COMPENSATION

The Fairport Harbor Board of Education believes that fair compensation plans which include an adequate base salary, salary incentives, increments, and employee benefits are necessary to attract and hold highly qualified men and women to provide the quality educational program desired in its schools.

Written contracts of employment shall be issued to all licensed instructional personnel. Contracts are by and between the staff member and the Board. The basic types of contracts are listed below:

1. Conditional Contract

The Board will employ new licensed instructional staff under a conditional contract until their criminal background record check is complete and meets the requirements for full employment under Ohio law. Any conditionally employed licensed instructional staff whose criminal background record check does not meet all full employment requirements shall be deemed to be disqualified for employment and shall be immediately released from employment with the Board. Any conditionally employed licensed instructional staff whose criminal background record check meets all full employment requirements shall be issued a regular limited contract.

2. Limited Contract

All licensed instructional staff new to the school district will be employed on a limited contract for one year. They will continue on limited contracts until qualified for and awarded, continuing contract status. Succeeding limited contracts may be for a period of one to five years.

A limited contract is entered into by the Board with each licensed instructional staff member who:

A. Has been employed by the Board for less than three years and/or holds a license to teach which has been issued by the Ohio Department of Education; or

B. Is eligible for continuing contract status but is placed on an additional limited contract.

A limited contract expires at the end of its term. A limited contract carries no right or obligation that the contract will be renewed upon its expiration.

3. Continuing Contract

When licensed instructional staff employed under a limited contract are issued a teaching license of a higher grade and have taught three of the last five years in the school district, they will be eligible for consideration for a continuing contract at the expiration of their limited contract.

Licensed instructional staff who have obtained continuing contract status elsewhere in Ohio become eligible for a continuing contract after two years of service in Fairport .

Licensed instructional staff who meet all legal qualifications for a continuing contract but who, in the opinion of their principal and the Superintendent, have certain deficiencies and are not recommended by the Superintendent and approved by the Board for a continuing contract will be notified in writing by the Treasurer of their deficiencies and of the Board's action not to re employ them on or before June 1.

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File: GCB-1

The Superintendent may recommend re employment of any such licensed staff, if continuing service status has not been attained in another district, under a limited contract for a period of time not to exceed two years, with the reasons directed at that staff member's professional improvement. Written notification of the Superintendent's recommendation, as well as the Board's action to issue a one or two year contract, must be received by such licensed instructional staff member on or before June 1 of the year of contract expiration. If that instructional staff member accepts the limited contract then the subsequent contract, if granted, must be a continuing contract. An exception to this provision will be if the Board rejects by a vote of three fourth of its full membership the Superintendent's recommendation for a continuing contract.

Supplemental contracts will be entered into with each licensed instructional staff member or other person, in accordance with law, who performs assigned supplemental duties for which compensation is authorized. Such contracts will normally be given for one year and will be separate from the teaching contract. The Board will not provide notice of nonrenewal of a supplemental contract for its regular licensed instructional employees, but shall provide such notice to all other supplemental contract holders, in accordance with law. Elimination or creation of assignments for extra duties will be made at the discretion of the Superintendent, subject to approval by the Board.

A person who is granted an extended period of leave by the Board for whatever reason agreed to by the Board shall relinquish all claim and title to any supplemental contract whose duration is coterminous with the approved extended leave. Any person granted an extended leave who wishes to perform the duties under a previously awarded supplemental contract may be granted a waiver of the presumption of relinquishment by the Superintendent. The Superintendent shall make each such decision on a case-by-case basis and shall reserve all rights in making each decision.

The Board will consider the Superintendent's recommendation in determining all supplemental contract initial awards and renewals.

Adoption date: 01/22/2018

LEGAL REFS.: ORC §§109.57; 2903.02; 2903.03; 2903.04; 2903.11-2903.13; 2903.16; 2903.21; 2903.34; 2905.01; 2905.02; 2905.04; 2905.05; 2907.02-2907.09; 2907.12; 2907.21-2907.23; 2907.25; 2907.31; 2907.32; 2907.321-2907.323; 2911.01; 2911.02; 2911.11; 2911.12; 2919.12; 2919.22; 2919.24; 2919.25; 2923.12; 2923.13; 2923.161; 2925.02; 2925.03; 3301.50; 3301.54; 3313.53; 3317.13; 3317.14; 3319.07; 3319.08; 3319.09; 3319.13; 3319.131; 3319.14; 3319.143; 3319.11; 3319.12; 3319.24; 3319.311; 3319.39; 3716.11

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|-------------|--------|---|
| CROSS REF.: | GBF, | "Employees Not in the Bargaining Unit" |
| | GBQ, | "Criminal Record Check" |
| | G CBD, | "Certificated Staff Leaves and Absences" |
| | G DBD, | "Support Staff Leaves and Absences" |
| | G CCA, | "Posting of Certificated Staff Vacancies" |

File:

GCB-2

CERTIFICATED ADMINISTRATIVE STAFF CONTRACTS AND COMPENSATION

The Fairport Harbor Board of Education believes that fair compensation plans are necessary in order to attract and hold highly qualified administrators and supervisors to provide and manage a quality educational program.

Contracts

Persons employed by the Fairport Harbor Board of Education as administrators or supervisors shall serve under a written contract.

The Board will employ new administrative staff under a conditional contract until their completed criminal background record check indicates they meet the requirements for full employment under Ohio law. Any conditionally employed administrative staff member whose criminal background record check does not meet all full employment requirements shall be considered as disqualified for employment and immediately released from

employment with the Board. Any conditionally employed administrative staff member whose criminal background record check meets all full employment requirements shall be issued a regular limited contract.

The length of the first contract issued to such a person shall not exceed three years, and subsequent contracts shall not exceed five years in length. When an administrator or supervisor has served in this district for three or more years, all subsequent contracts shall be for at least two and not more than five years in length, although the Board may, on a one-time basis and upon the recommendation of the Lake County Superintendent with consultation by the Superintendent, issue a one-year contract if the performance of the administrator or supervisor is not fully satisfactory.

Contracts issued to administrators and supervisors shall include

1. Specific position held under the contract;
2. Duties of the position, as rooted in the Board-approved job description;
3. Salary and other compensation, including benefits, to be paid;
4. Number of days to be worked;
5. Number of days of vacation leave (for 12-month employees only);
6. Reference to the paid holidays in each contract year; and
7. Provisions for professional growth.

Except by mutual agreement between the parties to the contract, the administrator or supervisor shall not be transferred during the life of the contract to a position of lesser responsibility, nor may the contract be suspended or terminated except in accordance with provisions of law. In addition, the salaries and compensation paid under the contract may not be reduced unless the reduction is part of a uniform plan affecting the entire school district.

Expiring Contracts

The administrator's evaluation and the Superintendent's and Lake County Superintendent's recommendation will be considered in all contract renewals. All administrators whose contracts will expire at the end of the current contract year, as defined by the administrator's annual salary notice, will receive:

1. A written preliminary evaluation at least 60 days prior to any action of the Board on their contract of employment; and
2. A final evaluation, which shall include the Superintendent's intended employment recommendation to the Board, at least five days before the Board acts upon the Superintendent's employment recommendation.

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File: GCB-2

Before June 1, each such administrator will be notified in writing by the Board of:

1. The date when the employment contract expires;
2. If applicable, the intention of the Board not to renew the administrator's employment contract for the succeeding school year; and
3. The rights to: [A] request a meeting with the Board in executive session to discuss the reasons for considering renewal or nonrenewal of the employment contract; and [B] have a representative of the administrator's choice present at the meeting.
4. The intent of the Board's action not to renew their employment contract for the succeeding school year. Such notification shall occur in the year the affected employee's contract expires.

Re-Employment Conditions

The administrator's evaluation and the Superintendent's recommendation will be considered in all contract renewals. The evaluation procedure does not create an expectancy of continued employment, and the Board reserves the right to make its final determination to renew or non-renew the contract of an administrator.

An administrator's employment contract may be automatically renewed, at the same salary plus any increments that may be authorized by the Board, under any of the following conditions:

1. The Board fails to grant the administrator's request to meet in executive session;
2. The administrator is not given an annual performance, or in the case the administrator's contract expires, a preliminary and a final evaluation, in a timely manner; or
3. The Board fails to act prior to June 1 in the year the administrator's contract expires to inform the administrator of its intent not to renew the contract.

If any of the conditions above occur, the period of automatic renewal of the administrator's employment contract shall be for a period of:

1. One year, if the administrator has been employed as an administrator by the Board for a period of less than three years; or
2. Two years, if the administrator has been employed as an administrator by the Board for a period of three or more years.

Temporary Licensure

The Board may request the State Board of Education to issue a one-year temporary educator license valid for employing the superintendent or any other administrative position, as specified by the Board. The State Board of Education may issue the temporary educator license, valid only in this school district, and may annually renew it, if this Board makes such a request and has determined that the individual:

1. Is of good moral character; and
2. Holds at least a Baccalaureate degree from an accredited institution of higher education in a field related to finance or administration, or has five years of recent work experience in education, management or administration.

Vacation Leave

Vacation leave shall be granted to 12-month administrators or supervisors. Upon their separation of employment from the school district, the accumulated amount shall be paid to them at the rate existing at the time of the separation, not to exceed the amount accrued during the last three years of employment. In the case of death of an administrator or supervisor, the unused vacation leave shall be paid to the estate or to the surviving spouse or other family member in accordance with law. Vacation service credit shall be given for prior employment with the State of Ohio or other political subdivisions.

Work Year

The work year for all administrators and supervisors shall begin on August 1 and end on July 31 of the last year of the contract length. Administrators and supervisors shall work at least the days indicated below under their length of contract.

| | |
|--------------------------|---|
| <u>203 day contract:</u> | The 183 approved school-year days and the ten days immediately preceding and immediately following the opening and closing of school. |
| <u>205 day contract:</u> | The 183 approved school-year days, the ten days immediately preceding and immediately following the opening and closing of school and two other approved days. |
| <u>220 day contract:</u> | The 183 approved school-year days, the 15 days immediately preceding and immediately following the opening and closing of school and seven other approved days. |
| <u>240 day contract:</u> | The 183 approved school-year days, the 15 days immediately preceding and immediately following the opening and closing of school and 27 other approved days. |
| <u>260 day contract:</u> | All twelve months of the calendar year, except holidays and days of approved vacation leave. |

Compensation

The Board shall pay administrators and supervisors a salary which shall take into account the contract length, responsibilities, and fair market value for each position. "Fair market value" shall be the comparable salary paid to similar positions. In determining fair market value, the Superintendent shall consider the pay for each similar position offered throughout Lake County public school districts and for school districts determined by the Ohio Department of Education as being comparable to the Fairport Harbor School District. The fair market values paid for each position surveyed shall guide the recommendation of the Superintendent and approval of the Board in determining the salary of the administrator or supervisor for the contract year, except where exemplary or deficient performance, as documented in the performance evaluation, may otherwise affect this determination.

Fringe benefits for administrative and supervisory positions shall be in accordance with the policies of the Board, but shall not be less than, and may exceed, those provided to other employees of the Board.

Severance

Upon retirement, the administrator will be paid a percentage of his accrued but unused sick leave. Such

payment shall be based upon the administrator's per diem rate of pay at the time of retirement. "Retirement" shall require approval of and a statement by STRS that it will pay retirement benefits as follows: at any age, upon 30 years or more of service credit; at age 55 or older, upon 25 years or more of service credit; or at age 60 or older, upon five years or more of service credit, whichever applies.

Severance payment shall be considered to eliminate all sick leave credit accrued by the administrator at the time of retirement. Such payment shall be made only once to the administrator when notification of retirement is made by STRS to the Treasurer or when age and experience qualifications are met.

Severance pay shall be thirty percent (30%) of unused accumulated sick days at the time of retirement up to sixty-five (65) days.

Reduction in Force

When the Board determines that it is necessary to reduce the number of administrators currently employed in the District, it may suspend administrative contracts in accordance with this policy. The suspension of administrative contracts under this policy shall also be known as an administrative reduction in force (RIF) and may be implemented by the Board for any one or more of the following reasons:

- the financial condition of the School District;
- financial circumstances affecting a particular program or grade level(s) within the School District;
- declining enrollment in the District as a whole or in a particular program(s) or grade level(s) within the District;
- the closing or consolidation of school buildings;
- staff reorganization in response to changes in law, curriculum, education policy, or the changing needs of the School District;
- territorial changes affecting the School District;
- the return of regular administrators from a leave of absence or from disability retirement.

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

If it is necessary to achieve a reduction in the administrative staff, the Board may proceed to suspend contracts in accordance with the recommendation of the Superintendent. In making his/her recommendation, the Superintendent will give consideration to administrators who have the greater seniority of service with the District among those who are properly certificated/licensed for a particular position. However, the Board recognizes that administrative positions are not interchangeable, and that the primary factor in any reduction of administrators will be the best interest of the District.

Any administrator whose contract is to be suspended as the result of a reduction in the administrative staff shall be notified, in writing, of his/her intended suspension at least fifteen (15) calendar days prior to the next regularly-scheduled Board meeting at which the action is to be taken. The suspension shall not become effective sooner than thirty (30) days after said action.

Administrators who had a continuing contract as a teacher prior to being employed by the District as an administrator shall be offered a position in the District as a classroom teacher in his/her area of certification/licensure, provided such certification/licensure is current and s/he possesses more seniority of service than the teacher with the least seniority of service who is currently employed.

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

Administrators who are on the administrative recall list shall have the right of recall only to their prior position (i.e., "Assistant Principal at the Middle School") and only if the Board re-institutes that position. However, the Board will consider such administrators for openings occurring in any other administrative position for which the administrator is qualified and holds the appropriate certification/licensure. The primary factor in filling administrative positions will be the best interests of the District.

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

Adoption date: 01/22/2018

LEGAL REFS.: ORC §§9.14; 109.57; 2113.04; 2903.02; 2903.03; 2903.04; 2903.11-2903.13; 2903.16; 2903.21; 2903.34; 2905.01; 2905.02; 2905.04; 2905.05; 2907.02-2907.09; 2907.12; 2907.21-2907.23; 2907.25; 2907.31; 2907.32; 2907.321-2907.323; 2911.01; 2911.02; 2911.11; 2911.12; 2919.12; 2919.22; 2919.24; 2919.25; 2923.12; 2923.13; 2923.161; 2925.02; 2925.03; 3301.50; 3301.54; 3319.02; 3319.11; 3319.12; 3319.16; 3319.17; 3319.171; 3319.225; 3319.311; 3319.39; 3716.11; 4117.01(F)(K)

OAC §3301-35-03(A)(8)

CROSS REFS.: CBA, "Qualifications and Duties of Superintendent"
CBC, "Superintendent's Contract/Compensation and Benefits"
CBG, "Evaluation of the Superintendent"
CCA, "Qualifications of Administrators"
CDA, "Evaluation of Administrative Team Members"
GBF, "Employees Not in Bargaining Unit"
GBQ, "Criminal Record Check"
GCA, "Certificated Staff Positions"
GDA, "Support Staff Positions"

The Fairport Harbor Board of Education will adopt a salary schedule for its regular teaching personnel and will place each teacher in the school district on the salary schedule in accordance with training and experience.

One hundred twenty (120) full days, or the equivalency thereof, shall constitute one year's teaching experience, allowing teachers to progress one step on the established salary schedule until the maximum is realized. Teachers employed ninety (90) to one hundred twenty (120) full days, or the equivalency thereof, in any given school year, shall be employed for two (2) consecutive years of such part-time employment in order to advance one step on the established salary schedule until the maximum is realized.

Teachers employed less than ninety (90) full days, or the equivalency thereof, shall not receive any credit toward advancement on the established salary schedule.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§3317.13; 3317.14; 3319.12

File: GCBD

CERTIFICATED STAFF LEAVES AND ABSENCES

The Fairport Harbor Board of Education will provide a plan for considering leaves and absences for its certificated staff members in accordance with state and federal law, the provisions of an existing collective bargaining agreement, and Board policies. Without request, the Board may grant a leave of absence to a certificated staff member because of physical or mental disability in accordance with state law.

Compensation, if any, during leaves of absence will depend on the type of leave. Deductions will be made in salaries for absence in accordance with regulations developed by the administration and approved by the Board. Certificated staff members may receive up to 12 weeks of unpaid leave in a 12-month period in accordance with the provisions of federal law.

The effective date of any leave of absence will be the first day on which the certificated staff member does not work. Leaves of absence for any purpose will not extend for longer than one calendar year. However, leaves of absence can be renewed for a one-year period.

When the group insurance policy permits or federal law requires, a certificated employee on approved leave of absence may continue to participate in the Board's insurance programs under the terms and conditions applicable to that employee's type of leave of absence.

If, at the expiration of the specified period of leave, the Board offers the returning certificated employee a position and that employee declines the position, that employee shall be deemed to have terminated all employment affiliation with the Board. Depending upon the nature of the leave of absence, a certificated employee who returns to active duty with the Board will be granted the same or an equivalent contract status held at the start of the leave, if that employee's contract has not expired during the period of the leave of absence or that employee has not refused to return to work without reasons recognized by law.

Adoption date: 01/28/08

LEGAL REFS.:ORC §§124.39; 3313.20; 3313.211; 3319.08; 3319.09; 3319.13; 3319.131; 3319.14; 3319.141; 3319.143

CROSS REFS.: GBN, "Extended Group Health Coverage"
GBR, "Family and Medical Leaves and Absences"

File: GCBE

ADMINISTRATIVE STAFF VACATIONS AND HOLIDAYS

Vacations

Administrative personnel employed on a 12- month basis will receive a vacation during the contract year as specified in their individual contract.

A written request for vacation will be submitted to the Superintendent for approval. Vacations will be allowed provided they do not hinder the operation of the schools.

Holidays

The school calendar, as adopted by the Fairport Harbor Board of Education, will establish the school recess periods and holidays for all administrators employed on a school- year basis.

Except as holidays have been declared for the school district or vacation days have been scheduled, all administrative staff members employed on a 12- month basis (260 work days per year) will be expected to work during the recess periods of the school year.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§121.161; 3313.20; 3313.63

GCC

File:

CERTIFICATED STAFF RECRUITING

Because the quality of the staff hired by the Fairport Harbor Board of Education is the major component of an effective, productive educational program, the Board and the administration of the district will make efforts to attract and retain the most qualified personnel.

The Board expects the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the school system and the individual schools and to locate the best qualified candidates to recommend for employment.

The search for teachers and other certificated employees will extend to a wide variety of educational institutions and geographical areas. The search will take into consideration the characteristics of the community and the school district as well as the need for a staff from various backgrounds and with differing levels of experience.

Recruitment procedures will include posting all openings so that the talents and potential of individuals already employed by the school district will not be overlooked. Current employees may apply for any position for which they have certification and meet other stated requirements. All candidates shall be considered on the basis of their merits, qualifications and the needs of the district.

Candidates will be required to verify prior experience, furnish complete transcripts or credentials of all college training, and supply other information required prior to being considered for employment by the Board. Reference checks will be made on all promising candidates interviewed.

The affected administrators will be expected to be involved in recruiting and interviewing, and appropriate certificated staff may be invited to participate. The Superintendent's recommendation will reflect, although not necessarily agree with, their estimation of the candidate being recommended.

Adoption date: 1/??/08

LEGAL REFS.: OAC §3301- 35- 03

File:

GCCA

POSTING OF CERTIFICATED STAFF VACANCIES

Supplemental Contract Positions

The Fairport Harbor Board of Education may fill vacant supplemental contract positions with qualified certificated or other persons in accordance with law and the provisions of any collective bargaining agreement. Under Ohio law, no person has a right to any position until all conditions precedent to consideration for employment have been met and the Board has adopted a motion of such employment. No supplemental contract position vacancy shall be filled by any person who fails to meet the applicable minimum qualifications established by the State Board of Education.

Before the Board fills any anticipated supplemental contract position vacancy, the Superintendent or designee shall post the position(s) in each of the schools in the school district for a period of seven calendar days. Initial postings for groupings of seasonal supplemental anticipated vacancies shall be made by the following deadlines.

- For the fall season, on or before November 15
- For the winter season, on or before April 1

- For the spring season, on or before June 1
- For full school year, on or before June 1

Applications for supplemental contract positions shall be submitted to the building principal who shall annually maintain a list of all such positions and the names of applicants for each. Supplemental contract positions for athletics shall be reviewed by both the building principal and the athletic director.

When two or more persons of equal certification status express an interest in a vacant supplemental contract position, the building principal or designee shall interview at least two applicants for the position. In cases of athletic position vacancies, the athletic director and/or head coach for the sport may engage in the interview process.

Recommendations for employment under supplemental contracts shall be forwarded by the building principal to the Superintendent or designee and shall contain the

1. Name of the applicant being recommended
2. Number of years of experience the applicant has in the position
3. Salary ratio
4. Salary amount to be awarded for the position

All persons selected to fill supplemental contract position vacancies must meet at least the minimum qualifications for the position as established by regulations of the State Board of Education and the Fairport Harbor Board of Education, including, but not limited to the following.

1. The ability to work with students as evidenced by recent successful experience documented in the prior performance evaluations or, for newly appointed persons, by reference checks conducted by the building principal or designee.

2. Knowledge of the activity program as documented by a successful background as a participant or participation in training related to the direction, supervision, or coaching of the activity program.

3. Successful experience in the activity program, as evidenced by, but not limited to, such means as: prior performance evaluations; philosophy and strategies of coaching, directing or supervising which are generally compatible with that of the Fairport Harbor School District; moral character; and interpersonal relations with students, colleagues, parents, the press and the general public.

1 of 2

File:

GCCA

4. Knowledge of applicable activity rules and regulations, league rules and Board policy regarding the activity and the supervision of students.

5. Knowledge of the health and safety related aspects of the activity program, including evidence of successful completion of sports-related first aid and cardiopulmonary resuscitation training required for coaching any activity program which involves vigorous physical activity or contact, and successful participation at least annually in one or more seminars conducted on the health and safety of participants in the activity program.

In filling supplemental contract position vacancies, the Board shall offer positions in the following manner.

1. The position shall first be offered to qualified certificated employees of the district.

2. If the Board does not receive any acceptance from those persons qualified to fill the position, then the Board shall advertise the position as being available to qualified certificated persons not employed by the district.

3. If the Board does not receive any acceptance from those persons qualified to fill the position, then the Board shall advertise the position as being available to a qualified non-certificated person. In filling a vacancy in this manner, the board's employment motion shall state that the position was offered and advertised as described above, and that no qualified certificated person has accepted it.

The determination of selecting a qualified person to fill a supplemental contract position vacancy rests with the discretion of the Board, subject to the provisions of law.

Adoption date: 01/28/08

LEGAL REFS.: ORC §§109.57; 3313.53; 3313.20; 3319.08; 3319.12
OAC Chapter 3301-27

CROSS REF.: GBQ, "Criminal Record Check"
GCB-1, "Certificated Staff Contracts and Compensation"
IGDH, "Interscholastic Athletics"

SOURCE: Handbook of the Ohio High School Athletic Association, (current edition)

2 of 2

File: GCD

LICENSED INSTRUCTIONAL STAFF HIRING

Through its employment policies, the Fairport Harbor Board of Education will attempt to attract, secure and retain the highest qualified personnel for all instructional positions which require the possession of a teaching license issued by the State Board of Education.

The Superintendent or designee will determine the needs of the school district for licensed instructional personnel and will attract and recommend suitable candidates for employment to the Board. The Superintendent will make certain that persons nominated for employment by the Board meet all licensure and other requirements for the type of position for which the nomination is made.

Selection Guidelines

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, or ancestry;
2. The quality of instruction is enhanced by a staff with a wide diversity of background, educational preparation and previous experience. Concerted efforts will be made to maintain a variation in the staff;
3. Interview and selection procedures will assure that the administrator directly responsible for the work of a staff member and, when considered feasible, affected existing instructional colleagues will have an opportunity to aid in the selection process. However, the Superintendent will make the final employment recommendation to the Board;
4. No candidate will be hired without a personal interview. References will be asked to provide evaluative information and background checks will be made. The Board reserves the right to conduct on-site reference checks for candidates employed in other school districts; and
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.

Employment Requirements

To be eligible for initial and continued employment, candidates must have the following on file at the Board office:

1. A completed and timely filed application;
2. A complete transcript of college credits;
3. A copy of a current and valid Ohio teacher's license;
4. A record of required immunizations;
5. A copy of the discharge papers indicating service in the armed services of the United States, if appropriate;
6. A record of the amount of unused sick leave transferred from another school district, upon employment;
7. A completed I-9 form and/or other proof of U.S. citizenship;

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File: GCD

8. Recommendations regarding personal qualities, character, reputation, and successful experience from individuals who are qualified to give them; and
9. Submission of a completed criminal background record check form to the appropriate law enforcement agency.

All credentials are to remain as a part of the permanent record of the candidate and become the sole property of the Fairport Harbor School District. The credentials are not transferable but may be examined by properly authorized persons upon approval of the Superintendent.

Employment

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

New employees may be employed upon the condition that their pending criminal background record check meets all requirements of Ohio law. Any conditionally employed person whose criminal background record check does not meet all full employment requirements shall be deemed to be disqualified for employment and shall be immediately released from employment with the Board. A conditionally employed person whose criminal background record check meets all full employment requirements shall be issued a regular written employment contract.

Licensure

A condition requisite for a teacher's continued employment in, and payment from, this school district is for the teacher to possess a current and valid teaching certificate or license. Teachers without a current and valid certificate or license shall be considered to have abandoned their employment with the school district, unless the Superintendent determines there to be extenuating circumstances that permit consideration of the teacher's continued active employment status, and the Board ratifies that determination by a majority vote.

No teacher under current contract shall be paid for any days of service if the certificate or license is not on file, or if required reports have not been completed.

Teachers new to the profession and to the school district may be considered to be under active employment status and eligible for payment of salary while their teaching license is being administratively processed, in accordance with law.

Residence

The Board strongly encourages all of its employees to reside within the Fairport Harbor School District.

Adoption date: 1/??/08

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File: GCD

LEGAL REFS.: 20 USC §1221 et seq., Elementary and Secondary Education Act
15 USC §1681 et seq., Fair Credit Reporting Act

ORC §§109.57; 2903.02; 2903.03; 2903.04; 2903.11-2903.13; 2903.16;
2903.21; 2903.34; 2905.01; 2905.02; 2905.04; 2905.05; 2907.02-2907.09; 2907.12; 2907.21-2907.23; 2907.25;
2907.31; 2907.32; 2907.321-2907.323; 2911.01; 2911.02; 2911.11; 2911.12; 2919.12; 2919.22; 2919.24; 2919.25;
2923.12; 2923.13; 2923.161; 2925.02; 2925.03; 3301.50; 3301.54; 3313.53; 3317.14; 3319.02; 3319.07; 3319.08;
3319.11; 3319.21- 3319.31; 3319.311; 3319.36; 3319.39; 3323.06; 3716.11

OAC §§3301- 35- 03(A); 3301-35-05; 3301-35-06

CROSS REFS.: AC, "Nondiscrimination"
ACA, "Nondiscrimination on the Basis of Sex"
ACB, "Nondiscrimination on the Basis of Disability"
GBA, "Equal Opportunity Employment"
GBO, "Verification of Employment Eligibility"
GBQ, "Criminal Record Check"
GCB-1, "Certificated Staff Contracts and Compensation"

All substitute teachers employed in the Fairport Harbor School District shall meet all teacher certification requirements and shall be recommended by the Lake County Superintendent, in cooperation with the Superintendent, for appointment by the Fairport Harbor Board of Education. The rates of pay for such employment will be recommended by the Superintendent and established by the Board.

The Superintendent or designee shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent.

Substitute Teaching Procedures

1. Selected substitute teachers are to report to their school at least by the time expected of regular classroom teachers. Upon their arrival, substitute teachers will check in with their principal and pick up all necessary teaching materials, unless other arrangements have been made in advance.

2. Before beginning their assignment, substitute teachers must:

A. Review the objectives and content for each lesson they will teach, and ask the principal for clarification of any areas that appear unclear;

B. Collect from the principal any information about the school's operation that will assist in completing their assignment;

C. Complete the necessary district forms for their payment;

D. Be apprised by the principal of any planned deviations from the normal school day.

3. During their assignment, substitute teachers must:

A. Follow, as closely as possible, the lesson plans for instructions of the regular classroom teacher;

B. Provide meaningful instruction of the lesson's content by utilizing effective teaching methods;

C. Create and continue a purposeful learning climate in the classroom by:

1. Practicing sound classroom management techniques;

2. Following established patterns of routinized student behavior;

3. Taking accurate attendance and noting student absences to both the principal and the regular classroom teacher; and

D. Restrict the movement of students in the school to only those requests made by a staff member or which are necessary and reasonable.

4. Immediately following their assignment, substitute teachers must:

A. Record student absences during the day for use by the regular classroom teacher;

B. Indicate in writing the progress made for each objective and lesson comprising the substitute teacher's assignment for use by the regular classroom teacher; and

C. Provide feedback about their completed assignment to the regular classroom teacher.

Deductions from an absent teacher's cumulative sick leave or salary will not depend upon whether or not a substitute has been employed.

Adoption date: 01/28/08

LEGAL REFS.: 20 USC §1221 et seq., Elementary and Secondary Education Act
15 USC §1681 et seq., Fair Credit Reporting Act

ORC §§3317.13; 3319.08; 3319.10; 3319.13; 3319.22-3319.31; 3319.39; 3323.06

OAC §§3301-35-05; 3301-35-06

CROSS REFS.: AC, "Nondiscrimination"
ACA, "Nondiscrimination on the Basis of Sex"
ACB, "Nondiscrimination on the Basis of Disability"
GCA, "Equal Opportunity Employment"
GBQ, "Criminal Record Check"

File: GCF

CERTIFICATED STAFF ORIENTATION

The Fairport Harbor Board of Education recognizes orientation meetings as a necessary process to inform new employees about the school district and its operation. An annual orientation for all employees is recognized as an opportunity for staff members to become acquainted and for the administrative staff to begin a general orientation to the district.

An appropriate amount of time of the week prior to the opening of school shall be set aside for new certificated personnel orientation. The purpose of such meet-ings shall be to acquaint the staff with the operation of the school district.

Areas covered should include at least the following.

1. District philosophy of education and a description of the students and community to be served;
2. Board policies, rules, regulations, and procedures and routines;
3. Curriculum, including an overview of courses of study, competency - based education and lesson plans;
4. School facilities;
5. Payroll procedures, including fringe benefits and teacher retirement provisions; and
6. The nature of assistance entry- year teachers should expect and the expectations of the school district for teacher performance.

Adoption date: 1/??/08

LEGAL REFS.: OAC §3301 - 22- 02

File: GCI

CERTIFICATED STAFF ASSIGNMENTS AND TRANSFERS

The assignment and transfer of teachers shall be the responsibility of the Super-intendent. Each teacher will be assigned to a specific area and may be transfer-red to any other position for which he/she is qualified. Transfers may be requested by administrators, supervisors, or teachers. The Superintendent may initiate a transfer whenever, in the Superintendent's judgment, it is in the best interest of the school district.

A transfer may be requested by a staff member, however, a request for transfer does not guarantee that such a transfer will be made. Teachers will be encouraged to discuss transfers or their intention to request transfer with the principal.

Administrators cannot be transferred during the life of their contract to a position of lesser responsibility unless they agree to such a transfer.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§3319.01; 3319.02; 3319.12
OAC §3301- 35- 03(A)

File: GCJ

CERTIFICATED STAFF TIME SCHEDULES

Administrators

The nature of the duties and responsibilities of administrators and supervisors will require their hours of work to vary and extend as necessary to fulfill the requirements of their positions.

Administrators will be expected to work during the hours and on the days that the Superintendent's office is open unless special arrangements have been made with the Superintendent. On days schools are closed because of bad weather or other emergencies, all staff members, except those who work only on teacher work days, are required to report to work as soon as they are able to do so.

The work year for administrators will be established individually through their contracts.

Teachers

Efforts will be made by the administration to provide a uniform work day for teachers. The work day for teachers shall be established by the Fairport Harbor Board of Education.

The work year for teachers will be established in connection with the Board's adoption of the school calendar.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§3313.48; 3313.481; 3313.482; 3319.111
OAC §§3301- 35- 02(B)(11,12,13); 3301- 35- 03(A)(12)

File: GCL

CERTIFICATED STAFF DEVELOPMENT OPPORTUNITIES

Certificated staff members will be encouraged to pursue and will be provided with opportunities for the development of increased competencies beyond those which they may attain through the performance of their assigned duties and assistance from supervisors and principals.

Opportunities for professional growth in the school district will be provided through such means as the following.

1. Planned inservice programs and workshops offered within the school district from time to time;
2. Released time for visits to other classrooms and schools;
3. Attendance at conferences, workshops, and other professional meetings; and
4. Leaves of absence for advanced educational training.

The Superintendent will have authority to approve released time for conferences and visitations and reimbursements for expenses, provided such activities are within budget allocations for that purpose.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§3313.20; 3315.07; 3319.131
OAC §3301- 35- 03

CROSS REF.: DLC, "Expense Reimbursements"

File: GCN

The policies of the Fairport Harbor Board of Education clearly establish a commitment to excellence in all aspects of the instructional program. Foremost among these commitments is the selection, training, evaluation, and retention of competent and able certificated staff members. Evaluation is critical for the achievement of the Board's specified goals.

When an employee is offered a position in the Fairport Harbor School District, it reflects a judgment and confidence on behalf of the Board and administration that the individual has the potential for, and commitment to, professional growth, as well as an initial level of competence. Accordingly, the administration approaches the evaluation process with the belief that employees will be successful in their professional activities.

An ongoing evaluation program will be implemented to provide a record of service, to provide objective evidence for employment and personnel decisions and to promote the improvement of instruction as a part of the goals of the school system.

The Superintendent will develop and implement a program for the annual evaluation of teachers.

Procedures used in the evaluation process will be subject to Board approval. Full and appropriate records will be maintained and shall be available to each certificated employee. Through a sharing of information employees shall have a greater opportunity to increase their effectiveness and discuss possibilities for improvement with appropriate staff members.

Adoption date: 01/28/08

LEGAL REF.: OAC §3301- 35- 03(A)(8)

File: GCN-2

EVALUATION OF PROFESSIONAL STAFF (Administrators Both Professional and Support)

The Superintendent institutes and maintains a comprehensive program for the evaluation of administrative personnel. Administrative personnel are all persons issued contracts in accordance with the Ohio Revised Code, including the following: assistant superintendents, business managers, principals, assistant principals and all other personnel required to maintain certificates/licenses in order to be employed as pupil-personnel workers and educational administrative specialists (provided that such person spends less than 50% of his/her time teaching or working with students) and any other employee whose duties enable him/her to be considered either a "supervisor" or "management-level employee" excluded from all of the employee bargaining units. In addition, evaluations should assist administrators in developing their professional abilities in order to increase the effectiveness of District management.

The purpose of administrator evaluations is to assess the performance of administrators, to provide information upon which to base employment and personnel decisions and to comply with the requirements of State law. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed by the end of the contract year, and a copy is given to the administrator. In the year an administrator's contract does expire, two evaluations are completed: one preliminary and one final. **The preliminary evaluation is conducted at least 60 days prior to March 31 and prior to any Board action on the employee's contract.** Evaluations are considered by the Board in determining whether to re-employ administrators.

The final evaluation includes the Superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or non-renew the employee's contract. The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.

The evaluation measures the administrator's effectiveness in performing the duties included in his/her written job description and the specific objectives and plans developed in consultation with the Superintendent.

Evaluation criteria for each position are in written form and are made available to the administrator. The results of the evaluations are kept in personnel records maintained in the Board office. The evaluated administrator has the right to attach a memorandum to the written evaluation. Evaluation documents, as well as information relating thereto, are accessible to each evaluatee and/or his/her representative.

Adoption date: 01/28/08

LEGAL REFS.: ORC §§3319.02-04; 3319.16-17; 3319.171; 3319.22
OAC 3301-35-06

CROSS REFS.: GBL, "Personnel Records"
GCB-2, "Certificated Administrative Staff Contracts and Compensation"

File: GCPA

REDUCTION IN CERTIFICATED STAFF WORK FORCE

Decreasing enrollment district wide or in specific areas, the return to duty of regular teachers from leaves of absence, suspension of schools, or territorial changes may cause the Fairport Harbor Board of Education to consider reduction in the number of certificated staff positions. In such cases the Superintendent's recommendations will adhere to both the Ohio Revised Code and any existing collective bargaining agreement. In all cases the highest priority must be given to providing a quality program of education and sound fiscal management.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§3319.17; 3319.18

GCPB

File:

RESIGNATION OF CERTIFICATED STAFF MEMBERS

A teacher who has a contract covering the ensuing school year will be free to resign prior to July 10, preceding that year. After that time, the consent of the Fairport Harbor Board of Education must be given before a certificated staff

member may resign his/her position. Similarly, a certificated staff member may not resign during a school year unless the Board consents.

Written resignations will be submitted to the Superintendent for presentation to the Board.

Fringe benefits for certificated staff members will terminate as of the effective date of the resignation.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§3319.02; 3319.15

GCPC

File:

RETIREMENT OF CERTIFICATED STAFF MEMBERS

All teachers must belong to The State Teachers Retirement System of Ohio.

Teachers who have not previously taught in Ohio and teachers new to the school district must file the proper retirement forms with the Treasurer.

Amounts withheld from salaries and all matters relating to retirement shall be in conformity with law. All deductions from teachers' salaries shall be complete by June 30.

Adoption date: 1/??/08

LEGAL REF.: ORC Chapter 3307

GCPD

File:

SUSPENSION AND DISMISSAL OF CERTIFICATED STAFF MEMBERS

Suspension

The Fairport Harbor Board of Education may suspend a teacher pending final action to terminate his/her contract if, in its judgment, the character of the charges warrants such action. Suspension of a teacher shall be in accordance with state law.

Dismissal

The contract of a teacher may be terminated for gross inefficiency or immorality; for willful and persistent violations of reasonable regulations of the Board; or for other good and just cause. Before terminating any contract the Board will furnish the teacher a written notice signed by the Treasurer of its intention to consider termination of his/her contract with specification of the grounds for such consideration and inform him/her of his/her right to request a hearing by the Board or an independent referee. At such a hearing, both parties may be represented by counsel and present and cross-examine witnesses. A stenographic record of the proceedings will be made. After the hearing, the Board will make its determination by majority vote. Any order of termination of a contract will state the grounds for termination.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§124.36; 3319.02; 3319.11; 3319.16; 3319.161; 3319.17

GCQAB

File:

TUTORING FOR PAY

No teacher will tutor for pay a student who is a member of his/her class. Tutorial assistance to students will be considered a normal responsibility of the teacher, except in extenuating circumstances.

A teacher may tutor other students on school premises for pay only in accordance with the following conditions.

1. Such tutoring will be done after 3:30 p.m., unless special exceptions are approved by the Superintendent;
2. Tutoring in the school must have the approval of the principal and must be in accordance with district requirements and guidelines for community use of school facilities; and
3. When tutoring on school premises is approved, it will be performed for no more than the hourly rate of pay received by home instructors employed by the Fairport Harbor Board of Education.

Adoption date: 1/??/08

LEGAL REF.: OAC §3301- 51- 04(E)

GD

File:

SUPPORT STAFF

"Support staff" are those persons employed in a non-teaching position to assist in the operation of the school district. Such personnel may be required to possess a certificate issued by the state, but an Ohio teaching certificate is not required for these positions.

Ohio law imposes a duty upon the Fairport Harbor Board of Education to employ a Treasurer and an attendance officer (through the Lake County Educational Service Center), and authorizes employment of other non-teaching support staff under its general management and control of the school district and under its rule-making authority for the government of its employees. The Board may grant the Superintendent the authority to appoint non-teaching support staff if the Board has adopted an annual appropriations measure and has authorized the Superintendent to make such appointments.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§3313.20; 3313.22; 3313.47; 3319.02; 3319.03; 3321.14; 3321.15

FILE:

GDA

SUPPORT STAFF POSITIONS

Education is a cooperative enterprise in which all employees of the school district must participate intelligently and effectively for the benefit of the students. This school district will employ support staff in positions that function to support the educational program. All such positions will be established initially by the Fairport Harbor Board of Education. For each new position, the Superintendent will develop a job description for approval by the Board.

Although positions may remain temporarily unfilled, or the number of persons holding the same type of position may be reduced in event of staff reduction requirements, only the Board will abolish a position it has created.

The Board will place all job descriptions, except for those of the Superintendent and Treasurer, in a "Board-Adopted Job Descriptions" manual. Each non-teaching support staff member will receive a copy of the job description appropriate to the position held.

The Superintendent will keep all job descriptions current and will present recommended changes to the Board for approval.

Adoption date: 1/??/08

LEGAL REFS.: ORC §3319.081
OAC Chapter 3301-25; §3301-35-03

NOTE: Job descriptions for non-teaching support staff positions are available for review in the office of the Superintendent.

File: GDB

SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS

Contracts

All newly hired regular support staff employees, including regular hourly rate and per diem employees will be employed under a conditional contract until their criminal background record check is complete and meets the requirements for full employment under Ohio law. Any conditionally employed support staff whose criminal record check does not meet all full employment requirements shall be deemed to be disqualified for employment and shall be immediately released from employment with the Board. Any conditionally employed support staff whose criminal background record check meets all full employment requirements shall be issued a regular limited contract. A criminal background record check every two years shall also be required as a condition of employment for all currently employed school bus drivers.

Upon meeting all employment criteria related to the criminal background record check, each new employee shall enter into written employment contracts, which will be for a probationary period and then for a period of not more than one year. If such employees are rehired at the end of one year, their subsequent contract will be for a period of two years.

After the termination of the two-year contract, if the contract of an employee is renewed, the employee will be continued in employment and the salary provided in the contract may be increased but not reduced unless such reduction is a part of a uniform plan affecting the support staff employees of the entire district.

Compensation Plans

In determining and developing salary schedules for support staff other than administrators, the Fairport Harbor Board of Education will take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service to the district.

The individual salaries for support staff who report directly to the Superintendent will be reviewed and established annually by the Board upon the recommendation of the Superintendent. Salary schedules for all other support staff will be established by the Board upon the recommendation of the Superintendent and in accordance with any collective bargaining agreement currently in effect.

It is generally the policy of the Fairport Harbor School District that only licensed or certificated employees of the District shall be eligible for supplemental contracts.

In accordance with law, employees will be notified in writing by July 1 of their salary for the ensuing school year.

Adoption date: 01/28/08

LEGAL REFS.: ORC §§109.57; 2903.02; 2903.03; 2903.04; 2903.11; 2903.13; 2903.16; 2903.21; 2903.34; 2905.01; 2905.02; 2905.04; 2905.05; 2907.02-2907.09; 2907.12; 2907.21-2907.23; 2907.25; 2907.31; 2907.32; 2907.321-2907.323; 2911.01; 2911.02; 2911.11; 2911.12; 2919.12; 2919.22; 2919.24; 2919.25; 2923.12;

CROSS REFS.: GBQ, "Criminal Record Check"
GDD, "Support Staff Hiring"

File: GDBA

SUPPORT STAFF SALARY SCHEDULES

The Fairport Harbor Board of Education will endeavor to provide salary schedules that will

1. Adequately provide for the retention of those support staff employees who are rendering satisfactory and efficient service in the school system;
2. Encourage and stimulate support staff employees to improve the quality of their work by granting regular salary increments;
3. Provide employees with a financial outlook by indicating the salary that may be expended from year to year; and
4. Provide the Board with a means of determining, year by year, its financial obligations in terms of salaries for the non-teaching staff.

Such schedules will take into account the qualifications required, the responsibilities of the position, and work experience. Initial placement on the schedule may take into consideration the employee's previous experience.

Whether employed for the school year or for a full 12-month year, employees must serve two-thirds of their particular working year to qualify for yearly increment on a salary schedule.

In accordance with law, employees will be notified in writing by July 1 of their salary for the ensuing year.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§3317.12; 3319.081; 3319.082; 3319.083; 3319.088

File: GDBD

SUPPORT STAFF LEAVES AND ABSENCES

The Fairport Harbor Board of Education will provide a plan for considering leaves and absences for its support staff members in accordance with state and federal law, the provisions of an existing collective bargaining agreement, and Board policies. Without request, the Board may grant a leave of absence to a certificated staff member because of physical or mental disability in accordance with state law.

Compensation, if any, during leaves of absence will depend on the type of leave. Deductions will be made in salaries for absence in accordance with regulations developed by the administration and approved by the Board. Support staff members may receive up to 12 weeks of unpaid leave in a 12-month period in accordance with the provisions of federal law.

The effective date of any leave of absence will be the first day on which the support staff member does not work.

When the group insurance policy permits or federal law requires, a support staff employee on approved leave of absence may continue to participate in the Board's insurance programs under the terms and conditions applicable to that employee's type of leave of absence.

If, at the expiration of the specified period of leave, the Board offers the returning support staff employee a position and that employee declines the position, that employee shall be deemed to have terminated all employment affiliation with the Board. Depending upon the nature of the leave of absence, a certificated employee who returns to active duty with the Board will be granted the same or an equivalent contract status held at the start of the leave, if that employee's contract has not expired during the period of the leave of absence or that employee has not refused to return to work without reasons recognized by law.

Adoption date: 01/28/08

LEGAL REFS.: ORC §§3313.20; 3313.211; 3319.13; 3319.141 - 3319.143

CROSS REFS.: GBN, "Extended Group Health Coverage"
GBR, "Family and Medical Leaves and Absences"

File: GDBE

SUPPORT STAFF VACATIONS AND HOLIDAYS

Vacations

Support staff will be eligible for vacation after the first full year of employment. Those employed for 11 or more months will receive vacation with pay in accordance with state law or an existing collective bargaining agreement.

The Superintendent will have final approval of vacation schedules for the non-teaching support staff. It will be the Superintendent's responsibility to see that vacations are scheduled to least interfere with the operation of the schools.

Holidays

The following holidays have been established by law as paid holidays: New Year's Day, Memorial Day, Martin Luther King Day, Independence Day, Labor Day, Thanks-giving Day and Christmas Day. If Independence Day, Christmas Day, or New Year's Day falls on a Saturday, employees will not be required to work on Friday. If these days fall on a Sunday, employees will not be required to work on Monday. Additionally, employees are eligible for paid holidays only if they work the day before and the day after the holiday.

Because various classifications of personnel are scheduled to work a different number of months during the calendar year, the Superintendent or designee will inform all employees of the specific holidays to which their particular job classification is entitled.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§1.14; 3319.084; 3319.086; 3319.087

File: GDC

SUPPORT STAFF RECRUITING/POSTING OF VACANCIES

The educational effort of a school district is dependent on every member of the staff for its overall effectiveness and value. The Fairport Harbor Board of Education 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. An employee may apply for any vacancy in accordance with the provisions of the collective bargaining agreement.

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

Conditions of employment for nonteaching 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 be determined by the collective bargaining agreement.

Adoption date: 01/28/08

LEGAL REFS.: 20 USC §1221 et seq., Elementary and Secondary Education Act
15 USC §1681 et seq., Fair Credit Reporting Act

CROSS REFS.: AC, "Nondiscrimination"

ACA, "Nondiscrimination on the Basis of Sex"

ACB, "Nondiscrimination on the Basis of Handicap"

GBA, "Equal Opportunity Employment"

GBQ, "Criminal Record Check"

GCC, "Certificated Staff Recruiting"

File: GDD

SUPPORT STAFF HIRING

Any individual desiring employment as a support staff member of the Fairport Harbor School District shall make proper application to the Superintendent or designee. In consultation with other appropriate administrative and supervisory personnel and, when considered feasible, affected existing support staff, the Superintendent or designee shall review all applications and offer interviews to those applicants who appear to be best qualified to fill any specific openings. The selection process shall be designed to insure the employment of the best qualified applicant based on skills and training, prior experience, personal qualifications, and potential for growth.

Interviews shall be conducted by appropriate administrative personnel and, when considered feasible, affected existing support staff. All recommendations to the Fairport Harbor Board of Education for employment shall be made by the Superintendent.

All applicants for a support staff position must submit the following credentials to the Superintendent's office to be considered for employment:

1. A completed and timely filed application form;
2. Any license, certificate or diploma demonstrating competence in the particular employment area;
3. A record of unused sick leave to be transferred from another public employer, upon employment;
4. A record of required immunization;
5. A copy of the discharge papers indicating service in the armed forces of the United States, if appropriate;
6. A completed I- 9 form and/or other proof of U.S. citizenship;
7. Recommendations from appropriate individuals; and
8. A completed criminal background record check form to the appropriate law enforcement agency and, in the case of any employee whose job duties require possession of a commercial driver's license, evidence of passing all required physical examination and pre-employment substance abuse tests.

New employees may be employed upon the condition that their pending criminal background record check meets all requirements of Ohio law. Any conditionally employed person whose criminal background record check does not meet all full employment requirements shall be deemed to be disqualified for employment and shall be immediately released from employment with the Board. A conditionally employed person whose criminal background record check meets all full employment requirements shall be issued a regular written employment contract.

All credentials become the property of the Fairport Harbor School District. These credentials become part of the candidate's permanent record and are non-transferable. They may be examined by properly authorized persons upon the approval of the Superintendent.

Residence

The Board strongly encourages all of its employees to reside within the Fairport Harbor School District.

Adoption date: 01/28/08

LEGAL REFS.:20 USC §3171 et seq., Drug-Free Schools and Communities Act, as amended in 1989
29 USC §706(B)
41 USC §701 et seq., Drug-Free Workplace Act of 1989
49 USC §2701 et seq.
49 USC §3102, Omnibus Transportation Employee Testing Act of 1991

1 of 2

File: GDD

ORC §§109.57; 2903.02; 2903.03; 2903.04; 2903.11-2903.13; 2903.16;
2903.21; 2903.34; 2905.01; 2905.02; 2905.04; 2905.05; 2907.02-2907.09; 2907.12; 2907.21-2907.23; 2907.25;
2907.31; 2907.32; 2907.321-2907.323; 2911.01; 2911.02; 2911.11; 2911.12; 2919.12; 2919.22; 2919.24; 2919.25;
2923.12; 2923.13; 2923.161; 2925.02; 2925.03; 3301.50; 3301.54; 3319.04; 3319.081 et seq.; 3319.088; 3319.311;
3319.39; 3327.10; 3716.11; 4141.29

34 CFR Parts 85 and 86
49 CFR Parts 40, 382, 383, 391, 392 and 395
54 CFR §4946

OAC §3301 - 35 - 03(A)

CROSS REFS.: AC, "Nondiscrimination"
EEACA, "Bus Driver Qualifications, Certification and Testing Programs"
GBA, "Equal Opportunity Employment"
GBO, "Verification of Employment Eligibility"
GBQ, "Criminal Record Check"
GDB, "Support Staff Contracts and Compensation Plans"

2 of 2

File: GDE

PART- TIME, TEMPORARY AND SUBSTITUTE SUPPORT STAFF EMPLOYMENT

Temporary and substitute support staff will be employed as necessary for the efficient operation of the schools. The district will maintain lists of persons qualified to serve in various support positions so that substitutes and temporary help may be obtained as needed. The Fairport Harbor Board of Education will approve such persons for substitute and temporary employment on the recommendation of the Superintendent.

Qualified persons who wish to be employed as part-time, temporary or substitute support staff employees must submit to a criminal background record check prior to beginning employment with the Board. Any part-time, temporary or substitute support staff employee whose criminal record check does not meet all full employment requirements shall be deemed to be disqualified for employment and shall be immediately released from employment with the Board. A criminal background record check every two years shall also be required as a condition of employment for all currently employed part-time, temporary and substitute school bus drivers.

While on duty substitutes for support staff employees shall be considered as a member of the appropriate classification on a temporary basis with equal standing comparable to the regular employee. Support staff employees shall not call or otherwise engage their own substitute. The Superintendent or designee shall engage all substitutes.

Part- time, temporary and substitute support staff employees will be paid in accordance with hourly rates established by the Board. Part- time employees will be entitled to sick leave at the rate established by law. Part- time, substitute and temporary employees shall be given the opportunity to join School Employees' Retirement System, having the legal amounts paid to the retirement system by the Board. Regularly employed part- time employees will be entitled to leave privileges and benefits as determined by state and federal law, an existing collective bargaining agreement or Board policies.

Employees shall not pay sub-stitutes directly for services during their absence.

Adoption date: 01/28/08

LEGAL REFS.: 20 USC §1221 et seq. Elementary and Secondary Education Act
 15 USC §1681 et seq. Fair Credit Reporting Act

ORC §§109.57; 147.27; 2903.02; 2903.03; 2903.04; 2903.11-2903.13; 2903.16; 2903.21; 2903.34; 2905.01; 2905.02; 2905.04; 2905.05; 2907.02-2907.09; 2907.12; 2907.21-2907.23; 2907.25; 2907.31; 2907.32; 2907.321-2907.323; 2911.01; 2911.02; 2911.11; 2911.12; 2919.12; 2919.22; 2919.24; 2919.25; 2923.12; 2923.13; 2923.161; 2925.02; 2925.03; 3301.50; 3301.54; 3319.081; 3319.141; 3319.311; 3319.39; 3716.11; 4417.01

OAC §§3301-35-05; 3301-35-06; 3301-83-06

CROSS REFS.:AC, "Nondiscrimination"
ACA, "Nondiscrimination on the Basis of Sex"
ACB, "Nondiscrimination on the Basis of Disability"
GBA, "Equal Opportunity Employment"
GBQ, "Criminal Record Check"

File: GDF

SUPPORT STAFF ORIENTATION

Administrators of the Fairport Harbor School District are responsible for the orientation of new support staff personnel so that they may clearly understand

1. The responsibilities of the position to which they have been assigned;
2. The person or persons to whom they are directly responsible;
3. The objectives of the department of which they are assigned; and
4. How to get professional and technical assistance when needed.

Adoption date: 1/??/08

File: GDI

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

The assignment and transfer of all support staff personnel is the responsibility of the Superintendent. However, promotional transfers will be made only by the Fairport Harbor Board of Education upon the recommendation of the Superintendent. A request for transfer may be made in writing to the Superintendent.

Adoption date: 1/??/08

LEGAL REFS.: ORC §3319.01
OAC §3301- 35- 03(A)

File: GDJ

SUPPORT STAFF TIME SCHEDULES

The Superintendent or designee will establish work schedules for the support staff in keeping with the standard work day and work week, and in conformance with such reduced time schedules for various classifications of employees as approved by the Fairport Harbor Board of Education.

Adoption date: 1/??/08

LEGAL REFS.: 29 USC §§207, 213, Fair Labor Standards Act
ORC §3319.086

File: GDL

SUPPORT STAFF DEVELOPMENT OPPORTUNITIES

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

Therefore, all support staff employees shall be encouraged to grow in job skills and to take additional training that will improve their skills on the job. It shall be the responsibility of all supervisors and building principals to assist in the training of support staff assigned to their buildings.

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 may be granted by the Superintendent or designee without loss of pay to the employee.

Adoption date: 01/28/08

EVALUATION OF SUPPORT STAFF

Regular evaluation of all support staff is intended to serve the following purposes.

1. To bring about improved services;
2. To provide a continuing record of the service of each employee; and
3. To provide objective evidence on which to base decisions on assignment and re- employment.

The Superintendent or designee will establish a continuing program of performance evaluation for the support staff. The program will include provisions for preparation of written evaluations and a means of making the results of such evaluations known to the employees.

The service of probationary employees will be formally evaluated twice before the end of the probationary period. If performance deficiencies are noted in the first evaluation, a second probationary period may be established and a second evaluation will be conducted. The services of continuing contract employees will be formally evaluated at least once each two years; annually, if possible.

After completing the evaluation form, the evaluator will conduct a conference with the employee and discuss the reasons for the performance evaluation, employee strengths, and the areas where work performance should be improved. Evaluations will be signed by the parties to them. Written employee responses to the evaluation may be made part of the evaluation.

One copy of the completed evaluation form will be included in the employee's personnel file; one copy will be given to the employee. Employees will have access to the evaluation reports in their personnel file.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§3319.081; 3319.02

OAC §3301- 35- 03(A)(8)

File: GDPB

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 Fairport Harbor Board of Education 30 days prior to the effective date of termination.

Adoption date: 1/??/08

Revision date: 12/18/89

LEGAL REF.: ORC §3319.081

FILE: GDPC

RETIREMENT OF SUPPORT STAFF MEMBERS

All support staff employees must belong to the School Employees' Retirement System of Ohio.

Employees who have not previously worked in this school district and those who have worked and withdrawn their retirement must file the proper retirement forms with the Treasurer.

Amounts withheld from salaries and all matters relating to retirement shall be in conformity with law and with any existing collective bargaining agreement. All deductions from employees' salaries shall be complete by June 30 to be included in the fiscal year.

Adoption date: 1/??/08

LEGAL REF.: ORC Chapter 3309

File: GDPD

SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS

The Fairport Harbor Board of Education may suspend a support staff employee for a definite period of time, demote a support staff employee or terminate the employment of a support staff employee for cause, as found in law or an existing collective bargaining agreement. The action of the Board to demote a support staff employee or suspend or terminate a support staff employee will be done in accordance with provisions of law, an existing collective bargaining agreement and constitutionally-mandated procedures of due process.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§3319.04; 3319.081; 3319.083

SECTION H: NEGOTIATIONS

Section H provides a repository for statements pertaining to the process of negotiating with staff units recognized by the Fairport Harbor Board of Education. A policy may not exist for each item listed for this section. Consult collective bargaining agreements with the Board for additional information.

| | |
|-----|---|
| HA | Negotiations |
| HAA | Negotiations Goals |
| HB | Negotiations Legal Status |
| HC | Scope of Negotiations |
| HD | Board Negotiating Powers and Duties |
| HE | Board Negotiating Agents |
| HF | Superintendent's Role in Negotiations |
| HG | Employee Organizations |
| HH | Privileges of Staff Negotiating Organizations |
| HI | Payment of Negotiations Costs |
| HJ | Negotiations Procedures |
| HJA | Negotiations Deadlines for the Board |
| HK | Release of Negotiations Information |
| HL | Preliminary Negotiated Agreement Disposition |
| HM | Procedures Following Ratification |
| HN | Impasse Procedures |
| HO | Work Stoppage |
| HP | Negotiated Amendments and Renegotiations Procedures |

HA

File:

NEGOTIATIONS

The Fairport Harbor Board of Education is governed by Ohio law regarding collective bargaining with its certified employee bargaining units for the purpose of entering into binding contracts. The scope of bargaining includes

matters pertaining to wages, hours or terms and other conditions of employment and the continuation, modification or deletion of an existing provision of a collective bargaining agreement.

The Board will negotiate in good faith with the district's certified bargaining units, and will endeavor to reach agreement on items properly within the scope of bargaining.

Adoption date: 1/??/08

LEGAL REF.: ORC Chapter 4117

HAA

File:

NEGOTIATIONS GOALS

It is the belief of the Fairport Harbor Board of Education that negotiations with employees can serve to

1. Provide employees a guaranteed avenue of access to the Board's decision-making process when agreement is not attained through less formal means.
2. Guarantee employees that they will receive a thorough study of their proposals.
3. Provide an orderly means for discussion and for resolving disputes.

These concepts will be the basis for all negotiations in the district.

Adoption date: 1/??/08

HD

File:

BOARD NEGOTIATING POWERS AND DUTIES

The Fairport Harbor Board of Education is recognized as the sole employer of the district and shall maintain all management rights as defined by law except as specifically provided in the negotiation agreement(s). The Board will be a party to the labor contract(s) or agreement(s) entered into with the certified employee organization(s).

The Board has a duty to choose a negotiating team to meet with the representatives to collectively bargain in accordance with law.

The Board has the responsibility of reviewing any tentative agreement reached in bargaining with the employee organization and approving or disapproving such agreements.

Adoption date: 1/??/08

File:

HE

BOARD NEGOTIATING AGENTS

The Fairport Harbor Board of Education is ultimately responsible for negotiating with the certified employee organization(s). Prior to the commencement of any negotiations, the Board will decide whether to appoint a professional negotiator or to appoint representatives from within the school district to serve as the Board's negotiating team(s). The Board shall appoint to the bargaining team those who will best serve the district's interest and meet the qualifications mandated by law. Negotiations will be conducted only as directed by the Board.

Appointment of a Professional Negotiator

The negotiator's fees or salary will be established at the time of appointment.

The duties of the negotiator are

1. To negotiate in good faith with the recognized bargaining unit(s) to attempt to arrive at a mutually satisfactory agreement on issues which are properly within the scope of bargaining and
 - a. With the Board's bargaining team, direct accumulation of necessary data and information which may be needed for negotiations;
 - b. Follow guidelines of the Board as to acceptable agreements and report on the progress of negotiations; and
 - c. Make recommendations to the Board as to acceptable agreements.
2. To interpret the signed negotiated contract(s) to Board members and administrators.
3. To plan, organize, direct, and represent the district in fact- finding, arbitration, and any other hearings involving negotiated contracts or grievances.
4. Upon request, serve as the official designee of the Superintendent when the grievance procedure reaches that level.

Adoption date: 1/??/08

LEGAL REF.: ORC §4417.20 (A)(B)

File: HF

SUPERINTENDENT'S ROLE IN NEGOTIATIONS

To the extent determined by the Fairport Harbor Board of Education and permissible by law the Superintendent should be closely involved in planning, preparation and participation in the bargaining process.

The direct nature of involvement by the Superintendent at the bargaining table shall be determined by the Board in close communication with the Superintendent.

Adoption date: 1/??/08

LEGAL REF.: ORC §4417.20

CROSS REF.: CBA, "Qualifications and Duties of Superintendent"

File: HG

EMPLOYEE ORGANIZATIONS

The employee organization(s) certified as the exclusive bargaining representative(s) of the employee group(s) by the State Employment Relations Board (SERB) shall be in accordance with state law.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§4117.05; 4117.06; 4117.07

File: HH

PRIVILEGES OF STAFF NEGOTIATING ORGANIZATIONS

Except as may be expressly limited by negotiated agreement(s) the Fairport Harbor Board of Education recognizes that public employees generally have rights to

1. Form, join, assist, participate in, or refrain from forming, joining, assisting, or participating in any employee organization of their own choosing;
2. Be represented by an employee organization;
3. Bargain collectively with their public employers to determine wages, hours, terms, and other conditions of employment and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement, and enter into collective bargaining agreements;

4. Present grievances and have them adjusted, without the intervention of the bargaining representative, as long as the bargaining representatives have the opportunity to be present at the adjustment.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§4117.01; 4117.03

File: HI

PAYMENT OF NEGOTIATIONS COSTS

The Fairport Harbor Board of Education shall appropriate funds to provide representation for the school district in the collective bargaining process. The costs of negotiations will vary depending upon the Board's use of professional negotiators and the involvement of school administrators and experienced staff.

Adoption date: 1/??/08

LEGAL REF.: ORC §4117.14

File: HJ

NEGOTIATIONS PROCEDURES

The negotiations procedure may be jointly developed by the Fairport Harbor Board of Education and the certified employee organization(s) in accordance with Ohio law. In absence of a mutually agreed upon dispute resolution process, the negotiations procedure provided by state statute shall prevail.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§4117.14; 4117.21

CROSS REF.: HN, "Impasse Procedures"

File: HJA

NEGOTIATIONS DEADLINES FOR THE BOARD

The Fairport Harbor Board of Education and the certified employee organization(s) shall bargain under a mutually agreed upon negotiations procedure, which shall continue in full force and effect all the terms and conditions of any existing bargaining agreement. The parties shall continue to bargain in good faith and the contract shall remain in full force and effect until the impasse procedure is exhausted or the contract expires, whichever is later.

Once the tentative agreements on all collective bargaining issues between the Board and the employee organization are submitted to the Board, the Board will act on the tentative agreement as a whole, within 30 calendar days unless otherwise provided for in an existing collective bargaining agreement.

Adoption date: 1/??/08

LEGAL REF.: ORC §4117.14

File: HK

RELEASE OF NEGOTIATIONS INFORMATION

Negotiations between the Fairport Harbor Board of Education and an employee organization are private and should not be conducted in public session. Communication with the media and in public shall be by a person or persons designated by the Board and shall be carried out in accordance with other Board policy and the obligation of the Board under the collective bargaining contract(s) or agreement(s). Joint press releases between the Board and the employee organization announcing the results of a collective bargaining process are encouraged.

Adoption date: 1/??/08

LEGAL REFS.: ORC §§122.22; 4117.20

CROSS REFS.: BCB, "Board Officers"
BG, "Board- Staff Communications"
CBA, "Qualifications and Duties of Superintendent"
KB, "Public Information Program"

File: HM

PROCEDURES FOLLOWING RATIFICATION

The Fairport Harbor Board of Education shall make certain that the negotiated agreement is distributed to all administrative staff. In addition, the Board will provide an in-service on the meaning and obligation of the provisions included in the contract or agreement for all its administrative staff.

Adoption date: 1/??/08

File: HN

IMPASSE PROCEDURES

The Fairport Harbor Board of Education and the certified employee organization(s) may jointly develop and agree upon an alternative impasse procedure to those contained in the Ohio Revised Code. Agreement on this alternative impasse procedure should take place prior to the start of bargaining or at least 45 days prior to the expiration of the contract(s) or agreement(s).

Adoption date: 1/??/08

LEGAL REF.: ORC §4117.14

CROSS REF.: HJ, "Negotiations Procedure"

File: HO

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; or 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 and other conditions of employment."

An unlawful strike by employees includes, but is not limited to:

1. Concerted action during the term or extended term of a collective bargaining agreement or during the pendency of dispute resolution procedures in failing to report to duty;
2. Willful absence from their position;
3. Stoppage of work;

4. Slowdown, or abstinence in whole or in part from their full, faithful, and proper performance of duties of employment for the purpose of inducing, influencing or coercing a change in wages, hours, terms and other conditions of employment; or

5. Any action, absence, stoppage, slowdown, or abstinence when done partially or intermittently, whether during or after the expiration of the term or extended term of a collective bargaining agreement or during the pendency of a dispute resolution process.

A strike does not include a stoppage of work by employees in good faith because of dangerous or unhealthful working conditions at their place of employment that are abnormal to their place of employment.

Should a strike occur, the Fairport Harbor Board of Education will make efforts to keep the schools open and operating. Precautions will be taken to protect the safety and health of the working staff and students, including, but not limited to, seeking a temporary restraining order enjoining the strike. The schools may be closed if sufficient doubt exists regarding such safety and health concerns. The Board shall not lock-out employees for the life of any legally negotiated agreement as a result of any strike action by any other recognized bargaining unit.

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

Adoption date: 01/28/08

LEGAL REFS.: ORC §§4117.01; 4117.15; 4117.16; 4117.18; 4167.06

SECTION I: INSTRUCTION

Section I provides a repository for statements on the instructional program: basic programs, special programs, activities programs, instructional resources, academic achievement. A policy may not exist for each item listed for this section.

| | |
|-----|--|
| IA | Instructional Goals |
| IAA | Instructional Objectives |
| IB | Academic Freedom |
| IC | School Year |
| ICA | School Calendar |
| ICB | Extended School Year |
| ID | School Day |
| IE | Organization of Facilities for Instruction |
| IF | Curriculum Development |
| IFA | Curriculum Research |
| IFB | Pilot Projects |
| IFC | Pilot Project Evaluation |
| IFD | Curriculum Adoption |
| IFE | Courses of Study |
| IG | Curriculum Design |

| | |
|-------|---|
| IGA | Basic Curricular Program |
| IGAA | Citizenship Education |
| IGAB | Human Relations Education |
| IGAC | Teaching About Religion |
| IGAD | Career and Vocational Education |
| IGADA | Work Experience Opportunities |
| IGAE | Health Education |
| IGAF | Physical Education |
| IGAG | Drugs, Alcohol, and Tobacco Education |
| IGAH | Family Life and Sex Education |
| IGAI | Energy Education |
| IGAJ | Driver Education |
| IGB | Special Instructional Programs and Accommodations |
| IGBA | Programs for Handicapped Students |
| IGBB | Programs for Gifted and Talented Students |
| IGBC | Programs for Disadvantaged Students |
| IGBE | Remedial Instruction (Intervention) |
| IGBF | Transitional First Grade Program |
| IGBG | Home-bound Instruction |
| IGBH | Alternative School Programs |
| IGBI | English as a Second Language |
| IGBJ | Title I Programs |
| IGBK | Home Education |
| IGBL | Latchkey Program |
| IGBM | Pre-Kindergarten Program |
| IGC | Extended Instructional Programs |
| IGCA | Summer Schools |
| IGCB | Experimental Programs |
| IGCC | Honors Program |
| IGCD | Educational Options |
| IGCE | School Camps |
| IGCF | Postsecondary Education Options |

| | |
|------|---|
| IGD | Cocurricular and Extracurricular Activities |
| IGDA | Student Organizations |
| IGDB | Student Publications |
| IGDC | Student Social Events |
| IGDD | Student Performances |
| IGDE | Student Fund-Raising Activities |
| IGDF | Contests for Students |
| IGDG | Intramural Programs |
| IGDH | Interscholastic Athletics |
| IGE | Adult Education Programs |
| IGEA | Adult Basic Education |
| IGEB | Adult High School Programs |
| IGEC | Adult Occupational Education |

| | |
|------|------------------------------------|
| IH | Instructional Arrangements |
| IHA | Grouping for Instruction |
| IHB | Class Size |
| IHC | Scheduling for Instruction |
| IHD | Student Schedules and Course Loads |
| IHE | Team Teaching |
| IHF | Differentiated Staffing |
| IHG | Independent Study |
| IHH | Individualized Instruction |
| IHHA | Individual Help |

IHHB Community Service
 IHI Contracting for Instruction
 IHIA Performance Contracting
 IHJ Minicourses
 IHK Open Classrooms
 IHL Nongraded Classrooms

II Instructional Resources

IIA Instructional Materials
 IIAA Textbook Selection and Adoption
 IIAB Supplementary Materials Selection and Adoption
 IIAC Library Materials Selection and Adoption
 IIAD Special Interest Materials
 IIAE Use of Copyrighted Materials by Teachers
 IIB Instructional Services
 IIBA Teacher Aids
 IIBB Resource Teachers
 IIBC Instructional Materials Centers
 IIBD School Libraries
 IIBDA Professional Libraries
 IIBE Instructional Media
 IIBF Instructional Radio
 IIBG Computer Assisted Instruction
 IIC Community Involvement in Instruction
 IICA Field Trips and Excursions
 IICA-R Field Trips and Excursions [Regulations]
 IICB Community Resource Persons
 IICC School Volunteers
 IICD Parental Involvement in Education

IJ Guidance Program

IK Academic Achievement

IKA Grading Systems
 ICAA Final Examinations
 IKAB Student Progress Reports to Parents
 IKAC Student Conferences
 IKAD Parent Conferences

SECTION I: INSTRUCTION

IKB Homework
 IKC Class Rankings
 IKD Honor Rolls
 IKE Promotion and Retention of Students
 IKEA Make-Up Opportunities
 IKEB Acceleration
 IKF Graduation Requirements
 IKFA Early Graduation
 IKFB Graduation Exercises
 IKFC Graduate Competency
 IKFD Diplomas

IL Testing Programs

ILA Competency-Based Education
 ILB Test Administration

| | |
|------|---------------------------------------|
| ILC | Use and Dissemination of Test Results |
| ILD | Student Proficiency Tests |
| IM | Evaluation of Instructional Programs |
| IN | Miscellaneous Instructional Policies |
| INA | Teaching Methods |
| INB | Teaching and Controversial Issues |
| INC | Controversial Speakers |
| IND | School Ceremonies and Observances |
| INDA | Patriotic Exercises |
| INDB | Flag Displays |
| INE | Assemblies |
| INF | School Fairs |
| ING | Animals in the School |
| INH | Class Interruptions |

File: IA

INSTRUCTIONAL GOALS

It is the belief and policy of the Fairport Harbor Board of Education that the learning process must accomplish the school district's goals and objectives in a manner that makes learning interesting, relevant, exciting, and enjoyable. The Board believes its goals and objectives can only be accomplished by dedicated teachers and staff who believe in the worth of youth, are committed to the goals and objectives, and are given the encouragement, means, freedom, and guidance to accomplish them.

The instructional goals of the district should flow from the Board's philosophy and the minimum standards of the State Board of Education. These should be developed for each curricular area and/or grade level by the instructional staff and adopted by the Board. They should form the basis for courses of study which also are adopted by the Board.

The goals of the instructional program are to be considered guides rather than limits capable of wide interpretation flexible enough to meet changing needs of both students and society and pervasive throughout the entire school district, for all levels and subject areas.

Adoption date: 12/17/07

LEGAL REFS.: Constitution of Ohio, Article VI, §2
 ORC §3313.60
 OAC §§3301-35-02; 3301-35-03

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

File: IAA

INSTRUCTIONAL OBJECTIVES

Instructors are expected to employ appropriate teaching methods that are needed to assure that students attain the knowledge and skills necessary for their successful movement to the next level of learning. This knowledge and skills shall be incorporated into the instructional objectives of the various courses of study and identified within each subject area and at each grade level.

A competency-based curriculum, consistent with the provisions of law and at least the minimum standards of the State Board of Education, in language arts (reading and writing), mathematics, social studies (citizenship) and science will be provided for each student in grades 1 through 12.

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

Courses of study will be evaluated on a rotating basis every five years under the supervision of the Superintendent or designee. This evaluation will consider students' achievement of instructional objectives as measured by their performance on various assessment instruments. This evaluation will promote and guide the appropriate revising and updating of the curriculum. Each evaluated course of study will be presented to the Fairport Harbor Board of Education for adoption or re-adoption before it is implemented.

Adoption date: 12/17/07

LEGAL REF.: OAC §3301-35-02

CROSS REFS.: ADA, "Educational Philosophy"
AE, "School District Goals and Objectives"
IFE, "Courses of Study"
IA, "Instructional Goals"

File: IB

ACADEMIC FREEDOM

A major goal of education in a free society is to develop persons who can think critically, understand their culture, live compassionately with others, make sound decisions, and live with the consequences of their judgment. Public education in a pluralistic society must strive to present as objectively as possible varied events, activities and perceptions reflected in history, literature and every other source of mankind's thought and expression. Because points of view differ and biases exist, students must have access to materials that express this diversity of perspective.

"Academic freedom" may be defined as the exercise of qualified scholars in their own field of expertise to pursue the search for truth in its many forms, and to make public their methods and findings. Academic freedom is not a guaranteed political right, but rather a necessary condition for the successful practice of the academic profession in a free society.

It is the responsibility of the teacher to make certain that such access to materials presenting all sides of a situation is available and discussed. However, teachers must take into account the relative maturity of their students and the need for guidance and help in studying issues and arriving at balanced views. All instructions will conform to adopted courses of study.

The principle of academic freedom presupposes intellectual honesty on the part of the person who exercises it, that they can and will discriminate between facts bearing on an issue and personal opinion. In expressing a personal opinion, a teacher will make it known to students that the view is the teacher's and will not attempt to bring students to a commitment to that personal viewpoint.

While the Fairport Harbor Board of Education intends to protect teachers from any censorship or restraint that interferes with their obligation to pursue truth in fulfilling their classroom duties, it also expects that controversial issues will be presented in a fair and unbiased manner.

Adoption date: 12/17/07

CROSS REF.: INB, "Teaching about Controversial Issues"

File: ICA

SCHOOL CALENDAR

The school calendar for the ensuing school year will be prepared by the Superintendent and presented to the Fairport Harbor Board of Education for approval in the spring of each year. In preparing the calendar, the Superintendent will consult with the Superintendent of the Lake County Educational Center and with other school districts in the area. Consideration will be given to the other districts involved in the special education programs and with the Auburn Career Center. The Superintendent may also provide opportunities for school district employees to offer suggestions before recommending a calendar to the Board for its consideration and approval.

The calendar sets forth the days schools will be in session, holidays and vacation periods, inservice training days, parent-teacher conference days, teacher orientation days, kindergarten student assessment and orientation days, and days of reports to parents. It also contains a contingency plan under which students make up at least five full school days if the schools are closed for more than five days for calamity reasons, as provided by law, which may be waived by the Superintendent of Public Instruction.

In order to afford students greater opportunities to spend time with their families, to engage in jobs, and to concentrate on the completion of homework assignments, Sundays should not contain scheduled school activities, except as provided below.

1. Students may attend and participate in events and contests scheduled on Sundays by the Ohio High School Athletic Association, the Northeastern Conference, and other county- or area-level organizations.
2. The Superintendent may grant an exemption for student participation in events and contests on Sundays if, in the opinion of the Superintendent, such an exemption is in the best interests of the students or the school district.
3. So as not to penalize students for their religious observance, the scheduling of examinations, assemblies, field trips, graduation exercises, and other special events, including school-related programs for parents should be avoided on religious holidays whenever reasonably possible.

Adoption date: 12/17/07

LEGAL REFS.:ORC §§3313.48 et seq.; 3313.49; 3313.601; 3313.602; 3313.62; 3313.63; 3313.673; 3317.01; 3319.081

CROSS REFS.: ID, "School Day"
IND, "School Ceremonies and Observances"
LB, "Relations with Other Schools and Educational Institutions"
LBB,"Cooperative Educational Programs and Relationship with Lake County Educational Service Center"

File: ID

SCHOOL DAY

It is the responsibility of the Fairport Harbor Board of Education to establish the beginning and dismissal times at the various school levels. These hours will satisfy the time requirements established by Ohio law and the State Board of Education regulations.

The administration is authorized to make minor changes in opening and closing times to facilitate the scheduling of transportation, however, any major changes in schedules are subject to Board approval. In any case, the State Board of Education Minimum Standards for length of day must be met or exceeded.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3313.48 et seq.
OAC §§3301-35-02(B)(11-13)

File: IE

ORGANIZATION OF FACILITIES FOR INSTRUCTION

The Fairport Harbor Board of Education is responsible for public education at all grade levels throughout the district. It also has assumed responsibilities for pre-school, adult education and career training services in the district.

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 throughout the district and the administration of the instructional program will be according to plans developed by the Superintendent and the administrative staff and approved by the Board.

Modifications in the organizational plan of the schools may be made only by the Board upon the recommendation of the Superintendent. The Superintendent shall continually monitor the effectiveness of the organizational plan and recommend to the Board such modifications in the plan which: [A] serve the best interests of the students; [B] make wisest use of district resources; and [C] meet the educational goals of the Board.

The district is required to bring students up to a proficiency level in reading and mathematics. Any school that receives federal Title I funds, and fails to make adequate yearly progress as defined by the State Board of Education for two successive years, is required to offer school choice for students to transfer from the low-performing building to a building that is making the required progress. Among students exercising choice, priority shall be given to the lowest-achieving students from low-income families.

If a school does not meet the adequate yearly progress for three successive years, it is required to offer supplemental, i.e., tutorial, services. In such cases, the Superintendent shall develop a plan to comply with requirements to offer school choice and supplemental services.

Adoption date: 12/17/07

LEGAL REFS.: 20 USC §1221 et seq., Elementary and Secondary Education Act
ORC §§3311.29; 3313.29, 3313.49; 3313.53; 3313.531; 3313.641
OAC §§3301-35-06; 3301-35-09; 3301-35-14

CROSS REFS.: IGBI, "English as a Second Language"
IGBJ, "Title I Programs"
IHA, "Grouping for Instruction"
JECDB, "Intradistrict Open Enrollment"

File: IF

CURRICULUM DEVELOPMENT

Continuing curriculum study and development are necessary if the district is to meet the academic needs of the student in its schools. The curriculum shall be characterized by systematic planning, articulation and evaluation. It will be developed by the professional with input from parents and the general community.

Curriculum and planning should be based on the educational philosophy and goals of high academic expectations for each subject area and grade level, as approved by the Fairport Harbor Board of Education. The planning must also take into consideration the academic content standards and model curricula adopted by the State Board of Education, and the items commonly assessed in the state's testing programs.

The Superintendent or designee will be responsible for:

1. Authorizing curriculum studies that are scientifically based;

2. Monitoring and analyzing the educational offerings, facilities, services and instructional materials to determine their effectiveness; and
3. Continually improving academic practices by:
 - A. Considering input from parents and the general community, including the use of satisfaction surveys;
 - B. Adjusting to changes in student needs and governmental regulations; and
 - C. Comparing measures of students' academic performance with state standards and community expectations;
4. Studying current trends in the profession, consulting with professional advisors, and continually evaluating the effectiveness of the instructional program; and
5. Making regular reports on the district's instructional programs, curriculum study and development, and educational trends at the state and national levels.

No changes in curriculum, including the deletion of existing courses or the addition of new ones, may be implemented except upon the recommendation of the Superintendent and adoption by the Board.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3301.07; 3301.079; 3313.60
OAC §§3301-35-04; 3301-35-06

CROSS REFS.: ADA, "Educational Philosophy"
AE, "School District Goals and Objectives"
CE, "Administrative Councils, Cabinets and Committees"
IFD, "Curriculum Adoption"
IFE, "Courses of Study"
LBB, "Cooperative Educational Programs and Relationship
with the Lake County Educational Service Center"

File: IFD

CURRICULUM ADOPTION

Adoption

The legal responsibility for adopting the school district's curriculum resides with the Fairport Harbor Board of Education. The Board will only consider and act on new courses and programs as recommended by the Superintendent. It will officially approve courses of study for all subjects which are not otherwise contained in the state's academic content standards.

Practice

In practice, the Board extends responsibility for curriculum review, development and evaluation to the Superintendent or designee who will supervise the development, review and evaluation of the district's curriculum.

Where the State Board of Education has established academic content standards for subject areas, those standards will be adopted by reference by the Board.

Courses of study will be developed in the absence of state-adopted academic content standards and evaluated as changes in student needs, professional trends or community expectations occur. After the Superintendent or designee has completed a thorough review and evaluation process, the Superintendent shall present new or revised courses of study to the Board for adoption. The Board authorizes the Superintendent to make necessary form and style adjustments within the courses of study which do not constitute extensive alteration in curriculum content.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3301.07; 3301.079; 3313.60; Chapter 3329
OAC §§3301-35-04; 3301-35-06

CROSS REFS.: ADA, "Educational Philosophy"
AE, "School District Goals and Objectives"
CE, "Administrative Councils, Cabinets and Committees"
IF, "Curriculum Development"
IFE, "Courses of Study"
LBB," Cooperative Educational Programs and Relationship
with the Lake County Educational Service Center"

File: IFE

COURSES OF STUDY

All subject areas for which academic content standards have not been adopted by the State Board of Education shall have a written course of study. Each course of study shall:

1. Align with the school district's mission, philosophy and educational goals and objectives;
2. Specify learning and performance expectations and objectives;
3. Establish a scope and sequence of knowledge and skills to be taught and learned;
4. Address the various developmental needs of students as they progress through the school district's programs and grade levels;
5. Provide means for frequently assessing student progress and providing needed intervention that is based upon assessment results;
6. Follow state-adopted model curriculum models, programs or career and technical core standards and performance measures; and
7. Reflect the commonly assessed knowledge and skills in items found in the state's testing programs.

Each course of study is to be developed by the instructional staff, submitted by the Superintendent to the Fairport Harbor Board of Education for approval. Upon approval, all instructional personnel are expected to follow the course of study.

Where state academic content standards have been adopted by the State Board of Education, the instructional program will:

1. Follow state model curricula designed to articulate the relationships between academic content standards, benchmarks and grade-level indicators;

2. Illustrate exemplary, aligned lessons and assessments; and

3. Provide the basis for curricular and professional development activities.

Definitions

The following terms used in this policy have the meaning as defined below unless the context plainly requires otherwise:

1. "Course of study" is a document prescribing the content of what shall be taught in the curriculum.

2. "Model curricula" is a state-adopted document containing a scope and sequence of course objectives that are aligned with academic content and performance standards.

3. "Cycle of review" is a continuous sequence for reviewing courses of study and related materials.

Courses of Study

Each course of study shall include: [A] a forward; [B] a table of contents; [C] an introduction; [D] a philosophy; [E] program goals and objectives, instructional objectives, and scope and sequence of the course; and [F] evaluation procedures. All educators affected by the course of study shall receive a copy for official use and follow its provisions.

1 of 2

File: IFE

The following state model curricula and content standards are operative for the Fairport Harbor School District:

1. English/Language Arts

2. Mathematics

3. Science

4. Social Studies

5. Foreign Language

6. Fine Arts

7. Computer Literacy

The following courses of study are approved for use in the Fairport Harbor School District:

1. Health and Physical Fitness

2. Family and Consumer Sciences

3. Guidance Plan

4. Business Education

5. Industrial Arts

Course of Study Review Process

When a course of study is reviewed, the process shall include, but not be limited to, the following activities:

1. Considering input from parents the general community, including the use of satisfaction surveys;
2. Adjusting to changes in student needs and governmental expectations;
3. Comparing measures of students' academic performance with state standards and community expectations;
4. Studying current trends in the profession, consulting with professional advisors, and continually evaluating the effectiveness of the instructional program;
5. Reviewing and adopting necessary textbooks and other instructional materials; and
6. Conducting grade-level or subject matter meetings that involve affected faculty in the decision-making process.

In preparing courses of study, consideration should be given to incorporating, where appropriate, the following topics:

1. Career education;
2. Citizenship education, including principles of democracy and ethics;
3. Human relations skills;
4. Multi-cultural education;
5. Energy and resource conservation education;
6. Study skills;
7. Community service; and
8. Personal financial responsibility

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3301.07; 3301.079; 3301.0720; 3301.0726; 3313.60; 3313.602; 3313.604; 3313.605; 3313.90

OAC §3301-35-04; Chapter 3301-61

CROSS REFS.: AC, "Nondiscrimination"
 IF, "Curriculum Development"
 IFD, "Curriculum Adoption"
 IHHB, "Community Service"
 LBB, "Cooperative Educational Programs and Relationship
 with the Lake County Educational Service Center"

2 of 2

File: IGA

BASIC CURRICULAR PROGRAM

Because education is a lifelong process, the School District's educational program will provide a curriculum that serves the general academic needs of all students, as well as opportunities for individual students to develop specific talents and interests in vocational and other specialized fields and grow toward independent learning.

The curriculum will be balanced, integrated and sequentially articulated providing a foundation of understandings, attitudes and knowledge needed for living in a democracy and pursuing a career and life goals. Competency standards will be established in the areas of reading, mathematics and English composition.

The basic curricular program is viewed as important to the development of intellectual curiosity, critical thinking, problem-solving abilities and aesthetic appreciation that will serve the student both during school life and throughout life.

In our schools, an atmosphere will prevail in which healthy growth is fostered, ability is recognized and excellence encouraged, and in which a productive life is held before pupils as a model to emulate.

The curriculum will respond to the wide range of individual differences in student abilities and learning rates through a variety of materials, curricular adjustments and courses adapted to the special needs of students.

The curriculum will meet or exceed those requirements established by Ohio law and the State Board of Education Minimum Standards.

Commitment to Basics

The Fairport Harbor School District has the following goals for its basic instructional program.

1. The individual student's abilities in the basic skills (reading, writing, listening, speaking, mathematics, and critical thinking) will be developed to the fullest extent possible.
2. The individual student will be exposed to a variety of careers and his/her aptitudes and preferences developed to promote becoming a self-confident and valuable member of society.
3. The individual student will explore many areas of affective education, including aesthetics, concept of self and others, and values of citizenship within a democratic society.
4. The education programs will be taught in such a way as to develop creative thinking and decision-making skills.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3301.07; 3313.53; 3313.60; 3313.601
OAC §3301-35-02

File: IGAA

CITIZENSHIP EDUCATION

The Fairport Harbor Board of Education recognizes that all members of a democratic society have specific rights and responsibilities. Students need to be educated about these rights and responsibilities through:

- A. Specific courses (e.g. social studies courses);
- B. Participatory democracy within the school (e.g. student council and democratically organized clubs); and

C. Guidance services offered by the schools.

All employees of the school district are expected to be cognizant of their roles in instilling ethical principles and democratic ideals in all students, either through performing their contracted duties or acting as positive adult role models.

Citizenship education shall be incorporated into components of the school district's courses of study. Instruction at the high school level shall include study of the constitutions of the United States of America and the State of Ohio.

Adoption date: 6/26/90

LEGAL REFS.: ORC §§3301.0710; 3301.0711; 3313.60; 3313.601; 3313.602
OAC Chapter 3301-13; §§3301-35-02(B); 3301-35-03(H)

CROSS REF.: IFE, "Courses of Study"
JF, "Student Rights and Responsibilities"
JFBB, "Student Participation in Political Activities"

File: IGAB

HUMAN RELATIONS EDUCATION

This district will foster good human relations dealing with race, sex, age and economics through its instructional programs, its student activities and the classroom climate.

The Fairport Harbor Board of Education will encourage and support the following approaches to human relations education.

1. The curriculum for all students in all grades should present in context the accomplishments and contributions of all races and cultures, including the intercultural nature of our cities, our country and our world.
2. Methods and techniques of classroom teaching should emphasize the similarities and likenesses of people of various backgrounds and cultures.
3. The schools should strive to develop a positive self-image in each student's thinking. They should
 - A. Recognize the dignity and worth of the individual;
 - B. Provide students with the opportunity to acquire as broad an education as the student's capacity permits, and
 - C. Stimulate the development of respect for the laws of our country.

Human relations education shall be incorporated into components of courses of study.

File: IGAC

TEACHING ABOUT RELIGION

Introduction

The Fairport Harbor School District belongs equally to Fairport Harbor residents of all religious beliefs and to Fairport Harbor residents of no particular religious beliefs. The Board respects the varying beliefs of all its residents and recognizes that religious training is the responsibility of the home, the church, and the temple. Consequently, the schools may not be a factor in the religious beliefs, or lack of such beliefs, of any student or citizen.

Religious Neutrality

The schools are obligated to be neutral in matters of religion. The schools must refrain from the promotion of any and all religions, expressions of opposition or hostility to religion, and displays of preference for any one religion over another.

The schools may teach about religion, and may have programs in which religious art and music are elements, but in all cases, the instruction and the programs must be religiously neutral.

In any case of teaching about religion, each of the following standards must be met.

1. The instruction or program must be directly related to the educational objectives in the approved course of study. The factual and objective teaching about religion in the schools must be distinguished from religious indoctrination which is clearly forbidden in all public schools;
2. The purpose of the instruction or program must be secular. It may not seek to endorse religion;
3. The effect of the instruction or program may neither promote nor indicate school endorsement of, or opposition to, any religion or to religion in general. Incidental benefits to a religion are acceptable if the primary purpose and effect of the educational policy is secular; and
4. The instruction or program must not engage the school or its staff in any excessive entanglement with religion.

Instructional Applications

The Board encourages instruction about religion in the schools which

1. Educates students about the principles of religious liberty;
2. Fosters mutual understanding, tolerance and respect for the religious and non-religious views of others. Where pedagogically appropriate, an explanation of the historical and religious source and support for certain values may be given;
3. Promotes fundamental moral and ethical values, which religions also teach, in a secular context.

Programs which teach about religion and its role in the social and historical development of civilization do not violate the religious neutrality of the schools. The Board believes that an understanding of religions and the

contributions that religion has made to the advancement of civilization is essential to the thorough education of students and to their appreciation of our pluralistic society. Intercultural programs focusing on the role that religion has played in history or the development of society are generally acceptable and desirable.

1 of 2

File: IGAC

Adoption date: 12/17/07

LEGAL REF.: ORC §§3313.601; 3313.602

CROSS REF.: IND, "School Ceremonies and Observances"

File: IGAD

CAREER AND VOCATIONAL EDUCATION

Career Education

The Fairport Harbor Board of Education believes that the schools should provide education that is pertinent to the practical aspects of life and prepares students to make the transition from the school setting to the world of work. It, therefore, supports the inclusion of career education in the basic curriculum.

Career education is a program that allows students to gain career awareness and to explore career opportunities in all fields so that they can make an informed decision about their life's work.

Career education is a concept that can be taught in the classroom at all levels. At the secondary level, it will specifically incorporate career exploration, career guidance and vocational education/training opportunities. The latter are designed to equip students to enter post-secondary occupational training and/or specific occupations directly out of high school.

Vocational Education

Vocational education is an integral part of the curriculum at the secondary level. It should be geared to technological and economic conditions and changes. The primary purpose of the vocational education is to equip students for useful employment as well as the development of character and attitudes needed to be contributing members of society. Guidance and counseling services shall be provided to vocational students throughout their program, including placement assistance in their chosen career upon completion of their educational requirements.

In an effort to meet the vocational training needs of the regular high school students and others identified by their needs, the Fairport Harbor School District through programs at the high school and the Auburn Vocational School District will provide the following.

1. Industrial education courses;
2. Business education courses; and

DRUGS, ALCOHOL AND TOBACCO EDUCATION

The Fairport Harbor Board of Education views with grave concern the serious implications of drug, alcohol and tobacco use by people, specifically young people, all over the United States and especially in the school district. In keeping with its primary responsibility -- the education of youth -- the Board charges the staff of the district to continue to investigate the causes of student and school staff involvement with drugs and alcohol and to develop suitable preventive measures however and whenever feasible.

The Board and the professional staff will continue to seek ways to educate students and school staff of the district about the dangers of the misuse and abuse of legal and illegal drugs, alcohol and tobacco, and will support the majority of students and staff who are resisting such use. Instructional units will include sessions about the causes and effect of drug, alcohol and tobacco abuse, especially in young people.

In the interest of student and staff health an "ombudsman" climate will be created in the schools so that people with problems may seek and receive help without fear of reprisal.

Adoption date: 12/17/07

LEGAL REFS.: ORC §2925.01; 2925.37; 3313.60; 3313.95
OAC §3301-35-03(H)

CROSS REFS.: GBEB, "Employees Engaged in Work on Federal Grants"
JFCE, "Tobacco Use by Students"
JFCH, "Substance Abuse by Students"

FAMILY LIFE AND SEX EDUCATION

The Fairport Harbor Board of Education believes that the purpose of family life and sex education is to help students acquire factual knowledge, attitudes and values that will result in behavior that contributes to the well-being of the individual, the family and society.

Helping students attain a mature and responsible attitude toward human sexuality is a continuous task of every generation. Parents have the primary responsibility of developing the moral values in their children. The schools should support and supplement these parental efforts by offering students factual information and opportunities to discuss concerns, issues, and attitudes inherent in family life and sexual behavior, including traditional moral values.

Teachers who provide instruction in family life or sex education will have professional preparation in the subject area. Course material and instruction in sex education shall do all of the following:

1. Stress that students should abstain from sexual activity until after marriage;

2. Teach the potential physical, psychological, emotional, and social side effects of participating in sexual activity outside of marriage;
3. Teach that conceiving children out of wedlock is likely to have harmful consequences for the child, the child's parents, and society;
4. Stress that sexually transmitted diseases are serious possible hazards of sexual activity;
5. Advise students of the laws pertaining to financial responsibility of parents to children born in and out of wedlock; and
6. Advise students of the circumstances under which it is criminal to have sexual contact with a person under the age of 16.

Alternative Programs

The principal shall make instructional materials to be used in family life and sex education available for review by parents during regular school hours.

If, after review of materials used and a conference with the instructor and principal, a parent requests that his/her child not participate in a given aspect of the course, an alternate educational assignment will be arranged for the student with the approval of the principal.

Adoption date: 12/17/07

LEGAL REFS.: ORC §3313.60; 3313.6011
OAC §3301-35-02

File: IGAJ

DRIVER EDUCATION

The Fairport Harbor School District provides driver education training for eligible students. The purpose of this comprehensive program is to provide all students an opportunity to participate in a state-approved driver education training course that gives the student an excellent beginning in becoming a responsible driver. The driver education training course is offered outside the regular school day.

Under Ohio law, students may enroll in a commercial school for driver education training if a scheduling difficulty exists. A student will be considered to have a scheduling difficulty if

1. Employed or engaged in traveling to or from his/her employment at the time the course is offered;
2. The principal of the student's high school determines the student is in a situation of hardship or
3. The principal determines the driver education course conflicts with other courses which the student has scheduled.

A letter of authorization will be granted to at student to enroll in a commercial school as follows.

1. Written approval must be secured from the principal prior to enrollment in a commercial school and
2. The student must be 16 years of age.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3301.07; 3301.17; 3301.171; 3313.37; 3315.091; 3317.024;
4501.07
OAC Chapter 3301-81

File: IGBA

PROGRAMS FOR HANDICAPPED STUDENTS

The Fairport Harbor Board of Education, as an expression of its commitment to provide a free appropriate public education for children with disabilities in accordance with state and federal laws, rules, and regulations, does hereby resolve to implement the following policies:

Child Identification

It shall be the policy of this school district that ongoing efforts will be made to identify, locate, and evaluate children below 22 years of age, who reside within the district and have a confirmed or suspected disability in accordance with all federal regulations and state standards.

Procedural Safeguards

It shall be the policy of this school district that the child with a disability and his/her parent shall be provided with safeguards, as required by law, throughout the identification, evaluation, and placement process, and the provision of a free appropriate public education to the child.

Multifactorial Evaluation

It shall be the policy of this school district to provide a multifactorial evaluation for children with disabilities by ensuring that children are assessed in their native language or other mode of communication; tests are used for their validated purposes; children are evaluated in all areas related to their suspected disability; testing is conducted by a multidisciplinary team; testing materials and procedures are not racially or culturally biased; tests are administered by trained personnel qualified in accordance with all federal regulations and state standards; tests are administered in conformance with the instructions provided by the producer; and, that medical evaluation, when required as part of the multifactorial evaluation, shall be provided at no cost to the parent by a licensed physician designated by the Superintendent or his/her designee, when other no-cost resources are not available.

Individualized Education Program

It shall be the policy of this school district that an individualized education program (IEP) will be developed for each child with a disability who needs special education. The IEP shall be designed to meet the unique educational needs of the child and shall be developed in a planning conference. Parents of the child shall be strongly encouraged to participate in the planning conference. The IEP shall be reviewed and revised as often as necessary, but at least annually.

Least Restrictive Environment

It shall be the policy of this school district that the education of children with disabilities shall occur in the least restrictive environment; special education programs and services shall be appropriate and designed to meet the unique needs of each child with a disability; to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, shall be educated with children who do not have disabilities; special classes, separate schooling, or other removal of children with disabilities from the regular educational environment, shall occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

It shall be the policy of this Board that a free appropriate public education is available to any individual child with a disability who needs special education and related services even though the child is advancing from grade to grade.

1 of 3

File: IGBA

Confidentiality of Data

It shall be the policy of this school district that the confidentiality of personally identifiable data relating to children with disabilities and their parents and families shall be protected at collection, storage, disclosure, and destruction, and that one official of this school district shall be assigned the responsibility for protecting the confidentiality of personally identifiable data. This school district follows all federal regulations and state standards related to the confidentiality of data.

Due Process

It shall be the policy of this school district to utilize procedures that allow differences of opinion between parent(s) and this school district or between agencies and this school district, to be aired and resolved; and that the procedures shall provide for utilization of case conferences, administrative reviews, mediation, impartial due process hearing, and state level appeals and appeals to the courts that involve the district's proposal or refusal to initiate or change the identification, evaluation, or educational placement of the child, or the provision of FAPE to the child. Furthermore, the rights of children with disabilities shall be protected when the parents cannot be identified or located, when the child is a ward of the state, or when the child is without a formally declared legal representative.

Surrogate Parent

It shall be the policy of this school district that whenever the parent(s) or guardian(s) of a child with a disability are not known or cannot be located, or when the child is a ward of the state, the child's rights shall be protected through the assignment of an individual (who shall not be an employee of the state education agency, local education agency, or intermediate educational unit involved in the education of the child) who will serve as the child's surrogate parent.

Testing Programs

It shall be the policy of this school district that students with disabilities shall participate in local and statewide testing programs or be provided an alternate assessment. The determination shall be made at the IEP conference.

Although the district requires all students with disabilities to be tested, each student with a disability is considered individually relative to his/her participation in the district's educational and testing programs. Alternative assessments are required and students must make yearly gains as defined by the adequate yearly progress indicator adopted by the Ohio State Board of Education and be at a proficient level in 12 years.

The Board directs the administration to develop a plan to comply with school choice and supplemental service sanctions.

2 of 3

IGBA

File:

Adoption Date: 12/17/07

LEGAL REFS.: 20 USC 1221 et seq. The Elementary and Secondary Education Act
20 USC §1400 et seq. Individuals with Disabilities Education Act
29 USC §§706(8); 794; 794a; 504 Regulations 34 C.F.R. Part 104 Rehabilitation Act
42 USC §12101 et seq. Americans with Disabilities Act of 1990
Ohio Department of Education Special Education Policies and Procedures
Free Appropriate Public Education-101
ORC §§955.43; 3313.37; 3313.50; 3319.98; 4109.13;
Chapters 3323.01; 3325.01 et seq.
28 CFR Part 35; 34 CFR Part 300
OAC Chapters 3301-51; 3301-55-01

CROSS REFS.: ACB, "Nondiscrimination on the Basis of Disability"
IGBJ, "Title I Programs"
IL, "Testing Programs"
JB, "Equal Educational Opportunities"
JECBB, "Interdistrict Open Enrollment"

PROGRAMS FOR GIFTED AND TALENTED STUDENTS

Philosophy: The information age has redefined our concept of education from one of memory and recall to one of problem-solving, decision-making, and analysis and synthesis of ideas. Emphasis is placed on providing children with an understanding of concepts for application in all subject areas, opportunities to explore how they learn, how they think, and how they can effectively process information. Our program is designed to allow children to generate rather than consume information through structured activities, interaction with others, access varied types of reference material, and engage in "hands-on" approaches to ensure involvement. Information acquisition is the process by which we achieve our goals rather than being the goal.

Identification

The district follows the identification eligibility criteria as specified in the Ohio Revised Code and the Ohio Administrative Code.

1. The District identifies children of the District, in grades kindergarten through 12, as gifted children who perform at remarkably high levels of accomplishment when compared to other children of the same age, experience, and environment, as identified under the Ohio Revised Code and Ohio Administrative Code. Accordingly, a child can be identified as exhibiting:
 - A. superior cognitive ability;
 - B. specific academic ability in one or more of the following content areas:
 1. mathematics;
 2. science;
 3. reading, writing or a combination of these skills and/or
 4. social studies
 - C. creative thinking ability and/or
 - D. visual or performing arts ability such as drawing, painting, sculpting, music, dance or drama.
2. The District uses only those instruments approved by the Ohio Department of Education for screening, assessment and identification of children who are gifted.

District Plan for Identifying Gifted Students

The District adopts and submits to the Ohio Department of Education a plan for the screening, assessment and identification of children who are gifted. Any revisions to the District plan are submitted to the Ohio Department of Education for approval. The identification plan includes the following:

1. the criteria and methods the District uses to screen and select children for further assessment who perform or show potential for performing at remarkably high levels of accomplishment in one of the gifted areas;
2. the sources of assessment data the District uses to select children for further testing and an explanation to parents/guardians of the multiple assessment instruments required to identify children who are gifted;
3. an explanation for parents/guardians of the methods the District uses to ensure equal access to screening and further assessment by all District children, culturally and linguistically diverse children, children from low socio-economic backgrounds, children with disabilities and children for whom English is a second language;
4. the process of notifying parents/guardians regarding all policies and procedures concerning the screening, assessment and identification of children who are gifted.
5. an opportunity for parents/guardians to appeal any decision of the results of any decision about the results of any screening procedure or assessment, the scheduling of children for assessment or the placement of a student in any program or for receipt of services;
6. procedures for the assessment of children who transfer into the District;
7. at least two opportunities a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents or other children, and
8. an explanation that the District accepts scores on assessment instruments approved for use by the Ohio Department of Education that are provided by other school districts and trained personnel outside the District.

The District's plan may provide for the District to contract with any qualified public or private service provider to provide screening or assessment services under the plan. Gifted education coordinators provide the District with assistance in placing students, designing services, consulting on strategic planning, evaluating services on an ongoing basis and eliciting input from parents and staff.

District Plan for Services

Currently, services for gifted students are not mandated in Ohio. When the District offers services, the District adopts and submits to the Ohio Department of Education a plan for a continuum of services that may be offered to students who are gifted.

1. The District ensures equal opportunity for all children identified as gifted to receive any or all services offered by the District.
2. The District implements a procedure for withdrawal of children from District gifted programs or services and for reassessment of children.
3. The District implements a procedure for resolving disputes with regard to identification and placement decisions.
4. Any District gifted education services are delivered in accordance with the Ohio Revised Code and the Ohio Administrative Code.
5. The District informs parents of the contents of this policy as required by the Ohio Revised Code and the Ohio Administrative Code.
6. When services are not available for children identified as gifted, the District provides parents with a “no-services” letter, as required by the Operating Standards for Identifying and Serving Gifted Students.

Written Education Plan

The District provides gifted services based on the student’s area(s) of identification and individual needs and is guided by a written education plan (WEP). The WEP, which is provided to parents of gifted students and educators responsible for providing gifted education services, includes a description of the services provided, including goals for the student in each service specified, methods for evaluating progress toward achieving the goals specified and methods and schedule for reporting progress to parents. The WEP also specifies staff members responsible for ensuring that specified services are delivered, policies regarding the waiver of assignments and the scheduling of tests missed while a student is participating in any gifted services provided outside the general education classroom and a date by which the WEP will be reviewed for possible revision.

Gifted Education Personnel

Gifted education instruction is provided by gifted education intervention specialists by grade level in accordance with the Ohio Administrative Code. Gifted education instruction is offered during the regular school day and maybe provided in large or small groups and/or individually in a variety of settings. The depth, breadth, and pace of instruction based on the appropriate content areas may be differentiated. Where differentiated instruction is provided in the regular classroom, the teacher is either licensed in gifted education or has received professional development and ongoing assistance from a gifted education intervention specialist or gifted education coordinator.

Annual Report and Accountability

The District submits, as required, a gifted education annual report to the Ohio Department of Education.

The District submits, as required, a gifted education data audit to the Ohio Department of Education.

The Superintendent/designee implements all policies and procedures in accordance with laws, rules, and regulations and follows the Ohio Administrative Code rules regarding gifted education.

LEGAL REFS.: ORC 3324.01 et. seq

OAC 3301-61-15

CROSS REF.: JB, Equal Educational Opportunities

File: IGBE

REMEDIAL INSTRUCTION
(Intervention Services)

Definitions

The following words used in this policy have the meaning as defined below unless the context plainly requires otherwise:

1. "Intervention," an alternative or supplemental action designed to remediate, reinforce or support learning due to the student's inability to attain mastery of objectives related to instruction.
2. "Intensive intervention," use of intervention actions outside the regular instructional period or beyond the school day or year. Typically, the needed actions will be greater than those that could reasonably be expected to be completed during regularly scheduled instructional time.

The intent of the instructional goals of the Fairport Harbor School District is to enable each student to meet or exceed the skills and knowledge described in the state's academic content standards and the district's courses of study. Learning, however, may not occur in one smooth, uninterrupted sequence, nor will the same set of learning experiences always be appropriate for all learners in achieving desirable competencies. Understanding this characteristic of the individual learning process, the Fairport Harbor Board of Education provides an educational program designed to avoid the necessity for remedial education or intervention.

In those cases in which students have clearly not performed commensurate with their capabilities, intervention efforts shall be made to remedy the condition and attain the learning results sought. Intervention shall be provided to students who clearly have failed to meet performance expectations in reading, writing, mathematics, social studies or science, as determined by:

1. Required state diagnostic assessments that show that they are failing to make satisfactory progress toward attaining the academic standards for their grade level;
2. Scoring below the proficient level on a reading, writing, math, social studies or science proficiency, achievement or graduation test; or

3. Performing below classroom expectations, as determined by scores on locally-developed assessments administered by the school district's faculty.

The intervention components of this policy do not apply to any student receiving services under an individual education program developed for the student.

Primary Grades Reading Assessment

At the end of each school year teachers of students in first and second grade shall assess the reading skills of their students in order to measure the reading level of each. The principal shall provide written notification to the parents or guardian of students identified as reading below grade level of the nature of the reading deficiency, and the principal and the teachers will meet with the parents or guardian to review the intervention the student will receive. The intervention shall include instruction in intensive, systematic phonetics.

Students who are reading below grade level at the end of the third grade are offered "intensive intervention" services during the summer following third grade and provided an additional opportunity to take the reading achievement test.

1 of 3

File:

IGBE

Third grade students who receive a limited proficient score on the third grade reading achievement test are provided one of three options:

1. Promotion to the fourth grade if the principal and reading teacher agree that other evaluations of the student's skill in reading demonstrate that the student is academically prepared for the fourth grade;
2. Promotion to the fourth grade and provide "intensive intervention" services; or
3. Retention in the third grade.

The District involves the student's parent(s) and classroom teacher in developing the intervention strategy and offers to the parent(s) the opportunity to be involved in the intervention.

Intervention services are offered to students who fail to attain a proficient score on a third, fourth, fifth, sixth, seventh or eighth grade achievement test.

Intervention services are offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

Any fourth or sixth grade student who fails to pass three or more of the five proficiency tests is offered summer intervention.

Any student who scores at the limited proficient level on an Ohio Graduation Test must receive intervention services.

Certain specified students who are offered intervention services either after-hours or in summer classes are truant if they do not attend the intervention programs.

Summer Intervention

Students who are reading below grade level at the end of second grade, or who score below the proficient level on the state-required reading test, shall be prescribed intensive remediation services for the ensuing summer.

Intervention Approaches

Understanding student learning needs is necessary for planning successful intervention. Teachers should use the results of both state and local diagnostic assessments to assess students' academic performance.

Where mastery is required, yet student performance is below standards, classroom-based intervention shall occur. It may require:

1. Teaching subject matter through different methods;
2. Temporary homogeneous grouping of students by performance level;
3. Forming teams of educators to prescribe intervention techniques;
4. Supplementing regular learning activities to address various student learning styles;
5. Modifying learning materials within the classroom to meet identified stages of student learning and development;
6. Creating classroom learning modules consisting of self-instruction packages developed to meet student learning needs;
7. Providing learning contracts (i.e., mutual agreements entered into by the student, teacher and parent so students learn content at an appropriate level of difficulty, work independently at their own rates, and spend appropriate time on relevant activities);

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File: IGBE

8. Tutoring students to reinforce, review or extend skills already present in the classroom. (The tutor may be the classroom teacher, another student, a parent, or a volunteer);
9. Requiring the student to engage in prescribed intensive remediation services; and/or
10. Offering independent study projects for students in need of enrichment activities. These projects are part of the regular classroom instructional program and should not be construed as independent study.

Post-intervention assessments that are given should enable the teacher to evaluate the effectiveness of the intervention and, if necessary, to modify the strategy for, and delivery of, intervention services. Successful

intervention combines both the science and art of teaching in assisting students to meet the specified course of study learning objectives. To this end, the Board recognizes that not every intervention activity will be successful; however, to the extent possible, intervention activities should occur as needed and bring each student as close as possible to a successful academic experience.

The Superintendent is directed to maintain remedial instructional programs or intervention services that assist all students in meeting and maintaining minimum levels of student proficiency in communication and computation skills. These programs include procedures to evaluate student achievement related to the remedial program objectives and standards. Ongoing communication between teaching staff members and parents of students participating in remedial educational programs is coordinated by the Superintendent and the administrative staff. The Superintendent is directed to evaluate the remedial education programs and report to the Board each school year as to their effectiveness in maintaining minimum levels of student proficiency.

Adoption date: 12/17/07

LEGAL REF.: ORC §§3301.07; 3301.0710; 3301.0711; 3301.0712; 3301.0715; 3313.608; 3313.609;
3313.6010; 3313.6012
OAC §3301-35-04(E); 3301-35-06

CROSS REF.: IKE, "Promotion and Retention of Students"
IL, "Testing Programs"

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File: IGBF

TRANSITIONAL FIRST GRADE

Purpose

The purpose of the transitional first grade program in the Fairport Harbor School District is to provide instruction to children who have completed kindergarten, but have been identified through various performance and assessments that they may experience academic difficulty in first grade. With support and interventions, these students would be more successful in first grade. The program will develop its own curriculum to meet the needs of its individual students.

Program Goals

The transitional first grade program will provide students with intensive instruction that will accelerate their learning and increase their academic achievement. The goals of the transitional first grade program are:

1. To provide positive experiences -- linguistically, cognitively and socially -- which support early literacy development;
2. To provide an integrated curriculum based on each learner's developmental status;
3. To provide a learning environment where children are actively engaged in constructing their own understanding from their experiences with each other, with adults and with a variety of materials; and
4. To provide daily observation and tracking of each child's developmental milestones and constant curriculum adjustment and realignment based on each student's individual strengths and weaknesses.

Program Objectives

To reach the goals of the transitional first grade program, the following objectives are adopted for each identified child:

1. To give time to grow and develop a strong foundation of basic skills for increased academic achievement;
2. To provide a hands-on learning environment where inquiry-based experiences build skill acquisition;
3. To provide physical experiences for development of large and small motor skills;
4. To provide opportunities for expressive and receptive language;
5. To provide creative engagement with reading and writing activities;
6. To build a foundation for math concepts through manipulation of concrete materials and interaction with the environment;
7. To foster an appreciation for the sciences through discovery learning;
8. To utilize problem-solving strategies;
9. To provide students and their parents with more frequent monitoring of their progress through observation and evaluation; and
10. To provide individual, small and large group instruction.

Class Size

The recommended class size is 15 students, but should not exceed 18 students.

Eligibility

Eligible children are those who have achieved according to test results and have demonstrated academic and development readiness for first grade at some point in time, but are unable to demonstrate these skills with any degree of consistency in the classroom. Eligibility for student participation in the transitional first grade program will be determined by the following criteria:

1. Students must complete kindergarten before they are eligible for the transitional first grade program;
2. Student eligibility is identified through a team screening process in the spring. Screening may be designed to consider the child's:
 - A. Visual, auditory, language, and motor coordination;
 - B. Acquisition of academic skills at the readiness level;
 - C. Performance on special diagnostic assessments;
 - D. General physical health, vision and hearing acuity, and other relevant medical data;
 - E. Social and emotional maturity; and
 - F. Classroom performance in kindergarten as assessed by the teacher and other staff knowledgeable of the child's development.

Placement

Student placement in the transitional first grade program occurs following the screening process in the spring. A team of educators, including, but not limited to, the building principal, school psychologist, kindergarten teachers, transitional first grade teacher, and parents will make recommendations to the Superintendent for student placement in the program.

Final recommendations regarding placement for the following year will be communicated to parents during the last nine weeks of school before the year end conclusion. Parents reserve the right to accept or reject the recommendations for the transitional first grade classroom placement. Should the parent(s) choose to reject the recommendation, the decision for class placement resides with the Superintendent or designee.

After the school year has begun, students may be referred to the placement team by the teacher of a child considered to be in need of transitional first grade classroom placement. The following criteria shall govern consideration of referrals:

1. Referrals must be submitted to the selection team. The team will review the data and make their recommendation;

2. Referrals generally should be made for first grade children who are experiencing difficulty in coping with the regular curriculum or who were previously enrolled in a similar program in another district; and

3. Parents must agree to the referral. If space is available and the team recommends to place the child in the program, signed parental consent must be secured for placement to occur.

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File: IGBF

Transitional First Grade Movement

The transitional first grade class is not intended to track students. Rather, the program is formatted to offer more intensive instruction for those identified students who are developmentally behind their peers. The classroom is designed to meet the needs of potentially at-risk first grade students.

In order for the program to be effective and meet the needs of its students, it must accommodate individual student growth, as follows:

1. A student from a regular first grade classroom who has been referred to the program may be placed in the transitional first grade classroom; and

2. A student who demonstrates mastery of basic skills by the end of the first semester may be transferred into a regular first grade classroom;

3. A transitional first grade student who demonstrates mastery of the first grade curriculum by the end of the school year may be promoted to the second grade.

Student movement from the transitional first grade program shall be based upon data obtained from competency-based education assessments and other measurements of academic performance. A conference with the student's parent(s) will be held to review the student's progress and to discuss placement for the following school year.

Program Evaluation

The transitional first grade program's effectiveness will be evaluated annually by the placement team of educators. The use of techniques such as, but not limited to, surveys of teachers, parents and former program students at their exit grade of elementary school; analysis of pre- and post-instructional exams; and other appropriate evaluative tools will guide this process.

Adoption date: 12/17/07

LEGAL REFS.: ORC §3313.01

OAC §3301-35-02(B)

CROSS REFS: IHB "Class Size"
IKAB, "Student Progress Reports to Parents"

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File: IGBG

HOME-BOUND INSTRUCTION

The Fairport Harbor Board of Education will provide instruction, as appropriate, for students confined to home in accordance with the following.

1. Home instruction teachers will be provided for students at the request of parents only after such instruction is approved by the Superintendent and verified by a licensed physician. Home instruction teachers who are provided by the school, will be paid at the appropriate current hourly rate. However, payment will not exceed five hours per week for any one student. Home instruction teachers will be provided at the rate of one hour per day for each day of authorized absence.

2. Home instruction teachers may be the student's regular classroom teachers only if the Superintendent has given permission.

3. Home instruction teachers must be certified teachers, holding a valid Ohio Department of Education certificate.

4. All work must meet the standards of the Ohio Department of Education and be done under the supervision of the Superintendent or designee. If the home instruction teacher is not the student's regular classroom teacher, the building principal's office will arrange cooperative communications between the teachers to ensure a proper program of instruction for the student.

5. The duration and time of any home instruction program will be determined by the Superintendent, on the basis of information received from teachers, parents, medical personnel and the building principal.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3313.56; 3313.644; 3317.024; 3321.04; 3323.05; 3323.12
OAC §§3301-51-04; 3301-51-06

ENGLISH AS A SECOND LANGUAGE
(Limited English Proficiency)

The Fairport Harbor Board of Education recognizes the need to provide equal educational opportunities for all students in the district. If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Students in a language minority, or who have limited English proficiency, shall be identified, assessed and provided appropriate services.

The Board directs the administration to develop and implement language instruction programs that:

1. Appropriately identify language minority students;
2. Determine the appropriate instructional environment for students with an English language deficiency; and
3. Annually assess the English proficiency of students and monitor the progress of students receiving English or bilingual instruction in order to determine their readiness for the mainstream classroom environment.

The district requires all students with limited English proficiency to be tested. Alternative assessments may be required and students must make yearly gains as defined by the adequate yearly progress indicator adopted by the State Board of Education and be at proficient level in 12 years.

The Board directs the administration to develop a plan to comply with school choice and supplemental service sanctions.

Limited English proficient students who have been enrolled in U.S. schools for less than one full school year are exempt from the requirement to take the reading and writing proficiency or achievement tests administered to their grade levels. However, such students who choose to take these tests are permitted to do so. (Proficiency or achievement tests in math, science and social studies are not exempt.)

The district shall provide parents with notice of, and information about, the instructional program, as required by law. Parental involvement is encouraged, and parents shall be regularly apprised of their child's progress.

Adoption date: 12/17/07

LEGAL REFS.: 42 USC 2000d
20 USC §1221 et seq., Elementary and Secondary Education Act
ORC §§3301.0711; 3302.01; 3302.03; 3313.61; 3313.611; 3313.612
OAC §§3301-35-02; 3301-35-04; 3301-35-06; 3301-35-07

CROSS REFS.: AC, "Nondiscrimination"
IE, "Organization of Facilities for Instruction"
IGBJ, "Title I Programs"
IICD, "Parental Involvement in Education"
JB, "Equal Educational Opportunities"

The Fairport Harbor Board of Education believes parent involvement is a vital part of the Federal Title I program. The thrust of parent involvement shall include, but not be limited to, parent input into the design and implementation of Title I programs, volunteer participation by parents in school activities and programs, and training and materials which build the parents' capacity to improve their children's learning in both the home and the school.

District Level:

An advisory committee consisting of parents, teachers, and principals will meet to jointly develop and recommend to the Superintendent a Parental Involvement Policy for the school system. At an annual meeting for parents, new information about Title I guidelines will be given, including highlights from the federal and state law regarding student learning and parent involvement. Copies of the policy will be distributed.

The Title I Director will provide coordination, technical assistance, and other support necessary to the schools in planning and implementing effective parent involvement, as per the guidelines listed below. The Director will coordinate and integrate parent involvement strategies with those of other programs in the district and annually evaluate the content and effectiveness of the parent involvement policy in improving the academic quality of the schools. Such evaluation will include identifying barriers to greater parent participation, designing strategies for more effective parental involvement and policy revision, if necessary.

School Level:

Each Title I participating school will develop a written plan, with parental input and agreement, which includes the following provisions:

- A. Each principal must convene an annual meeting to which all parents of participating children are invited to explain the parents' rights to be involved and the school's obligations to develop a parental involvement plan.
- B. Meetings with parents receiving Title I service must be scheduled at flexible times.
- C. Parents must be involved in an organized, on-going and timely way in the development, review, and improvement of Title I programs and parental involvement policies.
- D. Parents of participating students must be provided with:
 1. Timely information about the Title I program;
 2. A description of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels expected;
 3. School performance profiles and individual student assessment results, with an interpretation of these results; and
 4. Regular meetings, upon request, for parents to make suggestions, and to participate as appropriate, in decisions relating to the education of their children, and receive timely responses regarding the parents' suggestions about their students' education.
- E. The submission to the Superintendent or designee any negative comments by parents/guardians related to the school-wide program plan.
- F. The joint development with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, staff and students will work as partners and share responsibility for improved student achievement. This compact shall describe:
 1. The school's responsibility for high-quality curriculum, instruction and learning environment;
 2. Parental responsibilities for supporting their children's learning, such as monitoring attendance and homework completion, volunteering in the classroom and participating in decisions related to their child's education and use of extracurricular time;

3. Channels of ongoing communication between teachers and parents/guardians, including parent-teacher conferences, progress reports, reasonable access to staff, and opportunities to volunteer and observe classroom activities.
- G. Help parents understand state content standards and student performance standards, as well as help them understand how to participate in decisions related to their child's education, monitor student progress, and work with educators to improve their children's performance.
- H. Provide materials and training that will help parents work with their children to improve their achievement.
- I. Educate staff in the value of parental involvement and ways to reach and work with parents/guardians as equal partners.
- J. Insofar as feasible, coordinate and integrate parental involvement programs and activities with other programs.
- K. Conduct other activities as feasible to help parents/guardians learn about child development and child rearing issues.
- L. Insofar as possible, provide full opportunities for the participation of parents with limited English proficiency or with disabilities, and provide program-related information and school profiles in the language used in the home.
- M. Provide other reasonable support for parental involvement activities as requested by parents/guardians.

In addition to the required activities listed above, Title I funds may be used to support any of the following activities: (20 USC 6319)

- A. Involve parents/guardians in the development of training for teachers, principals and other staff.
- B. Provide necessary literacy training when other reasonable available resources of funding for this purpose are exhausted.
- C. Pay reasonable and necessary expenses associated with local parental involvement activities.
- D. Arrange meetings at a variety of times to maximize opportunities for parental participation.
- E. Arrange for teachers and other educators who work directly with participating children to conduct in-home conferences with parents/guardians who are unable to attend conferences at school.
- F. Adopt and implement model approaches to improving parental involvement.

The Fariport Harbor Title I program shall be based on an annual assessment of educational needs. This assessment will include identification and special assistance of educationally deprived children in the public and private schools in this district. Title I services will be provided to all eligible, educationally deprived children who are not receiving, from state or local sources, services equal to Title I services.

Title I funds will be used only to supplement, not to replace, state and local funds. The Board will use state and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance. The Board will ensure equivalence among schools in personnel (e.g. teachers, administrators, and auxiliary staff) and in the provision of curriculum materials and instructional supplies. Moreover, state and local funds will be used to provide comparable services in all schools receiving Title I assistance.

Adoption date: 12/17/07

LEGAL REFS.: 20 USC §2701 et seq.
20 USC 1221 et seq.

CROSS REF.: IE, "Organization of Facilities for Instruction"

HOME EDUCATION

The Lake County Superintendent may excuse from compulsory school attendance, for not more than one school year at a time, any school-age child who is being instructed at home in accordance with State Board of Education rules.

The child being instructed at home must be instructed by an individual who is qualified or who is working under the direction of a person holding a baccalaureate degree from a recognized college, as required by State Board rules. A child being instructed at home may not participate in extra-curricular activities, including interscholastic athletics, offered by the Fairport Harbor School District.

Any request to be excused must be made in writing by the parent or guardian or other person having care or charge of the child, and must contain the information required by State Board rules.

The Lake County Superintendent shall approve the home instruction request, unless he or she determines that the information required has not been provided, or unless he or she has substantial evidence that the minimum educational requirements of the State Board rules have not been met, despite the fact that the required information has been provided by the parent.

If the Lake County Superintendent intends to deny the request for home instruction, he or she shall notify the parent within fourteen (14) calendar days of the reasons for the intent to deny the request and of the parent's right to a due process hearing before the Lake County Superintendent.

Upon substantial evidence of cessation of home instruction in accordance with State Board rules, the County Superintendent shall notify the parent of the intent to revoke the excuse, of the parent's right to a due process hearing before the Lake County Superintendent, and of the parent's rights of appeal.

The Lake County Superintendent shall notify the Superintendent of all Fairport Harbor School District resident pupils approved for home instruction under this policy. The Superintendent or designee shall arrange for required evaluations when requested to do so by the parent. The Lake County Superintendent and the Superintendent shall cooperatively evaluate parents' requests to enroll their home-instructed students part-time in a regular school program in accordance with State Board rules.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3313.64; 3321.04; 3331.08
OAC Chapter 3301-34

CROSS REF.: IGD, "Curricular and Extracurricular Activities"
IGDH, "Interscholastic Athletics"
JECBC, "Admission of Students from Nonchartered or Home
Schooling"

IGBL

File:

LATCHKEY PROGRAM

In addition to its regular program of instruction, the Fairport Harbor Board of Education supports a latchkey program under which children are provided with child care outside of regular school hours as a means to enrich children's educational opportunities, accommodate the schedules of working parents, and offer children a structured alternative to being home alone.

Statement of Philosophy

The Fairport Harbor School District Latchkey Program is a supportive addition to the lives of children and their parents who work outside the home. A parent's decision to place a child in the program is viewed as a loving choice to give the child opportunities for play and social experiences during transitional times between school and home. It is the intent of this bridge between school and home life to help family times to be relaxed and positive.

The Fairport Harbor School District Latchkey Program shall be complementary to school-age children's home and school experiences, seeking to meet their individual, developmental and time-of-day needs. Self-esteem and self-confidence shall be carefully fostered in the program as part of the Board's commitment to helping children say "no" to drugs and alcohol.

Adults in the program shall provide children with ample time, space, and materials for play, access to a variety of playmates, and permission to play within the limits of safety and courtesy. Children shall be allowed to choose freely among activities that they can do successfully and independently. A variety of opportunities for learning shall exist which are free from children's pressures to fulfill performance requirements. Adults shall be available to children for playing, meeting needs, being affectionate, and addressing their important issues. The atmosphere of the program shall be relaxed and home-like.

Enrollment

1. Enrollment in the Latchkey Program shall be open to any resident child enrolled in the school district's schools in kindergarten through fifth grade.

2. Registration for the program will be held during the spring for the summer program and for the ensuing year's program. Priority will be given to children currently enrolled. They will be given 30 days to re-enroll for the following year's program or for the summer program.

3. After the re-enrollment period has ended, enrollment will then be open to the general population on a first-come, first-served basis.

4. Fairport Harbor School District employees not living in the school district may enroll their children in the Latchkey Program if positions are available.

5. Program enrollment shall not exceed a child-adult ratio of 18:1.

Tuition

The costs of operating the Latchkey Program shall be paid through a tuition charge for participants. The Board does not seek to make a profit or incur a loss from the general fund in its operation of the program.

IGBL

The tuition charge shall be determined annually on a per-pupil basis. The tuition charge shall reflect the estimated cost incurred by the school district for personnel, equipment, supplies, food, and facility rental. A reduced tuition rate shall be established for additional children enrolled in the program from the same family.

Monies received from tuition payments or donations to the Latchkey Program shall be deposited into a special fund.

Public Input

The Superintendent or designee shall be responsible for forming an advisory committee to evaluate the Latchkey Program and to determine the need for the Board to continue it. The advisory committee shall be chaired by the Superintendent or designee and shall consist of not more than seven persons, a majority of whom shall be parents currently served by the program. Latchkey Program staff may be used as consultants to the advisory committee.

The duties of the advisory committee shall be conducted annually and its findings and recommendations shall be reported to the Board by its regular June meeting.

Expenditures

No general fund monies shall be expended to operate the Latchkey Program unless the Board receives a specific appropriation from the Ohio General Assembly which specifically permits such expenditures. The Board shall seek access to any such appropriations which may become available.

All expenditures shall be subject to all requirements of funds under the financial responsibility of the Board.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3313.207; 3313.208; 3313.209

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|--------------|-------|--|
| CROSS REFS.: | AFC, | "Resource Evaluation" |
| | DFG, | "Student Fees, Fines and Charges" |
| | DI, | "Fiscal Accounting and Reporting" |
| | JFCH, | "Substance Abuse by Students" |
| | JFCI, | "Prevention and Treatment of Chemical Abuse" |

IGBM

PRE-KINDERGARTEN PROGRAM

In addition to its regular program of instruction, the Fairport Harbor Board of Education supports a pre-kindergarten program for three-, four- and five-year old children that will aid their personal growth and prepare them for kindergarten experiences.

Statement of Philosophy

The Pre-Kindergarten Program is based upon the assumption that the growth of children occurs in a sequential and orderly process. The adult's responsibility in this growth process is to assist children in reaching their fullest potential through addressing the needs, interests and abilities of each child through quiet and active play, and by fashioning a curriculum that nurtures and facilitates growth.

The Pre-Kindergarten Program shall be designed to meet the needs of children ages three through five years. Children shall be provided activities that will aid their physical, emotional, social, and cognitive self growth, both individually and interactively as a member of a group.

The Pre-Kindergarten Program shall seek to help young children to realize their potential while aiding them to accept the limits of life in a democratic society and maintaining a concern for the feelings and attitudes of other children. Maintaining a balance between spontaneous behavior and conformity to society's standards shall be a major aspect of the program.

Program Goals

The activities of the Pre-Kindergarten Program will address development of

1. Gross and fine motor control as large muscles mature and aid small muscle progress;
2. Accurate self-concept and valued, positive self-esteem to form favorable personality characteristics and positive mental health; and
3. Social skills that will aid the development of empathy for and cooperation with others.

Enrollment Policy

1. Enrollment in the Pre-Kindergarten Program shall be open to any child ages three through five years who lives within the Fairport Harbor School District. Children must be three years old by September 30 of the year in which they enroll. All children must be toilet trained.

2. Registration for the Pre-Kindergarten Program will be held during the spring for the ensuing year's program. Priority will be given to currently enrolled children who will be given thirty (30) days to re-enroll for the following year's program.

3. After the re-enrollment period has ended, enrollment will then be open to the general population on a first-come, first-served basis.

4. Fairport Harbor School District employees not living in the school district may enroll their children in the Pre-Kindergarten Program if positions are available.

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File: IGBM

5. Program enrollment shall not exceed a child-adult ratio of 12:1 for three-year old children and 14:1 for four- and five-year old children.

Tuition

The costs of operating the Pre-Kindergarten Program shall be paid through a tuition charge for participants. The Board does not seek to make a profit or incur a loss from the general fund in its operation of the program.

The tuition charge shall be determined annually on a per-pupil basis. The tuition charge shall reflect the estimated cost incurred by the school district for personnel, equipment, supplies, food, and facility rental.

Monies received from tuition payments or donations to the Pre-Kindergarten Program shall be deposited into a special fund.

Handicapped Students

Handicapped children enrolled in the Pre-Kindergarten Program shall receive appropriate services that will aid their personal growth and prepare them for their kindergarten experience.

The Pre-Kindergarten Program for handicapped students is integrated within the regular Pre-Kindergarten Program. Students shall be selected for this program based upon the "Special Education Compliance System" guidelines as promulgated by the Ohio Department of Education and the Lake County Board of Education.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3301.52 -- 3301.57
OAC Chapters 3301-31 and 3301-37; §§3301-31-01 -- 3301-31-05

CROSS REFS.: DFG, "Student Fees, Fines and Charges"
DI, "Fiscal Accounting and Reporting"
GC, "Certificated Staff"
IGBA, "Programs for Handicapped Students"
II, "Instructional Resources"
IICA, "Field Trips and Excursions"
JEC, "School Admissions"

JED, "Student Absences and Excuses"
JFC, "Student Conduct Expectations and Consequences"
JHC, "Student Health Services and Requirements"
JO, "Student Records"
LBB, "Cooperative Educational Programs and Relationship With The
Lake County Educational Service Center"

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File:

IGCB

EXPERIMENTAL PROGRAMS

The Fairport Harbor Board of Education believes that education is a human enterprise which is not static but developmental in nature. As such, there are times that 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 consisting of administrators, grade level and subject area specialists, and consultants, as needed.
2. The Board will make formal application to the Ohio Department of Education for permission to implement the program on an experimental basis.
3. The program or course must be approved by the Board and the State Board of Education prior to implementation.
4. All instructional material used in connection with this program shall be available for inspection by the parents or guardians of participating students.
5. The program be evaluated in terms of learning outcomes, student achievement and accomplishment of stated objectives.
6. At the end of an established period of time, the Superintendent will either recommend cessation of the experiment or inclusion of the program in the district's educational program.
7. Fees will be estimated for experimental programs, as needed. Participating students will be expected to pay fees at the beginning of the program.

Adoption date: 12/17/07

LEGAL REFS.: ORC §3302.07
OAC §§3301-35-02(D)

CROSS REFS.: DFG, "Student Fees, Fines and Charges"
IGCD, "Educational Options"
IGA, "Basic Curricular Program"

File: IGCD

EDUCATIONAL OPTIONS

The purposes of the basic instructional program of the Fairport Harbor School District are to provide: [A] a comprehensive core curriculum so that students can cope with the demands of society after graduation; and [B] special learning opportunities that address individual student needs. Instructional programs may be enhanced by offering identified students with opportunities to develop their competencies, interests and attitudes so they can further their learning goals. 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 in providing opportunities for students; [A] to learn in an independent or individual setting; and [B] to study or work with recognized experts in specific fields. These programs should permit expanded community involvement in the educational process and increased opportunities for students to match the pace of technological development. Educational options are seen as additional curricular opportunities to improve, expand and enrich student learning experiences and perspectives.

Available Options

The Fairport Harbor Board of Education considers the following as educational options which supplement the regular school program:

1. Independent Study, a program which provides an opportunity for highly motivated students to pursue in-depth study of topics or subject areas that are beyond the regular curriculum;
2. Tutoring, a program which provides individual or small group intensive instruction in a given subject area;
3. Travel, a program which provides opportunities to combine travel with a prescribed study of geography; other cultures, customs, government and institutions, and lifestyles;
4. Mentoring, a program which allows a student to be an apprentice under the tutelage of a person well-known as a respected expert in a given field of specialization;
5. Correspondence, a program which enrolls a student in a course of study with an institution approved by the Superintendent for the purpose of receiving instruction by mail either in a subject not provided by the school district or in a subject which parallels courses offered by the school district and taken for remediation purposes;
6. Community Service, a program which provides opportunities to participate in community volunteer projects that would directly benefit the Fairport Harbor community;
7. Remediation, a program which permits students to make up requirements as a result of failing a class or classes; and

8. College Courses, a program which allows advanced students to receive high school credit for applicable college courses as provided by law. Students shall not be granted high school credit for college courses taken during any period of time they are subject to expulsion from school, and their acceptance by the participating school may be withdrawn.

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File: IGCD

Fees

Fees will be established for educational options as needed. Participating students will be expected to pay fees upon beginning the option.

Academic Credit

Academic credit shall be awarded to students engaged in educational options in accordance with the policies and regulations of the Board. No academic credit will be awarded for educational options coursework taken during any period of time a participating student is subject to expulsion from school unless otherwise approved by the Superintendent. The Superintendent shall not award any such credit under the educational option of college courses.

Regulations

The Superintendent will develop regulations governing educational options when the options are initiated. Each program option and its accompanying regulations will be presented to the Board for approval.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3313.61; 3313.613; 3313.66; 3313.662; 3365.03; 3365.041

OAC §§3301-35-01(D); 3301-35-02(C)

CROSS REFS.: DFG, "Student Fees, Fines and Charges"
IGCB, "Experimental Programs"
IGCF, "Post-Secondary Education Options"
IHG, "Independent Study"
IKE, "Promotion and Retention of Students"
IKF, "Graduation Requirements"
JGD, "Student Suspension, Expulsion, Removal and Permanent Exclusion"

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File IGCD-R

EDUCATIONAL OPTIONS

When initiated, educational options must comply with the following criteria:

1. Students must submit a written request to participate. If they are not 18 years of age or older their parents or guardian must provide written approval for them to participate. A copy of the written approval must be retained in the school files;
2. An instructional plan must accompany the request for participation in an educational option and include:
 - A. The type of educational option desired;
 - B. The major, measurable, instructional objectives; schedule of activities; and necessary materials, resources, facilities, and equipment needed to achieve the instructional objectives;
 - C. The assessment criteria, methodology and frequency of assessment of the student's performance;
 - D. The person identified as advisor or supervisor of the educational option desired; and
 - E. The amount of credit to be granted upon successful completion;
3. In tutorial programs and programs of independent study, a licensed teacher must provide both the instruction and evaluation of participating students. In all other cases, a licensed teacher will provide only the evaluation of student progress;
4. Promotion and retention decisions made for students in kindergarten through eighth grade who participate in an option as a substitute instructional plan will consider their measured performance relative to the objectives of the option;
5. For high school students, no more than one and one-half credits per academic year may be earned toward meeting graduation requirements through participation in educational options programs, except as permitted under the post-secondary education options program. A maximum of six educational options credits may be applied

toward graduation, and not more than four such credits may be applied to the credits required for graduation in English, health, mathematics, physical education, sciences, and social studies within the limits listed below:

| <u>Discipline</u> | <u>Maximum Credits</u> |
|-------------------|------------------------|
| English | 3 |
| Health | ½ |
| Mathematics | 2 |
| Phys. Ed. | ½ |
| Science | 2 |
| Social Studies | 2½ |

No academic credit will be awarded for educational options coursework taken during any period of time a participating student is subject to expulsion from school unless otherwise approved by the Superintendent. The Superintendent shall not award any such credit under the educational option of college courses.

6. No coursework taken as an educational option may compete with courses offered within the regular program of studies;

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File IGCD-R

7. Students may enroll in a remedial program (when available) for those courses that they have regularly attended during the regular academic year, but have received a failing grade; and

8. Each approved educational option program's effectiveness will be evaluated by the advisor or supervisor. Continuation of the option will be determined by the results of the evaluation.

Adoption date: 12/17/07

LEGAL REFS.: ORC §3313.61; 3313.613; 3313.66; 3313.662; 3365.03; 3365.041

OAC §§3301-35-01(D); 3301-35-02(C)

CROSS REFS.: IGCB, "Experimental Programs"
IGCF, "Post-secondary Education Options"
IHG, "Independent Study"
IKE, "Promotion and Retention of Students"
IKF, "Graduation Requirements"
JGD, "Student Suspension, Expulsion, Removal and Permanent
Exclusion"
IM, "Evaluation of Instructional Programs"

SOURCE: EDUCATIONAL OPTIONS (Minimum Standards Implementation Series),

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File: IGCF

POST-SECONDARY EDUCATION OPTIONS

The Fairport Harbor Board of Education provides students an opportunity to enroll in non-sectarian courses offered by a state-assisted or non-profit private college or university or any registered proprietary school holding a certificate of authorization, as provided by law, under either of the following options:

1. OPTION A: Students may choose to receive college credit only. Costs for tuition, fees, textbooks and materials for courses taken under this option shall be borne by the students.

2. OPTION B: Students may choose to receive both college and high school credit which may be applied toward graduation. Costs for tuition, fees, textbooks, and materials taken under this option shall not be the responsibility of the students unless they are simultaneously enrolled as full-time students in this school district, as provided by law.

These options are not intended to supplant the role of the high school by offering high school or vocational school offerings in a college setting. It is the Board's intent that these options provide expanded opportunities for appropriately qualified high school students to experience the same degree of coursework at the college or university level as students regularly enrolled in those post-secondary institutions.

Eligibility Criteria

Students may enroll for college courses only if they meet the eligibility requirements of law and:

1. The parents or guardians of the students provide to their school by March 30th, written notice of intent to enroll;
2. They are accepted for admission by the college;
3. Enrollment in the courses, or in combination with regular school courses equals at least five, but not more than eight, credits that could be earned in a regular school day;
4. Enrollment does not exceed more than the equivalent of: [A] four academic years for a student first enrolled in grade 9; [B] three academic years for a student first enrolled in grade 10; [C] two years for a student first enrolled in grade 11; or [D] one academic year for a student first enrolled in grade 12; and
5. The students and their parents or guardians attend a counseling session with a school counselor about the advantages and the possible risks and consequences of participation. The parents or guardians must sign a form provided by the Board that they have received the required counseling.

Information and Counseling

Prior to March 1 of each school year the school district shall provide information to students and their parents or guardians about the option of enrolling in college courses. Such information shall include:

1. Program eligibility, including:
 - A. Grade level status requirement; and
 - B. Acceptance by an eligible post-secondary institution.

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File: IGCF

2. Program options, including:
 - A. Option A and Option B; and
 - B. Financial arrangements for tuition, fees, books, and materials for each option.

The high school counselors shall provide counseling services to students in grades 8 through 11 and their parents or guardians before the students enroll in college courses to provide information about:

1. Program eligibility, including:
 - A. Grade level status requirement;
 - B. Acceptance by an eligible post-secondary institution being made a priority after its students are enrolled, except that the admitted high school students cannot later be displaced for another student; and
 - C. The potential withdrawal of acceptance in the program of a high school student who has been expelled from school;
2. The advantages, potential risks and consequences of enrolling under Option A and Option B, including: [A] financial arrangements for tuition, fees, books and materials; [B] confirmation that enrollment can be at no cost; and [C] criteria for transportation aid;

3. The processes for granting academic credits and determining: [A] the participating student's cumulative grade point average; and [B] their effect on the student's ability to meet graduation requirements;
4. Means by which students may access high school-related information on a regular basis;
5. The academic and social responsibilities of students and parents or guardians when students enroll, including the consequences of failing or not completing the courses in which the student enrolls;
6. Available support services;
7. Scheduling;
8. Information about and encouragement for use of the counseling services where the student intends to enroll; and
9. Encouragement to all students who have the ability to undertake college level work, especially gifted students, to consider their options seriously.

Credit

Course credit shall be awarded to students enrolled at a college under the conditions listed below:

1. Students must successfully complete the course. Should a student withdraw from the class or fail to attend for reasons of unexcused absence, credit may not be given, and all or part of the financial obligations for the course shall default to the student and/or the parents or guardians;
2. Courses successfully completed under Option A will be awarded college credit;

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File: IGCF

3. Courses successfully completed under Option B may be awarded both college and high school credit which shall be applied toward high school graduation requirements only if it is specifically requested by the students and/or parents or guardians at the time of enrollment;
4. If the successfully completed courses are comparable with those in the Board's courses of study, credit will be given for the appropriate course. Otherwise, credit will be granted for a similar course. In cases of dispute between the Board and the students, the students may appeal the decision to the State Board of Education;

5. If after high school graduation, the students enroll in the college they attended as a high school student, credit there must be granted for successfully completed courses under either Option A or Option B;

6. Successfully completed courses for which five semester hours or eight quarter hours of credit are earned shall be awarded one unit credit toward high school graduation. Fractional units shall be awarded proportionately except that no credit shall be awarded for hours taken beyond the requisite hours for one unit of credit;

7. Courses successfully taken for high school credit will be calculated in the student's cumulative grade point average in accordance with the policy of the Board. A student must provide acceptable evidence of the grade issued. Points assigned by the college in excess of those of the school district will be converted into the school district's scale of point values for letter grades. A course taken for "Pass/Fail" shall be reported as either passed or failed, but shall not be considered in calculating the student's cumulative grade point average;

8. Students shall not be granted high school credit for college courses taken during any period of time they are subject to expulsion from school; and

9. The student's permanent record shall include information about: [A] all courses taken under Option A or Option B for high school credit; [B] where the credits were earned; [C] the subject and amount of credit applied; and [D] an official copy of the notice of grade given.

Students and their parents or guardians shall sign a form provided by the Board which indicates that they: [A] have received counseling and [B] understand the responsibilities they assume under either Option A or Option B.

Financial Considerations

1. All financial obligations of the Fairport Harbor School District for enrolled students shall be made in accordance with law; and

2. The parents or guardians of students who enroll in college courses for high school credit shall assume all transportation costs associated with that choice. In accordance with law, participating students who qualify for free or reduced lunch may receive a transportation cost reimbursement.

3. Parents of a student(s) who fail to complete a college course, whether through a formal "class drop" process or nonattendance are responsible for reimbursement of the tuition to the Fairport Harbor School District.

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File: IGCF

Adoption date: 12/17/07

LEGAL REFS.: ORC Chapter 1713; 3313.613; §§3319.01; 3333.041; 3365.01-3365.09
OAC Chapter 3301-44

CROSS REFS.:

| | |
|-------|--|
| DFG, | "Student Fines, Fees and Charges" |
| EEA, | "Student Transportation Services" |
| EFB, | "Free and Reduced Price Lunches" |
| IGBB, | "Programs for Gifted and Talented Students" |
| IGCD, | "Educational Options" |
| IKA, | "Grading Systems" |
| IKC, | "Class Rankings" |
| IKE, | "Promotion and Retention of Students" |
| IKF, | "Graduation Requirements" |
| JE, | "Student Attendance" |
| JECE, | "Student Withdrawal from School" |
| JGD, | "Student Suspension, Expulsion, Removal and Permanent Exclusion" |
| JO, | "Student Records" |
| KL, | "Public Complaints" |
| LE, | "Relations with Colleges and Universities" |

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File: IGD

COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

Rationale

The purpose of education is to develop the whole person of the student. For this reason, the Fairport Harbor Board of Education will provide student activities that involve students beyond the classroom and foster the values that come from interaction and united efforts. Such activities form a logical extension of the required and general curriculum and the elective or special curriculum.

All student activities are considered to be an extension of the total school district curriculum. The same attendance, participation and behavioral expectations for students and teachers in the general curriculum apply to participants and advisors of student activities.

Definitions

The following words used in this policy have the meaning as defined below unless the context plainly requires otherwise:

1. "Cocurricular activities," student activities conducted during the regular school day and for which academic credit is given.
2. "Cumulative," the grade point average calculated from the beginning of each separate nine-week grading period. The eligibility status of a student continues until the start of the next three-week period at which time the immediately preceding grading period grades become applicable;
3. "Extracurricular activities," all student activities for which academic credit is not given.
4. "Interscholastic student activities," a student activity program sponsored by a school district which includes participants from more than one school or school district, but excludes any activity in the school district's graded course of study.
5. "Student activities," the collective reference to cocurricular activities, extracurricular activities and interscholastic student activities.

Student Activities Criteria

Recognizing that student activities are a legitimate part of the general curriculum, the Board requires approved activities to meet the criteria listed below. Student activities must:

1. Have an educational value for students;
2. Maintain a balance with curricular program demands;
3. Meet the needs of a sufficient number of students;
4. Arise in response to lasting, not transient needs;
5. Demonstrate student willingness to meet the demands of the program; and
6. Be managed by an adult or adults in a professional manner.

Approved student activities must seek to achieve the goals of student leadership development, improved school morale, practice in democratic processes, and growth in responsibility for performance development.

Cocurricular and Extracurricular Student Activities. Student participation in student activities shall be restricted to students enrolled in school in this school district.

Interscholastic Extracurricular Activities. Students enrolled in grades 7 through 12 must meet or exceed the following criteria in order to earn or retain their eligibility to participate:

1. Students with less than a 1.5 cumulative grade point average are ineligible to participate;
2. Students with a cumulative grade point average of between 1.5 and up to 1.75 are considered to be on probation. They must participate in an provided program of intervention services as a condition of their continued eligibility to participate;
3. Students with a cumulative grade point average of 1.75 and above will be subject to an eligibility review each three-week period;
4. Students who receive a failing grade for any class or course under the school district's approved courses of study for the previous grading period retain eligibility to participate if their grade point average meets the criteria set forth in this policy; and
5. Students must comply with all school district and sponsoring association rules and regulations in order to retain eligibility for participation in interscholastic extracurricular activities.

Any student may participate in the provided program of intervention services under the terms and conditions established by the school.

Student Activities Rules and Regulations

The principal will be responsible for developing rules and regulations governing student activities. The rules must be consistent with the policies of the Board. A copy of the rules and regulations for each student activity shall be provided to each of the participating students and, upon request, their parents and other citizens of the district.

The following regulations apply to all student activities:

1. Student activities are those school activities that are voluntarily engaged in by students enrolled in school, approved by the school administration and supervised by persons approved by the Board;
2. Each school, under the direction of the principal and professional staff, will have student activities designed to stimulate student growth and development by supplementing and enriching the curricular activities;
3. Student activities should be designed to contribute directly to the educational, civic, social, and ethical development of the students involved;
4. Student activities will receive the same attention to philosophy, objectives, social setting, organization, and evaluation that is given the regular school curriculum;
5. Each school will develop written guidelines and procedures regulating the creation, organization, administration and dissolution of student activities. Student activities at any level should be unique, not duplications of others already in operation. Academic performance criteria may be inserted in appropriate student activities guidelines;

6. An annual report shall be made to the Board regarding the general purposes, plans and financial status of each student activities account in the district;

7. All receipts and expenditures will be accounted for through the activity account. 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 when the expense of participating creates exclusion;

8. Activities are open to all students enrolled in school, regardless of race, religion, sex, national origin, handicaps or other human differences;

9. Activities must not place undue burdens upon students, teachers or schools;

10. Activities should be held outside the regular school day or at an appropriate designated school time. Activities ordinarily involving the presence of middle school students after 9:00 p.m. or high school students after 10:00 p.m. on an evening preceding a school day should not be scheduled. The scheduling of activities on Sundays is prohibited unless prior written approval has been given by the Superintendent; and

11. Extracurricular activities will not be held on days when school is cancelled due to a school calamity, except as otherwise approved by the Superintendent or designee.

Denial of Participation

Participating in school activities is a privilege. The same student conduct expectations and consequences for students in school apply to their participation in student activities. The Superintendent, principal, other administrative personnel, and persons employed by the Board to direct, supervise or coach a student activity may prohibit students from participating in that student activity for a specific or indefinite period of time if the student:

A. Fails to meet eligibility requirements of this policy;

B. Poses a continuing danger to persons or property or an ongoing threat of disruption by maintaining a presence in the student activity;

C. Refuses to comply with the rules and regulations governing the student activity; or the reasonable directives of the person directing, supervising or coaching the student activity; or

D. Engages in other misbehavior or poor sportsmanship which is contrary to the public interest in the student activity.

A student who is subject to being prohibited from participating in a student activity, will first be afforded an opportunity to: [A] hear the alleged violation and the reason for it, and [B] be offered a reasonable opportunity to provide an admission, explanation or denial of the allegation.

If necessary, the student may be referred to local law enforcement agencies for prosecution.

A student's in-school suspension or suspension or expulsion from school also applies to prohibiting that student's participation in student activities during the period of in-school suspension or suspension or expulsion from school. Students absent from school are prohibited from participating in student activities that day.

File: IGD

Sportsmanship

The Board encourages the regular promotion of sportsmanship at all student activities. This promotion includes all participants, coaches, parents and spectators, and it can be accomplished in the following manner:

1. Coaches and advisors will communicate the sponsoring organization's guidelines for sportsmanship to participants in all student activities. These guidelines will be a part of the rules for each activity;
2. The administration will support the coaches and advisors in their efforts to promote sportsmanship. The administration will also include in the job descriptions for coaches and advisors expectations for promoting good sportsmanship among students;
3. The professional staff should educate the entire student body about the expectations for proper sportsmanship on an annual basis; and
4. School newsletters should publish portions of guidelines for sportsmanship on an annual basis.

Complaints about any lack of sportsmanship by a student will be handled by the appropriate principal. Complaints about a student athlete will be handled by the appropriate principal and reviewed by the Athletic Council.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3313.53; 3313.535; 3313.58; 3313.59; 3313.66; 3313.661; 3313.664; 3315.062
OAC §§3301-35-02; 3301-35-03

CROSS REF.: AC, "Nondiscrimination"
DIF, "Student Activities Funds Management"
ICA, "School Calendar"
IGBE, "Remedial Instruction (Intervention)"
IGBK, "Home Education"
IGDH, "Interscholastic Athletics"
JGD, "Student Suspension, Expulsion, Removal and Permanent Exclusion"
KGB, "Public Conduct on School Property"
KL, "Public Complaints"

File: IGDB

STUDENT PUBLICATIONS

The Fairport Harbor Board of Education encourages -- both as a classroom-related learning process in such courses as English, journalism, etc., and as an extracurricular activity through school-student sponsored publications -- the activities of students in the writing and printing of original literary and artistic productions. However, certain necessary guidelines will be established to regulate the publication and dissemination of student publications. The building principal will approve student publications before they are printed.

School-Sponsored Publications

School publications afford an educational experience for those students interested in this activity, and should provide an opportunity for the true and accurate presentation of facts and sincere expression of all facets of student opinion. These guidelines should be followed.

1. Publications advisors shall advise on matters of style, grammar, format and suitability of materials.
2. School publications shall reflect the policy and judgement of the student editors. Material of a controversial nature should not be prohibited unless it
 - A. Imminently threatens to disrupt the educational process of the school, to damage other individuals or to advocate conduct that otherwise is inconsistent with the shared values of the community (e.g., advocating drug or alcohol use, irresponsible sex, etc.);
 - B. Threatens any person or a group within the school or advocates invidious discrimination;
 - C. Advocates violation of the law or official school regulations;
 - D. Is considered false, libelous or slanderous in the light of available facts or
 - E. Is potentially harmful to juveniles or offensive according to community standards as to what is suitable for juveniles.
3. The final decision as to the suitability of material shall rest with the principal after consultation with the student editor or publications advisor. Parties shall have the right of appeal to the Superintendent.

Nonschool-Sponsored Publications

Students who edit, publish and/or wish to distribute nonschool-sponsored handwritten, printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of the publication. Students may be restricted as to the time and place of distribution, or may be prohibited from distribution.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3313.66; 3313.661; 3315.07

File: IGDC

STUDENT SOCIAL EVENTS

All student functions held in the name of the school district must be approved by the principal and supervised by one or more faculty members or approved lay advisors.

It is the responsibility of the building principal to see that all school-sponsored student social events are properly chaperoned. The number of chaperons is dependent upon the number of students. The Code of Student Conduct will apply to all school-sponsored activities.

All school functions such as parties, dances, etc., will be held in the school building unless otherwise approved by the principal and/or Superintendent.

Outsiders will not be permitted to attend such functions unless so permitted by the building principal. Students present, along with chaperons, will be held liable for proper care of facilities used.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3313.53; 3313.58; 3313.59; 3315.062
OAC §§3301-35-02; 3301-35-03

CROSS REFS.: IGD, "Cocurricular and Extracurricular Programs"
JFC, "Code of Student Conduct"
JFCB, "Care of School Property by Students"

File: IGDD

STUDENT PERFORMANCES

Public performances by students are encouraged when they contribute to the educational process and objectives of their particular class or activity and do not interfere with other scheduled activities within the school. The following guidelines shall be observed in determining permission for public performances.

1. Program requests shall not make excessive demands on student time. Preparation or rehearsal time, as well as actual performance time, must be considered.
2. The extended use of one particular group shall be discouraged.
3. Requests from groups promoting private commercial interests shall not be honored.
4. Consideration shall be given to whether a public performance disrupts the usual program of studies.
5. Since music groups are often called upon for public performances, the following type of performances are listed as being sound and in the best interests of students and the school district.
 - A. Performances for groups which are interested in hearing the results of a music education program.
 - B. Performances in the interest of the schools and general public.
 - C. Performances for groups sponsoring local, state, national, or patriotic events for the benefit of the general public.
 - D. Performances for worthy benefit programs.
6. All performances involving the use of students shall be approved by the building principal. In cases where participation is a highly debatable matter, the Superintendent shall give final approval.

Adoption date: 12/17/07

File: IGDE

STUDENT FUND-RAISING ACTIVITIES

The Fairport Harbor Board of Education recognizes there is a need for students to raise funds to conduct necessary school activities. All such related activities must be

1. Conducted by a recognized student group for the purpose of contributing to educational objectives.

2. Appropriate to the age or grade level.
3. Activities in which schools may appropriately engage.
4. Conducted under the supervision of teachers or administrators.
5. Conducted in such a manner, and at such times, as not to encroach unduly upon instructional time or interfere with regularly scheduled school classes and activities.
6. Scheduled so as not to be unduly demanding on teacher and principal time or work.
7. Evaluated annually by teachers, administrators and students.
8. Done with proper identification shown upon request. Students should not, however, be encouraged to raise funds by going "door-to-door."
9. Limited in number so as not to become a burden or nuisance to the community. Whenever feasible, no more than one fund-raising event should occur at the same time.
10. In no direct competition with fund raising efforts sponsored by recognized groups and organizations within the community.

The application of the above criteria for student sales and activities will be supervised by the building principal with the approval of the Superintendent. Each principal will submit to the Superintendent a list of the proposed sales or fund drives in the schools which the school plans to conduct during the school year and the purpose for which the funds are going to be used. The Superintendent will then indicate approval or disapproval within the framework of the above criteria.

Funds derived from approved student fund-raising activities will be handled by the Treasurer's office in accordance with the State Auditor's requirements.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3313.20; 3313.47; 3313.811; 3315.062; 3319.08

File: IGDF

CONTESTS FOR STUDENTS

Contests involving Fariport Harbor students shall be permitted during school time only by the building principal. Information regarding contests to be held outside of school time may be distributed with the permission of the building principal.

The general guidelines determining this are as follows.

1. The contest is of a non-profit and charitable nature.
2. Distribution of information will not interfere with the educational process of the school.
3. The information is considered relevant to the age and interest of the students.

Adoption date: 12/17/07

File: IGDG

INTRAMURAL PROGRAMS

Students may have the opportunity to participate in a variety of intramural activities. Such activities shall be supervised by competent adult instructors and shall be designed to further positive cognitive, affective, psychomotor and social development of the individual students.

Adoption date: 12/17/07

File: IGDH

INTERSCHOLASTIC ATHLETICS

Participation in athletic competition will be in accordance with the Fairport Harbor Board of Education policies and regulations. While the Board takes great pride in winning, it opposes any pressures that might tend to subvert good sportsmanship and positive mental attitude with the mere desire to win.

Interscholastic sports programs are subject to approval by the Board. The principal is responsible for the administration of the interscholastic athletic program within that school. In discharging this responsibility, the principal will consult with the athletic director, coaches and other professionals on various aspects of the interscholastic athletic program. Furthermore, it is the responsibility of the principal and the staff to ensure the proper management of public attendance and the safety of students and the public at all athletic events and physical education programs.

Coaches will be required to complete an approved course in sports-related first aid training and a course in cardiopulmonary resuscitation prior to beginning their activity.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by the Ohio High School Athletic Association (OHSAA) and the athletic conference must be followed. The school district's voting delegate to OHSAA is responsible for advising the Superintendent of all pending changes in OHSAA's regulations.

Athletic Council

An Athletic Council, comprised of the Superintendent, a Superintendent's designee, the principals from the middle school and high school and the athletic director, shall oversee the implementation of the athletic program for the school district. Development of policy recommendations, resolution of concerns, disposition of coaching personnel matters and other topics related to the interscholastic athletic program may be addressed.

The high school principal shall chair the Athletic Council.

Eligibility for Participation

Students desiring to participate in interscholastic athletics must first be eligible. In order to earn and retain eligibility, students must:

1. Be enrolled in school in this school district as a student in the seventh grade or above;
2. Meet or exceed the Board's academic eligibility standards for participation in cocurricular and extracurricular activities, including full involvement in a provided program of intervention services. Students who must participate, but are absent without excuse from any required session of intervention services, shall be prohibited from participating in their sport for a period of one week for each unexcused absence;
3. Satisfy the provisions of law and the policies, rules and regulations of the OHSAA if they transfer to or from this school district; and
4. Comply with all OHSAA rules and regulations and all school district rules and regulations, including the Athletic Code of Conduct and the rules required for their sport.

The student athlete shall provide the school with the following before being permitted to participate in any or each separate sport:

1. A successfully completed physical examination from a physician of the student's choice reported on a form provided by the OHSAA; and
2. An insurance waiver stating that the student athlete is protected by a form of home insurance or proof of insurance purchased through the Board.

Athletic Code of Conduct

Character building is one of the major objectives of interscholastic athletics. Student athletes assume responsibility for regulating their personal life in ways which will make them efficient members of a team, positive role models for younger children and worthy representatives of their school. Accordingly, there is a higher expectation in the school district for the conduct of student athletes. That conduct is governed by the Athletic Code of Conduct.

The Athletic Code of Conduct shall include: [A] the rules and regulations of the Board which govern the attendance, participation and conduct expectations and consequences for student athletes, which are in addition to its policies for students who do not participate in interscholastic athletics; and [B] a copy of the written rules and regulations of the respective sport of the student athlete. Before any student athlete may participate in any sport, that student athlete and the student athlete's parent or guardian will be given a copy of the Athletic Code of Conduct and the written rules and regulations for the sport. The parent or guardian must sign and return a statement acknowledging receipt of and full and free agreement with the terms and conditions found in the Athletic Code of Conduct and the written rules and regulations for the sport. No student athlete may participate in any sport at any level without receipt of this statement. Thereafter, each student athlete will be presumed to be fully aware of all those provisions and the consequences for not complying with them.

In addition to complying with the Athletic Code of Conduct, all student athletes must:

1. Attend school the entire day on the day of any contest in which they are to participate, unless expressly excused by their principal. A student athlete who is absent from school on a non-game day shall not participate in practice that day unless the absence was specifically approved by the principal;
 2. Conduct themselves at all times in a manner calculated to earn respect of teammates, coaches, peers, school community, and opponents, and to serve as a positive role model for younger children;
 3. Utilize Board-provided transportation to and from athletic contests and practice. It is the Board's expectation and intent that student athletes are to remain with their team under the supervision of their coach during transportation to and from away contests. No private transportation will be utilized except in unusual circumstances and only then in full compliance with Board policy. Return transportation from away contests may be provided by the student athlete's parents or guardian or another authorized adult only if prior approval is obtained from the Superintendent or designee;
 4. Report promptly to the appropriate coach any injury suffered;
 5. Comply with all OHSAA rules and regulations concerning attendance, participation and conduct;
- and
6. Abstain from any use of alcohol, tobacco and any drugs which are not prescribed by a physician.

File: IGDH

The coaching staff of each sport shall publish additional written rules and regulations for that athletic activity, including but not limited to: reasonable practice and training rules, personal dress and hygiene, and personal conduct. These rules and regulations must be approved by the principal or designee prior to being disseminated.

Violation of Rules

Participating in interscholastic athletics is a privilege. The Superintendent, principal, other administrative personnel, and persons employed by the Board to coach an interscholastic athletic student activity may prohibit students from participating in that student activity for a specific or indefinite period of time if the student:

- A. Fails to meet eligibility requirements of this policy;
- B. Poses a continuing danger to persons or property or an ongoing threat of disruption by maintaining a presence in the student activity;
- C. Refuses to comply with the rules and regulations governing the student activity; or the reasonable directives of the person directing, supervising or coaching the student activity; or
- D. Engages in other misbehavior or poor sportsmanship which is contrary to the public interest in the student activity.

If necessary, the student may be referred to local law enforcement agencies for prosecution.

A head coach who believes that a student athlete has violated any provision of the Board's policies, the Athletic Code of Conduct or the written rules and regulations of the sport, shall meet with the student athlete to: [A] state the alleged violation and the reason for it; and [B] provide the student athlete a reasonable opportunity to offer an admission, explanation or denial of the allegation before imposing any disciplinary action.

Adoption date: 8/10/83

LEGAL REFS.: ORC §§3313.53; 3313.532; 3313.535; 3313.66; 3313.661; 3313.664; 3315.062

OAC Chapter 3301-27

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|--------------|---------|---|
| CROSS REFS.: | EEA, | "Student Transportation Services" |
| | EEAE, | "Student Transportation in Private Vehicles" |
| | GCCA, | "Posting of Certificated Staff Vacancies" |
| | IGD, | "Cocurricular and Extracurricular Activities" |
| | IGBK, | "Home Education" |
| | JFC, | "Student Conduct Expectations and Consequences" |
| | JFCC, | "Student Conduct on School Buses" |
| | JFCH, | "Substance Abuse by Students" |
| | JFCH-R, | "Substance Abuse by Students (Athletics and Other Extra-Curricular Activities)" |
| | JG, | "Student Discipline" |

Exclusion"

SOURCE: Handbook of the Ohio High School Athletic Association, (current edition)

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File: IGE

ADULT EDUCATION PROGRAMS

The Fairport Harbor Board of Education recognizes that it has an educational responsibility to the entire community and to life-long education. Accordingly, adult education courses may be provided to meet the needs of adults and out-of-school youth for basic education, general and academic education, occupational education and development of special interests in various arts, crafts and recreation.

The adult education program will be administered by the Superintendent or designee, provided it is self-supporting. The program will be supported by either state or federal funds or fees.

Adults who attend such programs will be expected to comply with rules and regulations established by the Superintendent or designee.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3313.52; 3313.53; 3313.531; 3313.54; 3313.58; 3313.611;
3313.641; 3313.644
OAC §3301-35-05; Chapter 3301-42

File: IHA

GROUPING FOR INSTRUCTION

It is the policy of the Fairport Harbor Board of Education to group students whenever possible in order to increase the effectiveness of each teacher.

The Board is aware that every lesson does not require students to be grouped by ability. Depending on the lesson, each teacher creates a learning environment that is competitive, individualistic, or cooperative in nature. However,

the Board encourages assignment to or grouping within the classroom whenever it is in the best educational interests of the individual student.

Grouping of students should follow these general guidelines.

1. Groups should consist of students of varying abilities when a cooperative learning structured lesson is being taught.
2. For the purposes of conducting school routines and promoting student social skills, grouping students by varying abilities is encouraged.
3. Classrooms should have fewer groups comprised of a larger number of students within an ability range.
4. Grouping decisions shall be based largely on objective criteria.
5. Grouping decisions must include involvement of the affected teachers.
6. Grouping of students should be flexible, allowing students to be regrouped from activity to activity. Generally, students should not remain in the same group throughout the school year.
7. Some special classes may be established to meet individual needs of some groups.

Good administration takes into account the importance of parental understanding and acceptance of the grouping procedure used in the school. The school principal should cooperate with parents and teachers and other staff members in the most effective placement of students in classes. The assignment of classes to teachers is the responsibility of the Superintendent working in cooperation with the principals and the teachers concerned.

Adoption date: 12/17/07

LEGAL REF.: OAC §3301-35-05

File: IHB

CLASS SIZE

The Fairport Harbor Board of Education recognizes that instructional opportunities are maximized when there is frequent interaction between the instructor and learner. The Board also recognizes its responsibility to efficiently organize instruction to make the best use of human and financial resources.

It is the goal of the Board to have an average district class size of twenty-five students. While the Board will strive to provide the appropriate class size for each learning situation, there will be times when temporary enrollment increases, differences in the organization of various schools, and the number and size of available classrooms will affect the number of students that must be assigned to a room.

The Superintendent's recommendations for upper and lower limits on class size will consist of the best professional knowledge as to desirable class size, together with the following considerations.

1. The type of student load that will help each teacher be most effective;

2. The financial state of the school district, and the willingness of district residents to provide for optimum class sizes;
3. The particular requirements of the subject being taught;
4. The fair distribution of out-of-class activities to teachers;
5. Necessary preparation and correction time for the teacher and/or
6. Presence of children with special needs in the class.

Circumstances may prohibit the achievement of optimal class sizes in all cases, but the Board believes firmly that high standards must be developed and maintained as constant guides.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3317.023; 3317.024; 3317.03
OAC §3301-35-03

File: IHHB

COMMUNITY SERVICE

The Fairport Harbor Board of Education believes that students of the school district may be involved in community service as a part their education. Community service may also be a component of a student's education or corrective discipline.

Education Component

Community service opportunities may be provided to students as an "educational option" authorized by Board policy. The Superintendent shall have the authority to develop and implement any community service program whose purpose is to:

1. Inculcate in students the value of service to others;
2. Develop a sense of commitment in making a positive contribution to the community and/or its citizens; and
3. Encourage students to develop projects in their areas of interest.

Students who participate in community service educational options shall receive the necessary training and support which will prepare them for their chosen area of service. Wherever possible, each participating student's program should be a collaborative effort among the school, appropriate community mentors, and the student's parents.

Opportunities for student community service may be found in, but not limited to, the following areas:

- Tutoring other students;
- Assisting teachers in the classroom or school library;

- Conducting peer counseling;
- Interning in local government;
- Volunteering in hospitals, clinics or other medical centers;
- Volunteering in homes for the elderly, the mentally retarded or other disabled persons;
- Assisting recognized charitable organizations;
- Helping in various public and private children's centers; and
- Providing other community service approved by the Superintendent.

Corrective Discipline

Students whose misconduct requires corrective discipline may be assigned to a work program or other form of community service by a principal or the Superintendent in conjunction with or in place of a detention, suspension or expulsion, except for any expulsion related to a student's possession, handling, concealment, transmittal or use of a firearm or a knife on any school district property, in a school vehicle or at a school-sponsored activity or function. The purpose of the work program or other form of community service is to provide incorrigible students with an opportunity to learn the values of good citizenship, positive interpersonal relations, a strong work ethic, and acceptance of the consequences of and responsibility for personal acts through a program of service to the schools, the community and/or its citizens.

A corrective work program or other form of community service shall not require students to perform tasks which exceed their personal physical ability limits or allow the use of power equipment or other tools or materials which may risk stress or injury. Opportunities for student corrective discipline work programs may be found in, but not limited to, the following areas.

- Picking up litter and trash on school property;
- Performing light custodial tasks such as cleaning windows, washing lockers, dusting, and cleaning desk tops;
- Maintaining school or community property or restoring damage inflicted upon it;
- Assisting with clerical tasks; and
- Providing other service as determined by the building principal.

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File: IHHB

Failure of students to perform their assigned work within the specified time will result in either a repeat of the corrective discipline for a longer period of time or suspension or expulsion from school.

Community service which is performed through a work program in conjunction with or in place of a detention, suspension or expulsion shall require prior parental permission. Otherwise, the initial period of detention, suspension or expulsion shall remain in force.

A work contract shall be developed for the period of time otherwise considered for a suspension or expulsion, and it shall stipulate how supervision of the project will be provided. Work performed under the contract may be on school property or in the community in such places as hospitals, nursing homes and approved tax-exempt charitable organizations, and may be done on week nights or on weekends.

Failure of students to fulfill the terms of their work contract within the specified time will result in either a repeat of the work contract for a longer period of time or suspension or expulsion from school.

LEGAL REFS.: 18 USC §921
20 USC §2701 et seq. Gun-Free Schools Act of 1994
ORC §§2923.11; 3313.20; 3313.47; 3313.60; 3313.661

CROSS REFS.: IGAA, "Citizenship Education"
IGCD, "Educational Options"
JFC, "Student Conduct Expectations and Consequences"
JFCC, "Student Conduct on School Buses"
JG, "Student Discipline"
JGD, "Student Suspension/Expulsion (And Emergency Removals)"

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File: IIA

INSTRUCTIONAL MATERIALS

As the governing body of the school district, the Fairport Harbor Board of Education is legally responsible for the selection of instructional materials. Since the Board is a policy-making body, it delegates to the professional personnel of the district authority for the selection of instruction and library materials.

Materials for school classrooms and school libraries will be selected by the appropriate professional personnel in consultation with the Superintendent, faculty and other sources, as needed. Final decisions on purchase will rest with the Superintendent, subject to official adoption by the Board in the case of textbooks.

The Board believes that it is the responsibility of the district to provide

1. Materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served;

2. Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
3. A background of information that will enable students to make intelligent judgments in their daily lives;
4. A diversity of viewpoints so that young citizens may develop, under guidance, the practice of analytical reading and thinking; and
5. Materials representative of the many religions and ethnic and cultural groups, showing their contributions to our American heritage.

These principles will serve as a guide in the selection of all instructional and library materials, textbooks, supplementary books, library books, filmstrips, films and videotapes, and recordings.

Right to Inspect Materials and Projects

In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled or engaged in any research or experimentation program or project which is funded by the United States Department of Education shall be entitled to inspect all instructional materials which will be used in conjunction with such program or project.

As used in this policy, the term "research or experimentation program or project" means any program or project designed to explore or develop new or unproved teaching methods of techniques. The designation of any program or project as a research or experimentation program or project shall be made by the Superintendent.

Any complaints arising under this policy may be submitted under Board policy.

Adoption date: 12/17/07

LEGAL REFS.: 20 USC §1232h(a)

ORC Chapter 3329
OAC §3301-35-03

CROSS REFS.: IIAA, "Textbook Selection and Adoption"

IIAB, "Supplemental Materials Selection and Adoption"
IIAC, "Library Materials Selection and Adoption"
IIAD, "Special Interest Materials"
KLB, "Public Complaints About the Curriculum or Instructional Materials"

SOURCE: School Library Bill of Rights, American Association of School Libraries

File: IIAA

TEXTBOOK SELECTION AND ADOPTION

In accordance with state law, the Superintendent shall recommend from approved lists for adoption by the Fairport Harbor Board of Education all printed or electronic textbooks used in the school district.

For the purpose of this policy, "electronic textbook" means computer software, interactive videodisc, magnetic media, CD-rom, computer courseware, on-line service, electronic medium, or other means of conveying information to students or otherwise contributing to their learning process through electronic means.

All selected textbooks must assist effective instruction toward students' achievement of the objectives of the instructional program.

In selecting printed or electronic textbooks for use in the school district, the Board will carefully consider the rights, freedoms and responsibilities of students, parents and teachers. Efforts will be made to:

1. Preserve each student's right to learn in an atmosphere of academic freedom and an open marketplace for the free exchange of ideas;
2. Support teachers' responsibility to exercise professional judgments in their work while meeting a professional responsibility to meet the district's educational goals and objectives; and
3. Recognize the right of parents to influence the education of their children. The Board will not, however, allow the wishes of an individual, a parent or special interest community group to infringe upon the rights of other students in any class.

The Superintendent or designee will establish ad hoc textbook committees which will include representation of teachers who use the texts, administrators and members of the Curriculum Review Committee. Students, parents and other citizens selected by the Superintendent or designee may also be asked to serve on these committees, when appropriate.

Review and recommendation of printed or electronic textbooks shall follow these guidelines:

1. Textbook selections are to be considered in relation to factors such as: [A] consistency with philosophy and goals of the district; [B] the item objectives of the state's proficiency tests and the district's competency-based education assessments; [C] objectives of the course; [D] accurate and current content; [E] reading level; [F] year of original adoption and ability for upgrade or update; [G] consideration of present textbooks; [H] copyright date; [I] edition; [J] availability; and [K] cost;

2. Before any textbook is recommended for adoption, the publisher should provide a sample copy, a list of schools in Ohio which use it, a "certificate of accuracy," and an indemnification agreement. The selected textbook must have been reviewed thoroughly by the committee as a whole before it is recommended for adoption. Whenever feasible during this review, opinions about the textbook should be obtained from at least three other school districts using it. A written recommendation from the committee delineating reasons for selection shall be forwarded to the Superintendent or designee prior to a recommendation for adoption being presented to the Board;

3. Each textbook recommended for adoption must relate to the adopted course of study and appropriate district competency-based education assessment or state proficiency test item objects, and it must reflect adequate content and method of presentation. It should make a contribution to intelligent thinking and appeal to students. The organization of the text should be considered in terms of arrangement, development of ideas, paragraph and sentence structure,

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File: IIAA

pictures, style, summaries and reviews, tests (where applicable), activity suggestions for teachers and students, and an adequate and current bibliography;

4. Textbooks must meet high standards of quality in factual content and presentation in a manner that is consistent with the sequential academic growth of the students;
5. Textbooks will be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected;
6. Physical features, such as general attractiveness, size, paper quality, typeface, binding, pagination, compatibility with school district technology, and illustrations, should be evaluated;
7. Textbooks must be designed to help students gain an awareness of the many religious, ethnic and cultural groups in our diverse society without bias or prejudice toward gender, race, religion, handicap and age;
8. Textbooks will be designed to motivate students and staff to examine their own attitudes and behaviors and to comprehend their own duties, responsibilities, rights, and privileges as participating citizens in our society;
9. Textbooks will be selected for their strengths, rather than rejected for their weaknesses;
10. Textbooks will clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems;
11. The selection of textbooks containing controversial issues will be directed toward maintaining a balanced collection representing various views; and
12. Electronic textbooks provided in lieu of printed textbooks shall be furnished free of charge. Reasonable access to electronic textbooks and other necessary computer equipment shall be given to: [A] students when they are required to complete class and homework assignments; and [B] teachers who are utilizing the electronic textbooks to plan, deliver and assess instruction and class and homework assignments.

In all cases, the final decision on the selection of printed or electronic textbooks will rest with the Superintendent, subject to official adoption by the Board.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3313.642; 3315.17; 3315.18; 3317.06; and Chapter 3329
OAC §3301-35-03

CROSS REFS.: IIA, "Instructional Materials"
IIAB, "Supplemental Materials Selection and Adoption"
IIAC, "Library Materials Selection and Adoption"
IIAD, "Special Interest Materials"
KLB, "Public Complaints About the Curriculum or Instructional Materials"

SUPPLEMENTAL MATERIALS SELECTION AND ADOPTION

Supplemental Books and Other Publications

Publications to be used in the classrooms or made available through school libraries shall be selected in accordance with the following guidelines.

1. The professional staff, representing the various age groups of students and the disciplines in the curriculum, shall have a primary voice in the selection process.
2. Books and other publications shall be selected for the enlightenment and interest of all students. A book shall not be included or excluded solely for reasons of race, nationality, or political or religious views of the writer.
3. Materials selected should be balanced to present many points of view concerning problems and issues on local, state, national, and international levels.
4. Standard evaluation aids, such as catalogs and book reviews, shall be used where applicable. A book should be read before it is recommended for acquisition by the district.
5. The factual accuracy, authoritativeness, balance, and integrity of the material shall be considered along with its presentation of both material and ideas.
6. Supplemental materials selected should be appropriate for the reading level and understanding of students in the school.
7. Supplemental materials selected should reflect the interests and needs of the students and faculty served by these resources.
8. Supplemental materials selected should represent a fair and unbiased presentation of information. In controversial areas, the media specialist in cooperation with the faculty should select materials representing as many shades of opinion as possible so students may be available to varying viewpoints.
9. Supplemental materials selected should present information with the greatest degree of accuracy and clarity possible.

Audio-Visual Aids

The criteria for the selection of supplemental books and other publications shall be the criteria for the purchase of audio-visual materials.

Print and Non-Print Media Resources

Recommendations for acquisition of print and non-print materials for circulation through the libraries and resource centers are to be made to the media personnel. Upon receipt of these suggestions from administrators, faculty or students, the media personnel will consult reputable, unbiased, professionally prepared selection guides and secure media systematically. Materials are to be examined carefully and evaluated prior to their acceptance.

Complaints about supplemental materials will be handled in line with Fairport Harbor Board of Education policy on complaints about instructional materials.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3329.05; 3329.09; 3329.10

OAC §3301-35-03

CROSS REFS.: IIA, "Instructional Materials"

IIAA, "Textbook Selection and Adoption"

IIAC, "Library Materials Selection and Adoption"

File: IIAC

LIBRARY MATERIALS SELECTION AND ADOPTION

The Fairport Harbor Board of Education believes that the responsibility of the school library is to

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities and maturity levels of the students served;
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide a background of information that will enable students to make intelligent judgments in daily lives;
4. Provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking, and intellectual integrity in forming judgments. In controversial areas, the media specialist in cooperation with the faculty should select materials representing as many shades of opinion as possible so students may be available varying viewpoints;
5. Provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage and
6. Provide materials that are appropriate for the reading level and understanding of students in the school;
7. Provide materials that merit inclusion in the collection because of their literary or artistic value;
8. Provide materials that present information with the greatest degree of accuracy and clarity possible;
9. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Materials for the library will be selected by the professional library staff with due regard to suggestions from the faculty, parents, and students. Final selection will be made by the library specialist of the school in which the center is housed. Professionally recognized reviewing periodicals, standard catalogs, and other selection aids will be used by the library specialist and the faculty to guide them in their selection. The following recommended lists will be consulted in the selection of library materials, but selection is not limited to their listings.

1. American Historical Fiction
2. Basic Book Collection for Elementary Grades
3. Basic Book Collection for Junior High Schools
4. Best Books for Children
5. The Best in Children's Books
6. Best Seller, New York Times
7. Bibliographies (latest editions available, including supplements)
8. Children and Books
9. Children's Catalog
10. Elementary School Library Collection
11. European Historical Fiction and Biography

12. Guide to Sources in Educational Media
13. The Horn Book
14. Junior High School Catalog
15. Virginia Kirkus Reviews
16. Kliatt Paperback Book Guide
17. Library Journal
18. Reference Books for School Libraries

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File: IIAC

19. School Library Journal
20. Subject Guide to Children's Books in Print
21. Subject Index to Books for Intermediate Grades
22. Subject Index to Books for Primary Grades
23. Voice of Youth Advocates
24. Westinghouse Learning Director
25. H. W. Wilson Jr., H.S. Library Catalog

Authority for distribution of funds will rest with the building principal, subject to the approval of the Superintendent.

Gifts of library books will be accepted in keeping with the above policy on selection as well as the Board's policy on accepting gifts. Complaints about library books will be handled in line with Board policy on complaints about the curriculum or instructional materials.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3329.05; 3329.07
State Board of Education Minimum Standards 3301-35-03

CROSS REFS.: IIA, "Instructional Materials"
IIAA, "Textbook Selection and Adoption"
IIAB, "Supplemental Materials Selection and Adoption"
IIAD, "Special Interest Materials"
KLB, "Public Complaints About the Curriculum or Instructional Materials"

SOURCE: Ohio Library Association Intellectual Freedom Manual, 1983

File:

IIAD

SPECIAL INTEREST MATERIALS

Free teaching materials may be accepted and used in the classroom. The responsibility for accepting or distributing free materials is the joint responsibility of the principal and teacher. The following criteria shall guide in making such decisions.

1. The materials should be of a type that teachers seek, not materials that are thrust upon them to promote the interests of an outside agency. Ordinarily the initiative for securing the materials should come from the school.
2. Materials should be of such content and quality that help teachers meet the adopted course of study and are an integral part of the instructional program.
3. Although the materials may contain advertising, this feature should be inconspicuous and the commercial purposes of the sponsor should not be dominant in the materials.
4. No material may be used that violates the attitudes or objectives which are generally recognized as ideals of the school district or the Fariport Harbor community.
5. Teachers and principals must be aware of their responsibility for preventing any outside agency or group from using the schools for purposes that are opposed to our form of government or our democratic way of life. Some materials that are clearly in the nature of propaganda may be used at the discretion of the principal and under careful teacher supervision. Generally, these will be used only in the upper grades of high school in classes that refute arguments of groups antagonistic to America's ideals.

If an individual or organization wishes to provide instructional materials for use in the schools, the request should be referred to the principal involved, together with samples of the materials to be used. A committee of principals and teachers from teaching areas in which the materials are to be used will make a recommendation to the Superintendent concerning their use. The final decision rests with the Superintendent.

Adoption date: 12/17/07

CROSS REFS.: IIAB, "Supplemental Materials Selection and Adoption"
KJ, "Advertising in the Schools"

USE OF COPYRIGHTED MATERIAL

The Fairport Harbor School District and its employees shall comply with all laws respecting copyrights when engaging in the copying of original works of authorship. It is the responsibility of the staff to abide by the copying procedures and obey the requirements of the law. No employee job description shall require a violation of copyright law within the scope of duty. Under no circumstances may employees violate copyright requirements in order to perform their duties. The Fairport Harbor Board of Education is not responsible for any violations of the copyright law by its employees. Any employee who is uncertain about reproducing or using copyrighted materials shall contact the Superintendent.

"Fair Use"

Teachers may copy a limited amount of material provided that it does not negatively impact the purpose of the material's use, the nature of the work, the amount of work copied in relation to its entirety, and the effect on the work's potential market share and value.

Generally, teachers may make a single copy of a work for use in instruction or scholarly research (e.g. chapter from a book; article from a periodical or newspaper; short story, essay or poem; chart, graph, diagram, drawing, cartoon, or picture). Multiple copies may be made for classroom use, provided that the copying meets the tests of brevity, spontaneity and cumulative effect, including the following:

1. The number of copies does not exceed one per student;
2. The copies acknowledge that the original work is under copyright protection;
3. The copies do not exceed the limits on the following types of works

| <u>Type</u> | <u>Not to Exceed</u> |
|----------------|--------------------------|
| Poetry | 2 pages and 250 words |
| Complete Prose | 2,500 words |
| Excerpt Prose | 10% or 1,000 words |
| Illustration | 1 per work |
| Special Work | 2 pages and 10% of words |

4. The decision to use the copyrighted material does not allow for timely permission to be received;
5. The material by the same author is not copied for use more than once during a class term. This includes not more than one short poem, article, story or essay -- or two excerpts -- and not more than three from the same collective work or periodical volume. This limit does not apply to current news periodicals and newspapers; and
6. The copy does not violate a license agreement.

Prohibited Use

Teachers are prohibited by law and this policy to duplicate any copyrighted work to:

1. Create, replace or substitute anthologies, compilations or collected works;
2. Make derivative works;
3. Use, in part or in whole, any works intended to be consumable (e.g. workbooks, exercises, tests, etc.);

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File: IIAE

4. Avoid the purchase of the work;
5. Collect money from a student or other person beyond the cost for a legitimate copy;
6. Make repeated use of the copy; and
7. Violate a license agreement.

The Board and its administrative staff shall not direct any person to make copies in violation of any license agreement or provision of copyright law.

Educational Use of Copyrighted Music

Permissible Uses. Copyrighted music may be copied only under the following conditions:

1. Emergency copying may be done to replace purchased copies which for any reason are not available for an imminent performance;
2. For academic purposes other than performance, single or multiple copies of excerpts of works may be made for each student, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or area, or do not exceed 10% of the whole work;
3. Printed copies which have been purchased may be edited or simplified, provided that the fundamental character of the work is not distorted or that the lyrics, if any, are not altered or added;
4. A single copy of recordings of performances by students may be retained either by the school or the teacher; or
5. A single copy of a sound recording (e.g., tape, disc, CD, cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or teacher. This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.

Prohibitions. Copyrighted music may not be copied to create, replace or substitute for anthologies, compilations or collective works. Copyrighted music intended to be consumable may not be copied, nor may it be copied in order solely to avoid its purchase.

Educational Use of Copyrighted Audio-Visual Material

All teachers should consult with their principal to assure that the proposed use of copyrighted audio-visual material complies with the "fair use" principles of the copyright law.

School recordings may be made of certain instructional television programs telecast by local Public Broadcasting Systems station, subject to the following conditions:

1. All recorded programs must first be licensed for recording;
2. Any licensed program recording may be used in an instructional setting, at a parent meeting or Board meeting, or similar activity;
3. Recordings shall be used only in the facilities of the school district, and they may not be loaned or made available outside the school district; and

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File: IIAE

4. Recordings of evening programs may be retained for not more than seven days following the telecast, unless a written extension is received in advance. Daytime telecasts may be recorded and retained permanently, unless otherwise notified.

Educational Use of Copyrighted Library Material

A school library may make a single copy of unpublished work as a replacement to damaged, deteriorated, lost or stolen work, but only if an unused replacement cannot be obtained at a fair price.

A library may provide a single copy of copyrighted material at cost to a student or staff members, subject to the following conditions:

1. The copy is limited to one article of a periodical issue or a small part of other material. If work cannot be obtained elsewhere at a fair price, it may be copied in its entirety;
2. The copy shall contain notice of copyright, and the student or employee shall be notified that: [A] use is limited to private study, scholarship or research; and [B] any other use subjects the person to liability for copyright infringement; and
3. At the request of a teacher, copies may be made for reserve use.

Copying Limitations

Under copyright law, employees may not:

1. Use copies to substitute for the purchase of books, periodicals, music recordings or other copyrighted material, except as permitted by these procedures;
2. Copy or use the same items from term to term without the copyright owner's permission;

3. Copy or use more than nine instances of multiple copying of protected material in any one term;
4. Copy or use more than one short work, or two excerpts from works of the same author, in any one term; or
5. Copy or use protected materials without including this notice of copyright:

NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.

Employees shall not reproduce or use copyrighted material at the direction of an administrator without permission of the copyright owner.

Internet and Computer Software Copyright

The Board recognizes that: [A] Internet web site and computer software piracy are major problems for the industry; and [B] violations of copyright laws contribute to higher costs and lessen incentives for publishers to develop web sites or effective educational software. Accordingly, in an effort to discourage software piracy and to prevent such illegal activity, the school district will take the following steps:

1. The ethical and practical implications of web site and software copyright violations will be provided to all employees and students using school district computer facilities and software;

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File: IIAE

2. Employees and students will be informed that they are expected to comply with the copyright law governing the use of the Internet and computer software;
3. Wherever possible, efforts will be made to secure web sites and computer software from being duplicated from floppy disks, hard drives or networked systems;
4. Illegal copies of copyrighted web sites or computer software shall not be made or used on school district equipment;
5. The Superintendent or designees are designated as the only persons who may sign license agreements for educational software used on school district computers; and
6. Documentation of licenses for software used on school district computers will be located at the site where the software is being used.

Notice

The following notice, in large type, shall be affixed to all copying machines in the Fairport Harbor School District:

NOTICE

THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE MAKING OF COPIES OF COPYRIGHTED MATERIAL. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

The following notice, in large type, shall be posted prominently in the school library where copies are made available to students or staff:

NOTICE

THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE MAKING OF COPIES OF COPYRIGHTED MATERIAL.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE MAKING OF COPIES OR OTHER REPRODUCTION OF COPYRIGHTED MATERIAL. UNDER CERTAIN CONDITIONS SPECIFIED IN THE LAW, LIBRARIES AND ARCHIVES ARE AUTHORIZED TO FURNISH A PHOTOCOPY OR OTHER REPRODUCTION. ONE OF THESE SPECIFIED CONDITIONS IS THAT THE PHOTOCOPY OR REPRODUCTION IS NOT TO BE "USED FOR ANY PURPOSE OTHER THAN PRIVATE STUDY, SCHOLARSHIP OR RESEARCH." IF A USER MAKES A REQUEST FOR, OR LATER USES, A PHOTOCOPY OR REPRODUCTION FOR PURPOSES IN EXCESS OF "FAIR USE," THAT USER MAY BE LIABLE FOR COPYRIGHT INFRINGEMENT.

THE SCHOOL DISTRICT RESERVES THE RIGHT TO REFUSE TO ACCEPT A COPYING ORDER IF, IN ITS JUDGMENT, FULFILLING THE ORDER WOULD INVOLVE VIOLATION OF COPYRIGHT LAW.

Adoption date: 12/17/07

LEGAL REFS.: U.S. Constitution, Article I, §8

17 USC §§101 et seq.; 106-108; 110; 504
37 CFR §201.14

CROSS REF.: EHA, "Computer/On-Line Services"
IIBE, "Instructional Media"

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File: IIBE

INSTRUCTIONAL MEDIA

The Fairport Harbor Board of Education recognizes the educational value which prudent use of instructional media can have in the total academic program.

Instructional Television

The classroom use of certain television programs, including the use of programs received by satellite, must add to the instructional unit being developed. Careful pre- and post-planning should be used to gain maximum benefits of this instructional aid. All copyright laws and their interpretations regarding classroom use must be observed in taping and using television programs.

Use of Film and Videos

As used in this policy, "film" shall mean motion picture film, videotape, laser disc, or any other medium which projects motion pictures.

The use of film in the classroom must be limited to instructional purposes. The instructional value of a film shall be weighed against the value of academic time it consumes. Accordingly:

1. No film containing a rating of higher than 'PG' may be shown in a school. If a film has a rating that suggests parental guidance or other restrictions, the school must obtain parental consent of each viewing student prior to its presentation;
2. It may be advisable to show only segments of a film rather than to view the work in its entirety; and
3. Students should be prepared to connect the film to academic content related to the course of study being taught.

The use of film shall be subject to use restrictions of its copyright. Accordingly the following are practices prohibited by law:

1. Transfer of film from its original copyrighted format to another format (e.g., laser disc to video, etc.);
2. Creation of an anthology (e.g., recording multiple clips onto a single tape); and
3. Use of film for purposes other than "face-to-face" instruction.

Use of appropriate film through the acquisition of public performance rights may be suitable as a school activity. The Superintendent or designee is responsible for applying for public performance rights.

Adoption date: 12/17/07

LEGAL REFS.: 17 USC §101; 106-110; 504

37 CFR §201.14

CROSS REF.: IIAE, "Use of Copyrighted Material by Teachers"

File: IICA

FIELD TRIPS

The Board recognizes that there is a vast quantity and variety of learning resources outside school walls and is aware of the potential our community has for improving the quality and depth of educational experiences. Whatever students can experience firsthand is often more meaningful to them than that which is only discussed or read about.

Field trips when properly planned, supervised and integrated into the instructional program are not to be considered "outings" or days off from school, but rather extensions of the curriculum.

All field trips sponsored by the Board are educational in nature and are directly related to the subject matter and the course objectives of instruction at the particular grade level. Field trips are lessons and are to be planned as such, with objectives determined in advance. Appropriate instruction should precede and follow each field trip. All field trips must be approved by the Board or its designee.

In addition to field trips, other Board-sponsored trips include planned and approved events for students in connection with co-curricular and extracurricular activities. These trips occur under the direct supervision and control of a professional employee or advisor designated by the Superintendent.

Non-School-Sponsored Trips

Individuals who are employed by the Board may organize trips on their own time and involve students on a voluntary, self-supporting basis. Such trips are not sponsored by the Board or a school. They are not approved by the Board and are not considered a part of the curriculum, nor are they part of a co-curricular or extracurricular activity. Employees will not be compensated for any time organizing or attending non-school-sponsored trips. Employees must use vacation time or other permissible leave to attend a non-school-sponsored trip. The Board does not authorize the use of its name, mascot, logo, school names or other identifying characteristics in affiliation with any non-school-sponsored trip. In addition, Board resources, including its financial accounts and tax identification number, are not available for non-school-sponsored trips. Responsibility for privately planned trips or tours rests with the individual participants, including parents and any entity sponsoring them. The Board assumes no legal or financial responsibilities for non-school-sponsored trips.

If recruitment of students for a trip is sought through the schools, the recruitment request shall be made with approval of the Superintendent. Trip organizing, including recruitment efforts, shall not occur during class time or the employee's workday. Permission to recruit or solicit student participants neither authorizes nor implies Board approval of the trip.

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File: IICA

Travel 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 to provide a field trip, is considered "public money" and must be returned to the District.

All travel arrangements must be in compliance with District field trip regulations and approved by the Superintendent or his/her designee.

[Adoption Date: July 24, 2017]

LEGAL REFS.: ORC 3327.15
OAC 3301-35-01; 3301-35-06

CROSS REFS.: EEAD, Special Use of School Buses
IF, Curriculum Development
IGDF, Student Fundraising Activities
JL, Student Gifts and Solicitations
JN, Student Fees, Fines and Charges

NOTE: THIS IS A REQUIRED POLICY

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File: IICA-R

FIELD TRIPS

Eligible Participants

In most cases, an entire class takes part in a field trip. From time to time, however, trips may be planned for a smaller group (when, for example, the place to be visited can accommodate only a small group or when the trip is appropriate for only a few students working together on a project). The Board also wishes to make it possible for an individual student to experience a field trip if such a trip would provide instructional benefits.

In all cases, when only part of a class goes on a field trip, the administration ensures that satisfactory arrangements are made for the instruction of those staying in school and adequate transportation and supervision are provided for those who are going on the trip.

Distance and Duration

Regular field trips are:

- a. Those which take place within the community (e.g. walking field trips);
- or
- 1. to places near enough so that they can be accomplished during one school day (e.g. classroom trip to the zoo).

Permission for regular field trips must be secured from the building administrator.

Extended field trips are:

- a. Those which take place within the state and involve more than one day's time while school is in session (e.g. Camp, 20/20)
- or
- 1. Those of one or several days' duration when school is not in session.

A Proposal for Overnight/Extended Student Trips must be submitted to the Superintendent and approved by the Board for *all* extended field trips or other District-sponsored trips that occur when school is not in session or when they involve an overnight stay. If an athletic contest or extracurricular competition is scheduled to occur before the Board can meet to approve the trip, the Superintendent will make the approval determination. An approved proposal must be obtained before making commitments for the trip, promoting the trip to students or fundraising for the trip.

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File: IICA-R

Staff member(s) chaperoning a field trip must have a completed and approved professional leave application submitted into Aesop at least one week prior to the extended trip departure date.

Field trips out of the state while school is in session are not normally approved. The Board considers special requests for such trips when they are necessary to a curricular, extracurricular or co-curricular purpose, well-planned, adequately chaperoned and satisfactorily financed.

Parental Permission, Releases & Medical Forms

Written permission from a parent or guardian must be obtained prior to any student's participation in a school-sponsored field trip.

Release of liability forms must be signed by parents of trip participants, or participant students if over the age of 18, whenever possible and prior to any student's participation in a school-sponsored field trip.

The staff member in charge of a school-sponsored trip is required to have a copy of each student participant's Emergency Medical Authorization Form in his or her possession at all times and ensure the forms are properly secure.

Expenses

Field trips that are part of the instructional program and do not involve overnight stays may be paid for by the District.

Trips that are part of the school's extracurricular activities (such as sports trips, band trips, camps etc.) that involve overnight stays usually involve some expense to the participating student. The administration is careful that such trips do not proliferate to the point at which the expense becomes a burden for the parents.

Fund drives are allowed under the Board's policies governing student gifts and solicitations and student fundraising activities.

Regulations Governing Field Trips

It is the responsibility of the Superintendent to set District-wide regulations for field trips and each building principal to set rules for his/her school that comply with Board policy and District regulations as they apply to the type of trip being planned. The Board's rules and policies, including requirements to accommodate students with special medical needs or disabilities, shall be in effect during all District-sponsored trips.

It is the responsibility of the Superintendent to make all final staffing decisions for extended trips based on final student rosters, to ensure adequate staffing/supervision is provided for those who

are going on the trip, as well as students and staff that will remain in the district.

(Approval date: July 24, 2017)

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip _____

Proposed Departure Date _____ Return Date _____

Proposer _____ Position _____

A. Purpose

1. What is the major place to be visited or event to be attended? _____
2. How is the trip related to the educational program of the District? _____
3. In what ways, will the students benefit? _____
4. In what ways, will the District benefit? _____
5. How will the trip be evaluated to determine the extent to which these benefits were realized? _____

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?

2. How many students in total?

3. How many students are currently experiencing academic problems? _____
4. Which staff member will be in charge? _____
5. What previous experience has the staff member had in conducting overnight or extended field trips?

6. What other staff members will be going? _____
7. How many chaperones, in addition to staff members, will be going? _____
8. What are their names and affiliations with the students? _____
9. How many school days will be missed? _____

10. How will teachers be advised in advance that the students will be out of school? _____

11. Who else is assisting with planning the trip? _____

C. School Work

1. How will missed work be made up?

2. What special assistance will be provided students with academic problems? _____

D. Itinerary

1. What is the destination?

2. What will be the mode of transportation?

What liability insurance does the carrier have? _____

3. Where will the group be housed, and fed? _____

4. What enroute or supplementary activities are planned?

5. What arrangements have been made for dealing with emergency situations?

6. What arrangements have been made for administering necessary medications to students while on this trip? _____

7. If tour guides are involved, what liability insurance do they carry?

8. What arrangements have been made to accommodate students with special medical needs or disabilities?

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File: IICA-R

E. Finances

1. What is the estimated total cost and cost per student?

1. What is the source of funds?

1. How will the funds be collected and safeguarded?

4. How will any shortfall be made up or excess funds used?

5. What provision has been made for students who are financially unable to pay any necessary costs?

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?
2. List telephone numbers at destination and where group will be housed.
3. What information will be provided to the media and the community?

Signature of the Proposer:

Date

SIGNATURES INDICATING APPROVAL:

Principal

Date

Superintendent

Date

Board of Education President or Designee

Date

Adoption Date: July 24, 2017

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COMMUNITY RESOURCE PERSONS

Resource speakers are people not on the school staff who, because of their expertise in a specific area, are invited to address classes or assemblies in order to enrich student learning. The person(s) responsible for the speaker's appearance shall be aware of the essence of the proposed presentation and determine that the experience will be of educational relevance and value, and commensurate with students' maturity level. Approval by the principal must be obtained before invitations are extended to, or engagements made with, outside speakers. In making the decision, the principal shall evaluate the subject to be covered.

Adoption date: 12/17/07

File: IICC

SCHOOL VOLUNTEERS

The Fairport Harbor Board of Education 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 school district's mission. The use of citizens as volunteers within the school program enhances the educational process for students, fulfills service needs for volunteers and benefits the entire community. Volunteers provide for individuals who have expertise in various areas for service as resource persons, supplement support in the classroom, and promote community-school cooperation in facilitating the learning process.

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

All volunteers shall be registered with the school office. 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 may, at any time, be subject to a criminal background records check.

Adoption date: 12/17/07

LEGAL REF.: ORC §§109.57; 109.572; 109.574-109.577; 121.401; 2121.402; 2305.23; 2305.231; 2744.01; 3301.88; 3319.311; 3319.39

OAC §§3301-9-91; 3301-32-22(E)(4); Chapter 3301:1-1

CROSS REFS.: GBQ, "Criminal Record Check"
KF, "Community Instructional Resources"

PARENTAL INVOLVEMENT IN EDUCATION

The Fairport Harbor Board of Education believes that involvement by parents or guardians in their children's academic progress is an important part of the educational program. Strong partnerships between the home and greater involvement on the part of parents or guardians in the education of their children generally results in students' higher achievement scores, improved behavior and reduced absenteeism.

All parents or guardians of students enrolled in schools of the Fairport Harbor School District are encouraged to take an active role in the education of their children.

The Board authorizes the administration to develop the necessary guidelines for parent or guardian involvement in student achievement in school and directs that such guidelines are communicated to parents or guardians through student handbooks, school newsletters or other means. The communications will:

1. Encourage strong home-school partnerships;
2. Provide for consistent and effective communication between the parents or guardians and school officials;
3. Offer parents or guardians ways to assist and encourage their children to do their best;
4. Offer ways that parents or guardians can support classroom learning activities; and
5. Provide opportunities for parents or guardians to be involved in the educational program.

In addition, building administrators/designees of schools receiving Title I funds will jointly develop with and distribute to parents of children participating in Title I programs a written parental involvement policy and guidelines. The requirements of the policy and guidelines are consistent with federal and state law.

Adoption date: 12/17/07

LEGAL REF.: *The Elementary and Secondary Education Act; 20 USC 1221 et seq.*
ORC §§3313.20; 3313.472; **3313.48**

CROSS REFS.: *IGBI, "English as a Second Language (Limited English Proficiency)"*
IGBJ, "Title I Programs"
IICB, "Community Resource Persons"
KF, "Community Instructional Resources"

GUIDANCE PROGRAM

The Fairport Harbor Board of Education views guidance as helping students understand themselves in the light of their abilities, aptitudes, interests, attitudes, strengths and limitations. This process is meant to assist students in developing their potential, making decisions regarding personal, educational and vocational matters, and 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 his/her 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 personally satisfactory solutions.
5. Guidance should assist individuals to understand their circumstances and opportunities and to plan their life in a satisfactory manner to serve themselves as well as society.

The district's guidance services includes a wide variety of testing programs and interpretation of results of students, parents and staff; programs that will assist students in good study habits; and personal guidance that 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 students' academic abilities, a variety of counseling opportunities and approaches, educational and career planning, and, when necessary, appropriate referral. The plan will be evaluated and submitted to the Board for adoption every other year.

The guidance personnel 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 academic improvement.

Counseling services will be provided by a certified school counselor.

Adoption date: 12/17/07

LEGAL REFS.: ORC §3317.023
OAC §§3301-35-92(B)(2)(c,d); 3302-35-03(H)

ACADEMIC ACHIEVEMENT

The philosophy of the Fairport Harbor Board of Education concerning student academic achievement and social growth and development is based on the premise that students have diverse capabilities and individual patterns of growth and learning.

Therefore, the Board feels it is important that teachers have as much and as accurate knowledge of each student as possible in order to assess his/her needs and growth and make instructional plans for him/her. Thus, a sharing of information among parent, teacher and student is essential.

The Board supports staff efforts in finding better ways to measure and report student progress. It will require that

1. Parents will be informed regularly, and at least four times a year, about the progress their children are making in school.
2. Parents will be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
3. Insofar as possible, distinctions will be made among a student's aptitude, attitude, and academic performance.
4. At comparable levels, the school district seeks consistency in grading and reporting except when it is inappropriate for certain classes or certain students.
5. When no grades are given and a student is evaluated informally in terms of his/her own progress, the school staff will provide a realistic appraisal of the student's standing in relation to his/her peers when requested by parents.
6. When grades are given, the school's staff will take particular care to explain the meaning of marks and symbols to parents.

Adoption date: 12/17/07

LEGAL REF.: OAC §3301-35-02

Grades are calculated estimates of students' levels of achievement. The purpose of grades is to guide the school and home in deciding the instructional strategies and school setting most appropriate to students' educational needs. The reporting of student progress should be made by teachers and administrators on a regular and timely basis. Grades should be used to evaluate student performance, make curriculum and instruction decisions, report student progress to parents and the public, make guidance decisions, and plan effective staff development.

The assignment of grades to students should be based upon the principles of objectivity, frequency, equity, and correlation. Objectivity requires that grading be limited to measuring students' academic achievement unless approved student performance objectives clearly require other forms of student assessments. Frequency requires that a sufficiently continuous record of measured student achievement be kept to provide a reliable profile of student performance. Equity requires that grading practices be consistent among the schools at all grade levels. Correlation requires that students' graded achievement be based upon the stated objectives within the appropriate course of study.

Overall grades shall be used to motivate, rather than punish, students. Poor or failing grades should trigger a variety of instructional intervention activities to assist the student in improving performance related to the taught curriculum.

What Grades Measure

Grades represent the academic achievement of students toward mastery of objectives taught from the course of study, as reflected in the rate of attendance in class, quality of classroom participation, completion of class work and homework, and performance on various assessments of academic progress. Because other factors, such as attitude, behavior, and extra effort, may affect a student's academic performance, they may be reported as effort comments.

Achievement Grades

The academic achievement grade in any subject should represent the most accurately measured estimate by the teacher of the achievement of the student in the subject as related to the course of study.

The Fairport Harbor Board of Education believes that students will respond more positively to the opportunity for success than to the threat of failure. Therefore, the district will seek to make achievement both recognizable and possible for students in its instructional program. It will emphasize achievement in its processes of evaluating student performance.

Achievement grades may be recorded on one of four scales.

1. Checklist of objectives.
2. **S** and **N**. These grade symbols, as defined below, may be used on report cards for students in grades 1-5.

S = Satisfactory -- Indicates that the student is making sufficient progress in performance toward mastery of course content and objectives.

N = Needs Improvement -- Indicates that the student is making insufficient progress in performance toward mastery of course content and objectives. Teachers and parents should meet to discuss the reasons.

File: IKA

3. **S and U.** These grade symbols, as defined below, may be used on report cards for certain students in grades 6-12.

S = Satisfactory -- Indicates that the student is making sufficient progress in performance toward mastery of course content and objectives.

U = Unsatisfactory -- Indicates that the student is unable or unwilling to achieve at expected performance levels. Avenues of diagnosis, prescription and intervention must be explored. Communications with parents and administrators are required.

4. **A, B, C, D, F, I.** These grades are used on report cards for grades 1-12 and are defined below.

A = OUTSTANDING. The student has mastered all of the major and minor instructional objectives at a proficiency level ranging from 90%-100%.

B = VERY GOOD. The student has mastered most of the major and minor instructional objectives at a proficiency level ranging from 80%-89%.

C = SATISFACTORY. The student has met the instructional objectives at a proficiency level ranging from 70%-79%.

D = VERY WEAK. The student has difficulty in meeting the instructional objectives at a proficiency level ranging from 60%-69%, which are the minimum essentials needed for the next highest level of instruction. Considerable intervention and improvement in performance is necessary.

F = UNSATISFACTORY. The student has not met the minimum instructional objectives of at least a 60% proficiency level which is essential for the student to be advanced to the next highest level of instruction. Considerable intervention and improvement in performance is necessary.

I = INCOMPLETE. The student has not completed all assigned work necessary to calculate a grade.

Effort Comments

In addition to the academic achievement grade, report cards may contain comments about a student's effort in school. These comments may consider student attendance, attitude, behavior, extra work or other described factors which contribute to overall performance. They will be clearly delineated on the student report card. The absence of any such comments presumes that the student is making satisfactory effort.

Grade Reporting

In order to keep parents informed of their child's progress in school, formal grade cards are issued to students four times a year. The grade card shall contain the student's achievement grades, effort comments and a record of attendance. The final report card for the school year shall include the student's grade-level assignment for the following school year.

Interim reports are issued approximately mid-way through each grading period. The interim report shall contain the student's pending academic achievement grade and may include comments about the student's effort.

A cumulative file and transcript shall be maintained for each student. These records shall include a listing of all subjects taken, and academic achievement grades earned, by the student; a record of attendance; the scores achieved

on local competency-based education assessments, and data about the student's performance on state proficiency tests.

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File: IKA

Kindergarten

A checklist of objectives for student performance will be used to indicate outstanding, satisfactory, needs improvement, or unsatisfactory progress, as defined below.

E = Exceeds Expectations -- Indicates that the student's performance toward mastery of course content and objectives exceed defined levels.

S = Satisfactory -- Indicates that the student is making sufficient progress in performance toward mastery of course content and objectives.

N = Needs Improvement -- Indicates that the student is making insufficient progress in performance toward mastery of course content and objectives. Teachers and parents should meet to discuss the reasons.

U = Unsatisfactory -- Indicates that the student is unable or unwilling to achieve at expected performance levels. Avenues of diagnosis, prescription and intervention must be explored. Communications with parents and administrators are required.

Grade 1

Grades of **A, B, C, D, F** will be given in mathematics and reading. Grades of **S** and **N** will be given for other subjects. During the first grading period, students will be given grades of **S** and **N** in their subjects; letter grades will be given thereafter.

Students in this grade will be expected to achieve satisfactorily in both reading and mathematics. Successful achievement is indicated by a passing grade (**A, B, C, D**).

Grade 2

Grades of **A, B, C, D, F** will be given in reading, mathematics, and spelling, and beginning with the second semester, in English/language arts. Grades of **S** and **N** will be given for other subjects.

Students in this grade will be expected to achieve satisfactorily in reading, spelling and mathematics and English/language arts. Successful achievement is indicated by a passing grade (**A, B, C, D**).

Grade 3

Grades of **A, B, C, D, F** will be given in reading, mathematics, English/language arts, spelling, and social studies. Grades of **S** and **N** will be given for all other subjects.

Students in this grade will be expected to achieve satisfactorily in reading, mathematics, English/language arts, social studies and spelling. Successful achievement is indicated by a passing grade (**A, B, C, D**).

Grades 4-5

Grades of **A, B, C, D, F** will be given in all academic subjects, except handwriting. Handwriting will be graded by **S** and **N**.

Students in these grades will be expected to exhibit successful achievement in all areas of the school curriculum. Successful achievement is indicated by a passing grade (**A, B, C, D**).

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File: IKA

Grades 6-12

Grades of **A, B, C, D, F** will be given in all subjects, except for subjects specifically determined by the Superintendent to use **S** and **U** grades. Under special circumstances, approved on an individual basis by the principal, grades of **S** and **U** may be used. Students in grades 6-12 will be expected to exhibit successful achievement in all areas of the school curriculum. Successful achievement is indicated by a passing grade (**A, B, C, D, S**).

Method of Calculating Grades

The method of determining and keeping grades is at the discretion of each teacher, provided that:

1. Teachers are prohibited from having students evaluate, correct or log any work which is used in calculating grades; and
2. None of the criteria found in this policy may be violated or disregarded in calculating grades.

Except as otherwise provided in this policy, grades to be entered on report cards shall be **A, B, C, D, or F**. Yearly grades will be calculated as the average of the four nine-week' grades; semester course grades will be calculated as the average of the two nine-week' grades.

Semester and/or final exams, if administered, shall be used to calculate the first or second semester grade average. A semester and/or final exam may not be weighted as more than 20% of the grades used to calculate the first and/or second semester grade average.

Passing Grades for Grades 6-12

Students must earn a 0.75 final grade point average to be considered as having passed any course for the school year and at least 1.0 for any semester course. Any yearly grade point average of 1.5, 2.5, or 3.5 will be raised to the next higher grade only if the average of the second semester grades is equal to or higher than the average of the first semester grades. In a semester course, the second grade must be equal to or higher than the first grade to be raised to the next higher grade.

Prohibited Use of Student Progress Reports

It is inappropriate for the Fairport Harbor School District to use student grades, grade point averages, special assessment, or other performance indicators for non-school purposes of publicly comparing schools, teachers or students. The purpose of this data is limited to informing parents of student performance, providing for individual needs of students, and generating information necessary for making evaluations of curriculum and instructional effectiveness.

Making-up Incompletes

Students who receive an **I** at the end of a grading period or semester will have two weeks after the opening of the following grading period or semester to complete the necessary work in order to remove it from the report card. If it is not removed, it becomes an **F**. In the case of a student's extended illness, hospitalization, or in-patient care at a treatment center, this period of time may be extended by the principal.

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File: IKA

Adoption date: 12/17/07

LEGAL REFS.: 20 USC §1232g
ORC §3301.078; 3319.321

OAC §3301-35-02(B)(4)

CROSS REFS.: GBC, "Teachers' Professional and Ethical Standards"
GBH, "Staff-Student Relations"
IK, "Academic Achievement"
IKAB, "Student Progress Reports to Parents"
IKB, "Homework"
IKC, "Class Rankings"
IL, "Testing Programs"
JE, "Student Attendance"
JFCI, "Prevention and Treatment of Chemical Abuse"

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File: IKAB

STUDENT PROGRESS REPORTS TO PARENTS

Written Reports

The Fairport Harbor Board of Education believes that it is essential for parents to be kept fully informed of their children's progress in school. The type of progress reports sent to parents will be devised by the professional staff in cooperation with parents.

Written reports will be provided to parents of children in grades 1-12 at least four times per year. Progress reports will be sent to parents at the completion of each grading period. Supplementary reports will also be required for students in danger of failing.

Conferences

Teacher-parent conferences are encouraged to interpret the child's progress to the parents and to build a wholesome, cooperative relationship between home and school. Teachers are encouraged to consult frequently with parents, not only when studies are having trouble, but also to learn more about the child's interests and abilities so that the school program can be adapted to provide the best educational opportunities available. Parents and teachers have equal rights and responsibilities to request conferences as needed.

Adoption date: 12/17/07

LEGAL REF.: OAC §3301-35-02(4)(a)

CROSS REF.: IK, "Academic Achievement"
IKA, "Grading Systems"

File: IKB

HOMEWORK

The Fairport Harbor Board of Education believes that homework that is properly designed, carefully planned and geared to the development of the individual student, meets a real need and has a definite place in the educational program.

Properly designed homework should result in students improving their

1. Retention and understanding of factual knowledge;
2. Critical thinking, concept formation and information processing skills;
3. Attitude toward school and willingness to learn during leisure time;
4. Study habits and skills;
5. Self-direction and self-discipline; and
6. Inquisitiveness and independent problem-solving techniques.

Homework should have different purposes at different grades. For younger students, it should foster positive attitudes, habits, and character traits. For older students, it should facilitate knowledge acquisition in specific topics. Homework assignments should be made under the following general principles.

1. Homework should be required at all grade levels, but a mixture of mandatory and voluntary homework is most beneficial. Mandatory assignments should be assessed for a grade; failure to turn in mandatory assignments will result in teacher intervention and remedial activities. Voluntary assignments are meant to meet the needs of individual students or groups of students.

2. Generally, all students in a class will be responsible for the same assignments, with only rare exceptions.

3. Teachers should clearly state

- A. How the assignment is related to the topic under study
- B. The purpose of the assignment
- C. How the assignment might best be carried out
- D. What the student needs to do to demonstrate that the assignment has been completed

4. All homework assignments will not be formally evaluated. They will be used to locate problems in student progress and to individualize instruction.

5. Topics will appear in assignments before and after they are covered in class, not just on the day they are discussed.

6. Homework will not be used to introduce complex skills, rather, it should reinforce taught material or those skills already possessed by the student, and complete certain projects such as the reading of worthwhile books and the preparation of research papers or other similar assignments.

7. Homework will not be used for disciplinary purposes.

8. Parents will rarely be asked to play a formal instructional role in homework. Instead, they should be asked to create a home environment that facilitates student self-study.

Adoption date: 12/17/07

File: IKC

CLASS RANKINGS

The Fairport Harbor Board of Education recognizes that many students demonstrate significant achievement during their high school years. The Board also acknowledges that opportunities exist for individual high school students who graduate at or near the top of their class, as that ranking is based upon grade point average, to receive significant financial assistance for attending a postsecondary educational institution.

Grade Point Average

Students' grade point average accumulates over their total high school experience. It is based upon the number of courses taken and the points earned in each.

A student's grade point average is calculated by dividing the total number of points earned by the total number of credits taken. Grade point averages shall be calculated to the nearest one-thousandth (.001). For the purpose of determining a student's grade point average, credits for students passing courses shall be determined as follows:

1. For courses scheduled for a minimum of 120 hours in a school year, one credit shall be issued;
2. For courses scheduled for a minimum of 60 hours in a school year, one-half credit shall be issued;
3. For identified vocational courses, more than one credit for a year or more than one-half credit for a semester course may be issued; and
4. For students passing physical fitness courses, one-half credit shall be issued for courses scheduled for a minimum of 120 hours, and one-quarter credit shall be issued for courses scheduled for a minimum of 60 hours.

Points earned are determined by multiplying the course credit earned by the numerical value of the letter grade achieved in the class. The numerical value of letter grades are determined by the type of course taken and are listed below:

Regular CoursesHonors/Advanced Placement Courses

| | | | |
|---|----------|----|----------|
| A | 4 points | A* | 5 points |
| B | 3 points | B* | 4 points |
| C | 2 points | C* | 3 points |
| D | 1 point | D* | 2 points |
| F | 0 points | F* | 0 points |
| U | 0 points | | |

An asterisk (*) following a letter grade indicates that the student is enrolled in either an honors or an advanced placement course.

Cumulative grade point averages for students and reports are calculated at the end of each semester. Calculations of non-cumulative, most recent completed term grade point averages may be done to acknowledge student achievement.

Valedictorian

The class valedictorian shall be that student with the highest numerical grade point average based upon completion of seven semesters of high school, the last three of which must have been as a student enrolled at Fariport Harbor High School or through a postsecondary enrollment options program. If the difference in grade point average between the student with the highest average and the student(s) with the next highest average is less than .030, then the honor of being class valedictorian shall be shared by each.

1 of 2

File: IKC

Salutatorian

The class salutatorian shall be that student with the next highest numerical grade point average more than .030 below that of the valedictorian(s); provided, however, that the student was either enrolled at Fariport Harbor High School or participating in a postsecondary enrollment options program for the previous three semesters. If the difference in grade point average between this student and the student(s) with the next highest average is less than .030, the honor of being class salutatorian shall be shared by each.

Class Rank Procedures

The purposes of the class ranking are to:

1. Provide students with incentives to enroll in as many academically challenging courses as their learning capacity permits;
2. Report academic standing of students seeking admission into postsecondary education institutions;
3. Name a class valedictorian and salutatorian;
4. Meet the academic criteria for various forms of scholastic recognition; and

5. Satisfy other reasons requiring the ranking of classmates.

Students shall be given a class ranking in the order of their most recent cumulative grade point average at the end of each semester they attend high school. When the honor of being class valedictorian or class salutatorian is shared, or when the cumulative grade point averages of two or more students are equal, the next lower class ranking shall be one more than the total number of preceding students in the higher ranks.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3313.603; 3313.61; 3313.642; 3313.647; 3321.04

CROSS REFS.: IGCF, "Postsecondary Education Options"
IKA, "Grading System"
IKE, "Promotion and Retention of Students"
IKF, "Graduation Requirements"

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File: IKE

PROMOTION AND RETENTION OF STUDENTS

The promotion of each student is determined individually. The decision to promote or retain a student is made on the basis of the following factors. The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Administrative guidelines must be developed, reviewed and may include the following elements.

1. A student receiving passing grades in the core courses is promoted.
2. A student having failing grades in the core courses at the end of each year is evaluated by the teachers, guidance counselor and principal for placement.
3. No conditional promotions are permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.
5. No student having passing grades, "D" or above, throughout the year is failed.

6. No student should be retained more than once in the elementary grades, kindergarten through eighth grade.

7. Documentary and anecdotal evidence should be available to justify retention.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

“Academically prepared” means that the principal, in consultation with the student’s teacher(s), has reviewed the student’s work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

Third grade students who receive a limited proficient score in the third grade reading achievement test are provided one of three options:

1. Promotion to the fourth grade if the principal and reading teacher agree that other evaluations of the student’s skill in reading demonstrate that the student is academically prepared for the fourth grade;
2. Promotion to the fourth grade and provide “intensive intervention” services; or
3. Retention in the third grade.

Intervention services are offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

Any student who has been retained because of results on the third grade English language assessment and who demonstrates during the academic year that he/she now is reading at or above grade level is promoted to the fourth grade pursuant to the district-level mid-year promotion policy.

For promotion from eighth grade to ninth grade, each student must have completed one year of American History.

File: IKE

Promotion to grades 10 through 12 shall be based upon the student's number of years enrolled in high school and accumulation of 15 credits by the fourth year or thereafter, as listed in the table below:

| |
|---------------------------------|
| Grade Level Determinants |
|---------------------------------|

| Grade Classification | Year in High School |
|----------------------|--------------------------------|
| Freshman | 1st |
| Sophomore | 2nd |
| Junior | 3rd |
| Senior | 4th (with at least 15 credits) |

Placement

Placement of a student in the succeeding grade level shall be the exception, not the rule, when assigning students. In making a student placement decision, the Superintendent will consider information offered by the parents and the student's teacher(s), principal, guidance counselor and the school psychologist.

Retention

In making a student retention decision, the Superintendent will act on the advice of the student's teacher(s), principal, guidance counselor, and the school psychologist. The following guidelines should be followed in making student retention decisions:

1. Failing grades in class -- or poor scores on school district assessments in reading, writing, mathematics, social studies, and science -- shall be a basis, but not the sole criteria, for considering retention of a student. Scores on required state reading tests may be used as a factor in retention decisions only if the student fails to achieve a score above the "limited" range.
2. Retention, if necessary, should take place as early as possible in the child's school years, and only after the child's academic growth, emotional development and social development have been considered.
3. Any student in ninth grade through twelfth grade who has been truant from school or a class in violation of school attendance rules shall not receive course credit for the class or classes missed.
4. Should a retention decision appear imminent, the principal will contact the student's parents or guardian not later than the end of the third grading period to review the cause of the student's difficulty. The student's teacher and necessary support personnel (e.g. guidance counselor, school psychologist, etc.) will meet with the principal and the parents to develop a plan of prescribed intensive remediation services.

5. If a child is retained, the principal shall work with the current teacher and other supportive personnel in developing a written detailed diagnosis of the child's learning problem for the new teacher. Intervention techniques used will be documented.

Students with Identified Disabilities

Promotion and retention decisions affecting identified disabled students, as defined by Board policy, will be made in accordance with those students' attainment of their individual education program.

Adoption date: 10/22/2012

LEGAL REFS.: ORC §§3301.07; 3301.0710; 3301.0711; 3301.0712; 3301.0715; 3313.608;
3313.609; 3313.6010; 3313.6012; 3314.03
OAC Chapters 3301-07 and 3301-13; §3301-35-04(F); 3301-35-06

CROSS REFS.: AFI, "Evaluation of Educational Resources"
IGBA, "Programs for Handicapped Students"
IGBE, "Remedial Instruction (Intervention)"
IGBEA, "Reading Skills Assessments and Interventions (Third Grade Reading
Guarantee)"
IGCD, "Educational Options (Also LEB) "
IL, "Testing Programs"
JE, "Student Attendance"

ACCELERATION

The Fairport Harbor Board of Education recognizes that all students learn and progress at different rates and that the time it takes to reach academic standards varies among students. The Board believes students should be challenged and supported to reach their full potential and that the practice of educational acceleration is used to match appropriate learning opportunities with student abilities. The goals of acceleration are to adjust the pace of instruction to the student's capabilities, provide an appropriate level of challenge and to reduce the time period necessary for students to complete traditional schooling.

The District uses acceleration strategies in four academic areas.

1. Whole-grade acceleration: The practice of assigning a student on a full-time basis to a higher grade level than is typical given the student's age, for the purpose of providing access to appropriately challenging learning opportunities.
1. Individual subject acceleration: The practice of assigning a student to a higher grade level than is typical given the student's age, for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas.
1. Early admission to kindergarten: The practice of admitting a student to kindergarten who has not yet reached the typical age at which students are admitted to kindergarten, for the purpose of providing access to appropriately challenging learning opportunities.
1. Early high school graduation: The practice of facilitating completion of the high school program in fewer than four years, for the purpose of providing earlier than typical access to post-secondary educational opportunities.

Referrals for students to be evaluated and assessed should be made to the building principal. Students referred and having parental permission are tested using a variety of assessments. The assessments are reviewed by an acceleration evaluation committee to determine the most appropriate and available learning environment for the students.

The committee issues a written recommendation to the building principal and the students' parents. Parents have the right to appeal the committee's recommendation to the Superintendent/designee.

The committee develops a written acceleration plan for any student who is admitted early to kindergarten, offered whole-grade acceleration or acceleration in one or more individual subject areas. The parents of the student are provided with a copy of the written plan.

The Board directs the administration to develop rules for referring and evaluating students who may qualify for services.

Adopted: 12/17/07

LEGAL REFS.: ORC §§3321.01, 3324.01 et seq.
OAC §3301-51-15

CROSS REFS.: IGBB, "Programs for Gifted and Talented Students"
IKFA, "Early Graduation"
JEB, "Entrance Age (Mandatory Kindergarten)"

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The academic requirements for graduation include the following:

- A. Units shall be earned in the sequence of courses as recommended by the Superintendent and approved by the Board;
- B. Student electives must include at least one unit, or two half-units, from the areas of business/technology, fine arts and/or foreign language;
- C. Units earned in health and physical education may be delivered through integrated academic and technical instruction, but coursework attributed to physical education shall be credited at one-half credit per 120 instructional hours. A student may be granted an alternative physical education program due to illness or for any other reason diagnosed in writing by a licensed physician and accepted by the administration of the high school;

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File: IKF

- D. Units earned in science must include one unit of biological science and one unit of physical science. Each credit awarded for laboratory science shall require a minimum of 150 instructional hours;
- E. Units earned in social studies must include one-half unit of American history and one-half unit of American government; and
- F. Units in English language arts, mathematics, science and social studies may be delivered through integrated academic and technical instruction.

3. Meet all other requirements of this policy, except for students whose education is governed by the provisions of their individual education program.

Testing Exemptions

A student shall be exempted from passing the social studies or citizenship portion of a state-required test in order to earn a diploma if all of the following apply:

- 1. The student is not a citizen of the United States;
- 2. The student is not a permanent resident of the United States; and

3. The student indicates no intention to reside in the United States after completing high school.

Alternative Criteria for Graduation

A student must pass all parts of the Ohio Graduation Tests in order to receive a high school diploma, unless the student:

1. Successfully completes a series of end-of-course examinations developed by the Ohio Department of Education; or
2. Meets all of the following alternative criteria for attaining the scores designated on the Ohio Graduation Tests after September 15, 2006:
 - A. Passing all but one of the portions of the Ohio Graduation Tests from which the student was neither excused nor exempted; provided, however, the student's score on the failed test is ten or fewer points below the required passing score;
 - B. Maintaining a 97 percent school attendance rate in each of the last four school years, excluding any excused absences;
 - C. Not being expelled from school in any of the last four school years;
 - D. Maintaining a grade point average of at least 2.5 in the subject area of the required test the student failed;
 - E. Completing all high school curriculum requirements;

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File: IKF

F. Participating in any intervention program provided by the district in the failed test area with a 97 percent attendance rate, excluding any excused absences, or is receiving comparable intervention services from a source other than the district that is recognized by the Board; and

G. Holding a letter recommending graduation from each of the student's high school teachers in the applicable subject area and from the high school principal.

Acceptance of Credits

Academic credit shall be awarded to students in accordance with the policies and regulations of the Board. The Board will accept credits earned toward graduation from:

1. Another Ohio school district, if its schools are chartered by the Ohio Department of Education;

2. Another school district from another state, if its schools are similarly approved by their state's department of education; or

3. A postsecondary education institution approved by the Ohio Department of Education to participate in the postsecondary education options program. Students shall not be granted high school credit for college courses taken during any period of time they are subject to expulsion from school. They may also be subject to withdrawal of their acceptance by the participating school.

The Board will accept the academic requirements for graduation of Fariport Harbor students who complete an Ohio joint vocational school program in which the Board participates as a member school district.

No academic credit will be awarded for coursework taken during any period of time a student is subject to expulsion from school unless otherwise approved by the Superintendent. In no instance shall high school credit be awarded for courses taken under the postsecondary education options program during a student's period of expulsion from school.

Educational Options Credits. A maximum of six educational option credits may be applied toward the units required for graduation. No more than four of the six units may be applied toward the specified requirements.

Correspondence School Credits. A maximum of two credits earned by a student from a correspondence course program may be applied toward the number required for graduation, but only if they are earned in:

1. Correspondence courses that are directly affiliated with state universities and evaluated by the school administration as qualifying for earned credit toward graduation from high school; or
2. Schools that have been established primarily for correspondence study which have been approved by the Superintendent prior to student's enrollment in them.

Summer School Credits. A maximum of two credits for an individual discipline earned by a student from a summer school program will be accepted toward the requirements for graduation. Summer school credits will be accepted toward graduation only if administrative approval has been given prior to registration for the course. Approval shall be conditioned upon all of the following criteria being met:

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File: IKF

1. The course content: [A] is not currently offered by this school district and is intended to enrich the academic studies of the student; or [B] is currently offered by the school district, but the student's schedule does not permit taking the course and the principal determines that this option is in the best educational interests of that student;
2. The clock hours for the course are equivalent to the those required for a student to earn comparable course credit in this school district; and

3. For students who have repeated a course they had previously failed, the subject matter is analogous to that which comprised the requirements for earning credit in the course offered by this school district.

The principal and guidance counselor will determine where the two-credit limitation may be changed for students who have transferred to this school district or experienced a long-term medical absence from school.

Armed Forces Courses Credits. High school courses offered through the United States Armed Forces Institute by cooperating colleges and universities will be accepted for credits toward graduation under the following conditions:

1. An official transcript must be received from the school offering the course. Credits granted must meet the regulations of the Ohio Department of Education and the requirements of the North Central Association of Colleges and Secondary Schools; and
2. No more than eight Carnegie units of credit or equivalent quarter hours may be granted for such courses.

Enrolling Home-Schooled Students. Students previously approved to receive home instruction who wish to enroll in high school may receive course credit for classes successfully completed in accordance with the placement decision of the Lake County Superintendent. It is the preference of the Board that any such placement and award of credit be made following consultation with the Superintendent and after the student has demonstrated competence and mastery of the major objectives for each of the courses under consideration.

Advanced Work for Eighth Grade Students. Eighth grade students may take advanced work for credit to be applied toward meeting the units required for high school graduation if the Superintendent determines that: [A] the course content is substantially equivalent to the high school curriculum; and [B] the class is instructed by a teacher who possesses a current certificate or license which is valid for teaching that class at the high school level.

Participation in Graduation Exercises

The Board requires that at the time of graduation each student will have: [A] fulfilled all academic obligations of this policy; [B] passed all required state and local tests; [C] maintained a good scholastic record of attendance and personal behavior which is consistent with the policies of the Board in order to earn a diploma and graduate from Fariport Harbor High School. The diploma and final transcript will be withheld from any student who has not paid outstanding fees or fines owed to the school district, and the student will not be considered as a graduate from Fariport Harbor High School until all financial obligations have been paid. A student who has not met the graduation requirements of this policy and the applicable provisions of law, for whatever reason, shall not be allowed to participate in commencement exercises.

LEGAL REFS. ORC §§2921.13; 3301.710; 3301.0712; 3301.0713; 3301.079; 3313.0711; 3313.60; 3313.603; 3313.61; 3313.613; 3313.614; 3313.615; 3313.641; 3313.644; 3313.66; 3313.662; 3321.04; 3323.08; Chapter 3332; 3365.01-3365.09

OAC §3301-35-04(C); 3301-69-05; 3301-69-13; Chapters 3301-12; 3301-13; 3301-34

| | | |
|------------|--------|---|
| CROSS REF: | IGCD, | "Educational Options" |
| | IGCF, | "Postsecondary Education Options" |
| | IKFA, | "Early Graduation" |
| | IKFB, | "Graduation Exercises" |
| | IKFD, | "Diplomas" |
| | IGBK, | "Home Education" |
| | IL, | "Testing Programs" |
| | JE, | "Student Attendance" |
| | JECBC, | "Admission of Students from Nonchartered or Home Schooling" |
| | LBB, | "Cooperative Education Programs and Relationship with the Lake County Educational Service Center" |

Four formal years of high school education provide valuable opportunities for students to develop emotionally and academically, and to acquire skills of leadership and social development through participation in classes and extracurricular activities. However, the Fairport Harbor Board of Education recognizes that in rare occasions some students may benefit from completing their studies in three years. Therefore, the following criteria have been established for those who wish to apply for early graduation from Fairport Harbor High School:

1. By the end of the junior year, the student must have:
 - A. Accumulated 19 credits;
 - B. Maintained a high school grade point average of 3.5 or better;
 - C. Consistently met Board policy on good attendance and appropriate behavior while in high school; and
 - D. Passed all parts of the required state tests;
2. The student must make application to the principal for early graduation by February 1 of the junior year. The letter of application must be accompanied by a letter from the parents stating their approval of early graduation; and
3. The application must be approved by a committee selected by the principal and comprised of at least one classroom teacher, a guidance counselor, and the principal. The committee shall forward its recommendation to the Superintendent who, in turn, must recommend the early graduation and receive approval from the Fairport Harbor Board of Education before the student may receive a diploma.

Application does not guarantee approval by the committee, the Superintendent or the Board.

Adoption date: 12/17/07

LEGAL REFS.: ORC §3313.61
OAC §3301-35-04(C)

CROSS REFS.: IKEB, "Acceleration"
IKF, "Graduation Requirements"
IL, "Testing Programs"

File:

IKFB

GRADUATION EXERCISES

High school graduation exercises shall be under the control and direction of the high school principal. All policies of the Fairport Harbor Board of Education shall apply to all participating seniors and other students during all times leading to, during and immediately following high school graduation exercises.

High school graduation exercises shall be scheduled on a date other than a Sunday unless such a Sunday schedule is otherwise in the best interests of the students or the school district.

Eligibility

Only those students who have met the graduation requirements of the Board and who have passed all required high school proficiency tests prior to the scheduled date of the graduation exercise are eligible to participate. Eligible

students who owe fees, fines or other student charges to the school district may participate in the graduation exercise but will not receive their diploma until they make full restitution to the school district.

Student Attendance

Graduating seniors are expected to attend and participate in high school graduating exercises unless granted prior approval for absence by the high school principal on the basis that such attendance and participation legitimately are contrary to their religious observances and convictions, or for other good and just cause as determined by the high school principal.

Class Message

The use of a class message that has the primary effect of formalizing the graduation ceremonies may be made part of a high school graduation exercise only under all of the following conditions.

1. The use shall rest within the discretion of the graduating senior class. If such a use and the content to be delivered are desired as demonstrated by a majority vote of the seniors eligible to participate in the high school graduation exercise, the class message shall be made part of that year's program.

2. The presumption of the Board is that there will be no such use on an annual basis. The use can only be made part of the high school graduation program by a majority vote of each year's seniors who are eligible to participate in the high school graduation exercise.

3. The class message, if used, shall be given only by a student volunteer of that year's graduating class. The volunteer must be approved by the graduating senior class officers.

Baccalaureate

A baccalaureate address shall not be made part of any high school graduation exercise. School facilities may be rented and used for the purpose of providing a baccalaureate address in a manner consistent with the Board's policy on community use of school facilities. The Board will announce separate baccalaureate services held for graduating seniors by all churches, temples and other religious organizations.

Adoption date: 12/17/07

LEGAL REFS.:ORC §§3301.07; 3313.61

OAC Chapter 3301-13; §3301-35-02

CROSS REFS.:

ICA, "School Calendar"
DFG, "Student Fees, Fines and Charges"
IKF, "Graduation Requirements"
IKFD, "Diplomas"
IL, "Testing Programs"
IND, "School Ceremonies and Observances"
JFC, "Student Conduct Expectations and Consequences"
KG, "Community Use of School Facilities (Equal Access)"

File: IKFC

GRADUATE COMPETENCY

The Fairport Harbor Board of Education guarantees the competency, at the performance levels specified below, of graduates of Fairport Harbor High School to perform the specific functions of reading, writing, and mathematics. For purposes of this policy, "graduates" means those persons who receive a diploma from Fairport Harbor High

School under provisions of state law and Board policy, except those persons excused from taking the statewide proficiency test required by law by virtue of a qualifying handicapping condition.

The competency level guaranteed to perform the functions of reading, writing, and mathematics is, in easy case, at least ninth grade proficiency as measured by the statewide proficiency test required by law.

When appropriate, an employer or potential employer may submit a written statement to the Board stating that a guaranteed graduate does not meet the level of competency specified in this policy. The Superintendent or designee will review the statement and make a final determination as to the graduate's eligibility for additional educational opportunities provided by the Fairport Harbor School District. Any statement received by the Board more than three years after the guaranteed graduate's date of graduation falls outside the scope of this policy, and the Board shall have no obligation to either the employer or potential employer who submitted the statement or to the graduate identified in the statement.

Additional educational opportunities will be provided, free of charge and without regard to age or place of residence, to an eligible guaranteed graduate identified under this policy until the graduate attains the competency level guaranteed in this policy. Such additional educational opportunities shall be structured and determined by the Superintendent or designee. Any returning graduate shall be required, as a condition of participation under this policy, to abide by the rules and regulations established by the Board or its administrators.

The guarantee described in this policy is solely for the purposes of this policy and should not be relied upon for any other purpose by any employer, potential employer, or other person or entity. The Board assumes no responsibility or liability under this policy other than to afford an eligible guaranteed graduate the additional educational opportunities described in this policy. Moreover, if circumstances subsequent to a guaranteed graduate's graduation that were not reasonably foreseeable by the Board at that time should render a guaranteed graduate incapable of attaining the competency level guaranteed by this policy, the Board shall have no obligation under this policy with respect to either the guaranteed graduate, the employer or potential employer, or any other person or entity.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3301.0710; 3301.0711; 3313.61; 3313.647; 3317.03
OAC §3301-49-01

CROSS REF.: IGBA, "Programs for Handicapped Students"
IKFD, "Diplomas"
IL, "Testing Programs"

File: IKFD

Students who successfully complete their prescribed courses of study and meet the school district's requirements for graduation, including payment in full of any outstanding debts owed to the school district, shall be awarded a diploma. The official diploma shall be signed by the President of the Fairport Harbor Board of Education, the Superintendent, the Treasurer, and the Fairport Harbor High School Principal. Each diploma awarded shall bear the date of its issue, the name of the high school and an indication that the student has successfully completed the prescribed courses of study and passed the required state tests.

Differentiated Diplomas

Each student's performance on the required state tests will be one of the criteria that determine the diploma awarded to the student at the completion of grade twelve. The types of diplomas and the criteria for each are as follows:

1. A Diploma of Basic Competency shall be awarded to students who successfully complete the Fairport Harbor High School requirements for graduation (or the individual education program developed for the student, if applicable), and pass all parts of the required state tests.

2. A Diploma with Honors shall be awarded to students who successfully complete the Fairport Harbor High School requirements for graduation (or the individual education program developed for the student, if applicable), pass all parts of the required state tests and meet at least all but one of the following additional criteria:

A. College Preparatory Program. Students must:

1. Earn four units of English;
2. Earn three units of mathematics which shall include Algebra 1, geometry and Algebra 2, or a three-year sequence of courses that contain equivalent content;
3. Earn three units of science that include instructional emphasis on physical, life, and earth and space sciences;
4. Earn three units of social studies;
5. Earn either three units of one foreign language or two units each of two foreign languages;
6. Earn one unit of fine arts;
7. Earn either: [A] one unit of business/technology and two additional units in (1) through (6) above; or [B] three additional units in (1) through (6) above;
8. Maintain an overall high school grade point average of at least 3.5 on a four-point scale, excluding the last grading period of the senior year; or
9. Obtain a composite score of 27 on the American College Testing Program's (ACT) Tests or an equivalent composite score on the Scholastic Aptitude Test (SAT).

B. Career-Technical Education Program. Students must:

1. Earn four units of English which may include one unit of applied communications;

File: IKFD

2. Earn three units of mathematics which will include algebra and geometry, or a sequence of courses that contain equivalent content;
3. Earn three units of science that develop concepts for physical, life, and earth and space sciences;
4. Earn three units in social studies;
5. Earn two units of a foreign language, or two units of business/technology, or one unit of each;
6. Earn three units in the student's career-technical education curriculum;
7. Earn two additional units in either: [A] 1 through 6 above; or [B] fine arts;
8. Maintain an overall high school grade point average of at least 3.5 on a four-point scale excluding the last grading period of the senior year;
9. Complete a "Career Passport," that reflects achievement of the occupational proficiency benchmark established for the Ohio Vocational Competency Assessment or its equivalent; or
10. Obtain a composite score of 27 on the American College Testing Program's (ACT) Tests or an equivalent composite score on the Scholastic Aptitude Test (SAT).

Adult Education Diploma

A diploma may be awarded to residents of the school district who have not earned sufficient academic credits for graduation, but whose work or other life experiences qualify them for equivalent credit under State Board of Education standards. To be eligible, the district resident must be at least 21 years of age, must not possess a diploma or certificate of attendance, and attain a passing score in each part of state-mandated tests, unless otherwise exempted due to a qualifying disability. An applicant for an adult education diploma who is not eligible to receive one shall be informed by the Superintendent or designee of the reason why and provided with a list of courses which must be successfully completed in order to become eligible. An applicant who has been so denied may reapply at any time.

Veterans' Diploma

The Board may grant a high school diploma to any resident veteran of World War II or the Korean Conflict if all of the following conditions apply:

1. The veteran left a public or nonpublic school located in any state prior to graduation for either of the following reasons:
 - A. In order to serve in the armed forces of the United States; or
 - B. Due to family circumstances and subsequent entry into the armed forces of the United States;
2. The veteran received an honorable discharge from the armed forces of the United States; and
3. The veteran has not been granted either a high school diploma or a diploma of adult education.

If a veteran who would otherwise qualify for a diploma under this policy is deceased, the Board may award the diploma to the veteran posthumously and present it to a living relative of the veteran.

File: IKFD

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3301.0710; 3301.0711; 3313.61; 3313.611; 3313.614;
3313.616

OAC Chapters 3301-42 and 3301-43

OAC §§3301-13-07 and 3301-35-04(F)

CROSS REFS.: IKA, "Grading Systems"

IKF, "Graduation Requirements"

IKFB, "Graduation Exercises"

IL, "Testing Programs"

LBB, "Cooperative Education Programs and Relationship with
the Lake County Educational Service Center"

File: IL

TESTING PROGRAMS

Purpose

The Fairport Harbor Board of Education believes that a student assessment program can provide a meaningful source of information about the effectiveness of the adopted curriculum and a general measure of overall student achievement. Accordingly, the Board authorizes a program of testing to help accomplish the following objectives:

1. To evaluate the strengths and weaknesses of the current curriculum and instruction, and to identify areas requiring change;
2. To compare the academic achievement of students in the district against prescribed performance standards and with one another and with students across the state and the nation as a means of evaluating student growth and learning progress;
3. To provide a degree of diagnostic instructional information to teachers about the group(s) of students with whom they work;
4. To provide general information about a student's probable aptitude for school-related tasks;
5. To provide one basis for a longitudinal study of student achievement; and
6. To comply with state-mandated and locally-determined student testing programs.

Group Tests

Information gained through the use of group tests will be used to design enhanced educational opportunities for students that meet their individual and collective academic needs. Because such information gathering is a primary function of the public schools, individual permission of parents is not required for the administration of these group tests.

The Board recognizes that all tests provide only a limited source of information about an individual student. Consequently, information drawn from group tests will be used only in conjunction with all other information known about a student in advising students or assisting students in improving their performance in school.

Required State Tests

Ohio law requires a statewide program to test students in reading, writing, mathematics, science and social studies. The purpose of this program is to ensure that each student who receives a high school diploma is able to demonstrate

at least identified levels of literacy and basic competency in these areas. The district will administer the required tests according to the implementation schedule designed by the state.

A state-mandated proficiency test will be administered annually by the school district to students in designated grades. Students are required to pass the ninth grade proficiency test (through the Class of 2006) and will be required to repeat any part of it they previously failed until they have passed all parts. Students will be afforded an opportunity to take the ninth grade proficiency test twice each school year, except that a third chance will be given to students in their senior year of high school, if necessary. Students in the Class of 2007 will be the first required to meet the requirements associated with the Ohio Graduation Tests and will take the tests under guidelines developed by the Ohio Department of Education.

1 of 5

File: IL

The state-mandated tests will be administered to students free of charge by the school district in accordance with the rules adopted by the State Board of Education. All students in the grade levels to be tested will be expected to take the tests, except that:

1. Students receiving special education may take an alternate assessment method approved by the Ohio Department of Education, if so designated in the individual education program (IEP). The IEP shall not excuse the student from taking a test, but reasonable accommodation can be made to enable that student to take the test. The alternative assessment shall produce measurable results comparable to those produced by the tests being replaced in order to allow for the student's assessment results to be included in the data compiled for the district;
2. Students enrolled in a vocational school shall take the state-mandated tests in that school; and
3. Any person who has completed high school, but who has not received a diploma, shall be permitted to take the remaining portions of a state-mandated test at any time it is administered in the school district.

The development of state-mandated tests is the responsibility of the State Board of Education. While the state has the responsibility for scoring achievement and proficiency tests, the district has the responsibility for scoring mandated readiness and diagnostic assessments. The status of students may be affected by their score on the tests, as follows:

1. Students shall be provided with intervention services commensurate with their test performance, including any intensive intervention, in any skill in which the student failed to demonstrate at least a score at the proficient level on a state proficiency test or a score above the "limited" range on an achievement test. The intervention must occur by at least the school year immediately following the administration of that test. This section does not apply to any student receiving services pursuant to an individual education program.
2. For students who score at the "limited" level on the reading portion of the state-mandated third grade reading test, the district will do one of the following:
 - A. Promote the student to fourth grade if the student's principal and reading teacher agree that other evaluations of the student's skill in reading demonstrate that the student is academically prepared, as determined by the Board's policy on promotion and retention;

- B. Promote the student to fourth grade and provide the student with intensive remediation services; or
- C. Retain the student in third grade.

3. A student must pass all parts of the state ninth grade proficiency test (through the Class of 2006) and all parts of the Ohio Graduation Tests (effective with the Class of 2007) in order to receive a high school diploma, unless the student either:

A. Successfully completes a series of end-of-course examinations to be developed by the Ohio Department of Education (effective with the Class of 2007); or

B. Meets the alternative criteria for attaining the scores designated on the Ohio Graduation Tests after September 15, 2006.

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File: IL

Fariport Harbor Academic Assessments

The Superintendent or designee shall cooperate with teachers in developing an academic assessment program which aligns with the adopted courses of study or state-adopted academic content standards and the state-mandated tests.

Assessments will be given as follows:

| | |
|----------|--|
| Grade 3: | Science |
| Grade 5: | Writing and science |
| Grade 7: | Reading, writing, mathematics, science and citizenship |
| Grade 8: | Reading, writing, mathematics, science and citizenship |

Records

Records of the results of group tests shall be maintained in accordance with the Board's policy on student records.

Each student's high school transcript shall contain the date that each of the parts of the ninth grade proficiency test (Ohio Graduation Test after September 15, 2006) was passed.

Individual Tests

Individual aptitude tests will be administered only for necessary educational purposes and only with parental consent. Records of the results of individual tests shall be maintained in accordance with the Board's policy on student records.

The Superintendent or designee shall maintain an inventory of the tests by type which are used in the district.

Student Surveys, Analysis, Evaluation, Psychiatric and Psychological Tests

No student shall be required, as part of any program which is funded by the United States Department of Education, to submit, without prior written consent, to any surveys, analysis, evaluations, testing, or treatment in which the primary purpose is to reveal information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or his family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program).

"Prior consent" to any such survey, analysis, evaluation, psychiatric or psychological examination, testing, or treatment means the prior written consent of the student (if the student is an adult or an emancipated minor) or the student's parent or guardian. All federally funded instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, evaluation, psychiatric or psychological examination as part of any applicable program shall be available for inspection by the student (if the student is an adult or an emancipated minor) or the student's parent or guardian.

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File: IL

As used in this policy, the terms, "survey, analysis, evaluation, psychiatric or psychological examination, testing, or treatment," are intended to have their ordinary and customary meaning which refers to a recognized medical or therapeutic discipline practiced by licensed professionals. These terms do not include ordinary classroom instruction under Board-approved courses of study or selected tests or assessments of student competency.

Testing Procedures, Ethics and Security

The Board encourages instruction in the content areas to be tested, but the release of, or the direct teaching to, the actual content of the state-mandated or locally-determined tests violates ethical standards of the teaching profession. In order to develop an optimal testing environment, all of the following standards must be met at all times:

1. The administrative staff shall maintain test security and a close accountability for test books. No unauthorized person shall have access to any secure test materials at any time those materials are in the school district or a school building;
2. Test monitors must follow the exact standardization procedures prescribed by the test publishers, including time limits, physical arrangements and issuance of test directions;
3. The teaching staff is accountable for all test books used in the classroom testing situation;

4. No person may release, cause to be released, or reproduce, or cause to be reproduced, any secure test materials through any means or medium. "Secure materials" include all test questions and other materials which are considered to be part of the tests or assessments. This includes, but is not necessarily limited to: reading passages, charts, graphs and tables. Materials designated as "practice tests" are not secure documents; and

5. No person shall: [A] teach students the answers to specific test questions, copy or otherwise reproduce secure test materials for use by students; [B] change students' responses on the answer sheets; or [C] in any other way cheat or assist a student to cheat.

Any person who violates test security provisions is subject to penalty, including forfeiture of that person's teaching certificate or license, termination from employment, and criminal prosecution. The Board will cooperate with the State Board of Education in any investigation of test security violations by a school employee.

The Superintendent shall develop and implement administrative testing guidelines which specify:

1. Procedures for investigating an alleged violation of test security provisions and penalties for confirmed violations;
2. Procedures for determining whether to invalidate a student's test score because of a test security violation, either as a result of actions by the student, or by another person;
3. Procedures for the purchasing, handling, ranking, and use of test materials; and
4. Standards to be used for determining what practices are unethical or inappropriate related to interpreting or using test results.

4 of 5

File: IL

Adoption date: 12/17/07

LEGAL REFS.: USC §1232h
ORC §§3301.0710; 3301.0711; 3301.0712; 3301.0713; 3301.714; 3301.0715; 3301.077 et seq.;
3319.01; 3319.151; 3319.21; 3313.608; 3313.61; 3319.151; 3319.32; 3319.99

OAC Chapters 3301-7 and 3301-13; §3301-35-04(E)

CROSS REFS.: DFG, "Student Fees, Fines and Charges"
GBC, "Teachers' Professional and Ethical Standards"
IGBA, "Programs for Handicapped Students"
IGBE, "Remedial Instruction (Intervention)"
IL-R, "Testing Materials and Security Procedures"
IKE, "Promotion and Retention of Students"
IKF, "Graduation Requirements"
IKFD, "Diplomas"

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File: IL-R

TESTING MATERIALS AND SECURITY PROCEDURES

Purposes

The following procedures apply to the administration of the state's proficiency and achievement tests and the locally developed assessments in order to:

- A. Comply with requirements of state law;
- B. Meet test security and validation standards; and

- C. Provide for an optimum testing environment.

District-Level Responsibilities

The Superintendent or designee is responsible for overseeing all aspects of the testing program in the district, including:

1. Determining which students are required to take tests;
2. Receiving all testing materials from the Ohio Department of Education or other supplier;
3. Certifying all testing materials listed on the bill of lading;
4. Ascertaining that appropriate plans have been made by school personnel to administer the tests;
5. Sending completed answer documents to a location designated by the Ohio Department of Education or the school district;
6. Inventorying testing booklets and materials, and keeping records of such inventories;
7. Returning testing materials to the designated testing company;
8. Keeping a record of which students took the tests and whether they passed or failed the tests;
9. Communicating at least annually to all affected staff:
 - A. What the testing standards are and how they will be monitored;
 - B. Information necessary to ensure that all affected school staff have the knowledge and skills needed to make ethical decisions related to preparing students for the tests;
 - C. The criteria for determining what constitutes an unethical or inappropriate practice related to the administration of the tests;
 - D. What sanctions will be imposed for violations of the announced standards, and under what circumstances the sanctions will apply; and
10. Providing channels of communication which allow teachers and other educators, students and parents to voice their concerns about testing practices they consider to be inappropriate.

1 of 6

File: IL-R

School-Level Responsibilities

Each principal or designee is responsible for:

1. Inventorying all testing materials received, including numbered testing booklets, answer documents and administration manuals;

2. Limiting access to all testing materials to only those certificated or licensed school district employees who are involved in the distribution, administration and collection of those materials. Access to the testing materials by volunteers shall be limited solely to the test administration period;
3. Establishing school-level procedures for administering the tests;
4. Ensuring that all test materials are accounted for and returned, as directed by the Superintendent or designee;
5. Choosing testing rooms that meet testing requirements, ensure test security and maximize student comfort;
6. Providing persons involved with test administration access to administrators' manuals prior to the testing period;
7. Assigning certificated or licensed school district employees to each testing room to ensure that all of the following security procedures established by the school district and the Ohio Department of Education are followed:
 - A. Additional certificated or licensed school district employees and/or adult volunteers are to be assigned when the number of students in the room exceeds 30. The ratio of persons taking the test to the number of examiners may not to exceed 30:1 at any time during any test administration;
 - B. Testing room monitors shall be informed of security procedures and must agree to follow them at all times;
 - C. Monitors may not leave the testing room at any time while the test is being administered;
and
 - D. Monitors are to account for all test booklets before returning them to the test coordinator;
8. Developing a testing and makeup schedule indicating the day and time for testing within the designated district guidelines. Ohio proficiency, graduation and achievement tests shall be administered in the order prescribed by the Ohio Department of Education, and no students may take any proficiency, graduation or achievement test more than once during a test administration period;
9. Providing the test monitors a copy of the standards for the ethical use of tests; and
10. Notifying students, one month prior to testing, of the test security policies and consequences for their violation.

Ethical Test Preparation Standards

The following standards are to be used for determining what practices related to preparing students for the state proficiency, graduation, achievement and the school district's locally developed assessments are unethical or inappropriate:

1. Any preparation activity that undermines the validity or reliability of inferences drawn from the test results;

2. Any practice that results solely in raising scores or performance levels on the tests without increasing the student's actual achievement level, including, but not limited to: [A] teaching students the answers to specific test questions; [B] copying or otherwise reproducing secure test materials for use by students; [C] distributing materials which are nearly duplicative of actual test questions; [D] changing students' responses on the answer sheets; or [E] in any other way cheating or assisting a student in cheating; and

3. Any other prohibited activity.

Ethical Test Administration and Scoring Standards

The following standards will be used for determining what practices related to administering and scoring the state proficiency, graduation or achievement tests and the school district's locally developed assessments are unethical or inappropriate:

1. Use of the test for purposes other than those for which it was designed;
2. Any practice resulting in a potential conflict of interest or undue influence on the person administering or scoring the test which makes the testing process unfair to some of the persons taking the test;
3. Any modification in procedures for administering or scoring the tests, except as specified by the developer of the test or found in a student's individualized education program that results in nonstandard or delimiting conditions for one or more of the students;
4. Any practice that allows a person without sufficient and appropriate knowledge and skills to administer and score the assessment;
5. Exclusion of any students from testing solely because they have not performed well, or may not perform well, or because their score may affect the aggregate performance of the group; and
6. Any of the following practices:
 - A. Gestures, facial expressions, use of body language, comments, or any other actions that guide a student's responses during the test;
 - B. Actions which provides students, either immediately preceding or during the administration of the test, with any definition of words or other terms contained in the actual test;
 - C. Erasing, darkening, rewriting, or in any other way correcting or altering student responses to a test; and
 - D. Actions which support or assist in unethical or inappropriate practices during the administration or scoring of the tests.

Ethical Test Score Interpretation Standards

The following standards will be used for determining what practices related to interpreting or using results from the state proficiency, graduation or achievement tests and the school district's locally developed assessments are unethical or inappropriate:

1. Making interpretations of, or using, assessment results in a manner or for a purpose which has not been validated;

2. Making false, misleading or inappropriate statements or unsubstantiated claims that lead to false or misleading conclusions about test results;
3. Any practice that permits certificated or licensed school district employees or volunteers without the necessary knowledge and skills to interpret the results of the test; and
4. Any practice that supports or leads others to interpret or use test results in unethical or inappropriate ways.

Procedures for Administering the State Proficiency, Graduation and Achievement Tests

The Ohio Department of Education has specified that state proficiency, graduation or achievement tests will be given in the following areas: reading, writing, mathematics, citizenship, and science. The following procedures govern each of these test administrations:

1. The specific testing dates and order of testing are pre-determined by the Ohio Department of Education. The district will administer the required tests according to the implementation schedule designed by the state;
2. A maximum amount of two and one-half hours shall be provided for each test administration. Modifications may be approved on an individual basis for students under an individualized education program or §504 plan. The principal or designee will establish guidelines to accommodate students who complete the tests in less time;
3. The ratio of students to test monitors shall not exceed 30:1. If that ratio in any one testing group is exceeded, a second monitor shall be assigned to that group;
4. All test monitors shall be employees of the school district;
5. The monitors shall promptly return all testing materials to the principal or designee after the test administration time has expired;
6. Testing materials shall be inventoried at the school and boxed in accordance with directions issued by the Superintendent or designee;
7. The Ohio Department of Education has established a make-up period for completion of all mandated tests. The principal shall retain the necessary test materials for make-up testing. Each principal is responsible for establishing the make-up testing schedule for students requiring participation. All remaining test materials shall be collected at the end of this period and returned in accordance with directions issued by the Superintendent or designee;
8. The principal or designee shall examine all completed student scanable documents to verify each student's name, school name, and other required identifying information is properly provided; and
9. With the exception of test materials specifically designated as "practice test" by the Ohio Department of Education, all test questions and all other materials which are considered part of the proficiency, achievement or graduation tests shall be considered secure. They may not be used for any purposes other than those specified in these procedures. Persons who violate these conditions may be subject to suspension of the individual's teaching certificate or licenses for a period of one year, termination of employment, and/or prosecution.

File: IL-R

Procedures for Investigating Alleged Test Security Violations

The following procedures will be instituted to investigate an alleged violation of test security provisions, including, but not limited to, cheating by a student or assisting a student to cheat.

1. The principal must report any alleged violations to the Superintendent in writing within five days of learning of their occurrence;

2. The Superintendent will appoint an Investigating Committee, comprised of the principal and two other school administrators, to investigate any reported alleged violations of test security;

3. The Investigating Committee will contact the Ohio Department of Education to seek preliminary determination that a violation of test security has occurred and request assistance. The Superintendent and the Investigating Committee will cooperate with any investigation conducted by the Ohio Department of Education;

4. The Investigating Committee will review evidence, hear testimony, keep detailed notes of any meetings, and report its findings and recommendations to the Superintendent concerning the alleged cheating by a student or security breach of the employee who is under investigation;

5. Following the investigation by the Investigating Committee and any investigation conducted by the Ohio Department of Education, the Superintendent will determine if the student or employee should be disciplined, including commencement of student disciplinary or employee termination proceedings, as applicable. The final decision to discipline or terminate may be postponed pending the outcome of a hearing by the State Board of Education. The Superintendent will:

A. Initiate expulsion proceedings against any student who has been determined to have cheated on the test; or

B. Consider disciplinary action against any employee who has been determined to have breached test security provisions. The action may include a recommendation for termination of the employee's employment or revocation of the employee's certificate or license; and

6. Within ten days after determining that a test security violation has occurred, the Superintendent shall provide written notification to the Fairport Harbor Board of Education and the State Board of Education of the finding and the action taken.

Any test score found to be compromised by a breach of these security measures, either as a result of student cheating or from assistance to cheat from another individual, will not be considered a reliable score, and it will be eliminated from group statistics. In the event such a score is used in decision-making regarding an individual student, the score will not be considered reliable, and the individual student will be deemed to have failed the test.

Adoption date: 12/17/07

LEGAL REFS.: USC §1232h

ORC §§3301.0710; 3301.0711; 3301.0715; 3301.077 et seq.; 3319.01; 3319.151; 3319.21; 3313.61; 3319.151; 3319.32; 3319.99

OAC Chapters 3301-7 and 3301-13; §3301-35-02(B)(2)

File: IL-R

CROSS REFS.: DFG, "Student Fees, Fines and Charges"
 GBC, "Teachers' Professional and Ethical Standards"
 IGBA, "Programs for Handicapped Students"
 IGBE, "Remedial Instruction (Intervention)"
 IL, "Testing Programs"
 ILA, "Competency-Based Education"
 IKE, "Promotion and Retention of Students"
 IKF, "Graduation Requirements"
 IKFD, "Diplomas"
 JFC, "Student Conduct Expectations and Consequences"
 JG, "Student Discipline"
 JGD, "Student Suspension, Expulsion, Removal and Permanent Exclusion"
 JO, "Student Records"

File: IM

EVALUATION OF INSTRUCTION PROGRAMS

The Superintendent or designee will, on a continuing basis, evaluate the effectiveness of the instructional program in achieving the district's educational goals and objectives and will annually submit a written and comprehensive report of evaluative findings to the Fairport Harbor Board of Education for its consideration and action. The specific purposes of this report will be to provide data for planning, budgeting for instructional improvements, and informing the public about the performance of the public schools. This data may include

1. Relation of student growth and development to the objectives of the school district.
2. Suitability of educational programs in terms of community expectations and available resources.
3. Recommendations on how evaluation findings will be used for program improvement.
4. Student achievement in light of testing results of standardized achievement tests and competency tests.
5. The number of students who continue in a program of higher education and the percentage of these who successfully graduate.
6. The extent of and trends in admissions to colleges and universities.
7. Employment records of graduates not going to college.
8. Report on the drop-out rate and number of suspensions and expulsions.
9. All other relevant data that the Superintendent deems necessary.

The Superintendent shall 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.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3301.13; 3323.02; 3313.60
OAC §§3301-11-02; 3301-35-02(E); 3301-35-03(K)

CROSS REFS.: IA, "Instructional Goals"
IAA, "Instructional Objectives"
IL, "Testing Programs"
ILA, "Competency-Based Education"
KD, "School District Annual Report"

File: ING

ANIMALS IN THE SCHOOLS

Recognizing there are many tools that can be used to provide a variety of productive learning experiences for students, the Board supports the concept of using animals as an educational tool.

Prior to any use of animals in the schools, the administration should contact appropriate organizations or authorities regarding resource materials and suggested learning activities that may be available to help students increase their understanding of the animal world.

All animal use in school buildings is consistent with health and safety policies established by the District. The administration is responsible for developing regulations for the care and control of the animals.

Service Animals

In compliance with Federal law, the Board permits the use of service animals in the schools for those individuals with qualified disabilities.

[Adoption date:] July 24, 2017

LEGAL REFS.: Individuals with Disabilities Education Act; 20 USC 1400 et seq.
Rehabilitation Act of 1973; 29 USC 794
Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et seq.
28 CFR 35.136(d)
ORC Chapter 3323
Chapter 4112

CROSS REFS.: AC, Nondiscrimination
ACB, Nondiscrimination on the Basis of Disability
EBC, Emergency Management and Safety Plans
JFG, Interrogations and Searches

NOTE: Although the Americans with Disabilities Act restricts districts from being responsible for the care of service animals, such as providing food or water, or for taking the animals on walks or restroom breaks, this task should be considered carefully prior to the district refusing to provide such services.

Service animals can perform a wide variety of functions, including guiding persons who are blind or have low vision; alerting individuals who are deaf or hard of hearing to sounds; warning persons about impending seizures or other medical conditions; performing a variety of tasks for persons with psychiatric disabilities; and picking up items, opening doors, flipping switches, providing physical support and pulling wheelchairs for individuals with mobility disabilities.

The right to bring a service animal in the school is not and should not become a special education issue, and should not, in most circumstances, become part of the IEP.

Although in most cases service animals are dogs, there are rare occasions where miniature horses may qualify as a service animal.

File: INB

TEACHING ABOUT CONTROVERSIAL ISSUES

Controversial issues arise from conflicts in the interests, beliefs, or affiliations of large groups of our citizens. They are issues on which conflicting views are held by people who disagree with the proposed solutions to important problems.

Most of the Fairport Harbor School District curriculum is composed of established truths and accepted values, but it also includes controversial issues. The public schools include the study of some important unsolved problems that involve controversial issues. These are appropriate studies insofar as the maturity of students and the means available permit. Only through the study of such issues will youth develop the abilities needed for citizenship in our democracy.

In the study of controversial issues students have four rights, which must be recognized.

1. The right to study any controversial issue that has political, economic, or social significance and concern;
2. The right to have free access to all relevant information, including materials which circulate freely in the community;
3. The right to study under competent instruction in an atmosphere free from bias and prejudice and
4. The right to form and express personal opinions on controversial issues without jeopardizing relations with teachers or the school.

The study of controversial issues is objective and scholarly with a minimum of emphasis on opinion. The teacher must approach controversial issues in the classroom in an impartial and unprejudiced manner, and must refrain from using classroom privileges and prestige to promote a partisan point of view.

Teachers will use the following criteria for determining the appropriateness of certain issues for consideration as part of the curriculum.

1. The treatment of the issue in question must be within the range, knowledge, maturity, and competency of the students.

2. There should be study materials and other learning aids available from which a reasonable amount of data pertaining to all aspects of the issue should be obtained.

3. The consideration of the issue should require only as much time as is needed to cover the issue adequately.

4. The issue should be current, significant, real, and important to the students and the teacher. Significant issues are those which generally concern considerable numbers of people, are related to basic principles, or at the moment are under consideration by the public and the press.

A teacher who is in doubt about the advisability of discussing certain issues in the classroom should confer with the principal as to the appropriateness of doing so. If discussion of an issue is not approved by the building principal, the teacher may refer the issue to the Superintendent.

Should parents desire that their child be excused from the consideration of such material, arrangements will be made to respect that decision.

Adoption date: 12/17/07

LEGAL REF.: ORC §2907.31

CROSS REFS.: IB, "Academic Freedom"
KLB, "Public Complaints about the Curriculum or Instructional
Materials"

File: IND

SCHOOL CEREMONIES AND OBSERVANCES

National Holidays

The Fairport Harbor Board of Education believes that special recognition should be given to national holidays. Each principal should encourage a discreet observance of these holidays that have become a part of the American heritage. These observations may be in the form of a school assembly or a part of classroom work.

Personal and Religious Expressions and Observances

Moment of Silence. The principal of each school may provide for a moment of silence for students to pray, reflect or meditate upon a moral, philosophical or patriotic theme. No student shall be required to participate in a moment of silence or be permitted to disrupt others in their participation.

Student Prayer and Religious Discussion. Students may engage in purely private individual or group prayer and religious discussion in the same manner as any other comparable activity provided that the activity does not disrupt the learning process in the school, interfere with the rights of other persons or involve the solicitation or encouragement of school district employees. Students in informal settings, such as the cafeteria and hallways, may pray and discuss their religious views with each other during the school day and participate in religious activities not

sponsored or sanctioned by the school district in the same manner and under the same rules governing student conduct expectations and consequences during the school day or in extra-curricular activities.

Students may distribute religious literature to their schoolmates on the same terms as they are permitted to distribute other literature that is unrelated to the school's curriculum or activities, but they may not use religious speech or distribution of literature to harass any other person, nor may they compel other students to participate. No student shall be coerced to participate in any religious activity on school district property.

Student Assignments. Students may express their beliefs about religion in the form of homework, artwork and other written and oral assignments free of discrimination based upon the religious content of their submissions. Teachers should judge all such homework and class assignments by ordinary academic standards of substance and relevance, and they should grade and evaluate the work by their regular practice in accordance with the policies of the Board.

District Neutrality. All school district employees acting in their official capacity are prohibited from soliciting or encouraging religious activity, and from participating in any religious activity with students. All school district employees acting in their official capacity are prohibited from discouraging student activity because of its religious content, and from soliciting or encouraging anti-religious student activity.

Teaching About Religion. No school district employees may provide religious instruction. School district employees may teach about religion, including: [A] the history of religion; [B] comparative religion; and [C] the influence of religion on art, music, literature, history and social development in the United States or other countries.

Observing Religious Holidays. School district employees may engage in the observance of religious holidays in the schools only under the following standards of practice:

1. Teachers may not act in their official capacity to observe holidays as religious events or promote their observance by students. Teachers may:

1 of 3

File: IND

A. Teach about religious holidays, including their religious aspects, and may celebrate the secular aspects of holidays;

B. Explain to students the meanings of religious holidays if they provide accurate and authentic information in an objective way and do not ask students to explain or defend their own religious beliefs or bring religious materials to the classroom for the purpose of display or discussion. Where appropriate for educational reasons only, teachers may permit voluntary student explanations of their observance of religious holidays; and

C. Respect the fact that some individuals' beliefs do not include religious observances;

2. Religious symbols may be displayed in the classroom during holidays only if those symbols are:

A. Tied directly to the educational objectives in the approved course of study, including the explanation of religious holidays; and

B. Displayed only for the duration necessary for the educational objectives to be met;

3. Individual pieces of religious music may be performed at school functions, solely for their musical and educational value and not as a religious celebration. The total effect of any music program must be secular;

4. A program or observance related to a religious holiday in theme or timing should be evaluated as to its purpose and effect. If either the purpose or the effect is judged to be religious rather than secular, the activity should not be undertaken; and

5. No students shall be required to participate in school programs that are contrary to their religious observances and convictions.

Patriotic Exercises

Opening Exercises. Teachers are permitted to use reasonable periods of time for programs or meditation on a patriotic theme. Each student's religious beliefs and preferences however should be respected. No students may be forced to participate in patriotic exercises or any school opening exercises if these observances conflict with their religious beliefs. Nonparticipating students are to remain quiet during opening exercises.

Flag Salute. The flag of the United States of America shall be displayed over, near or in every school on days when school is in session. The Board does not require students to salute the American flag if this act conflicts with their religious beliefs. Nonparticipating students are to remain quiet during this practice.

Pledge of Allegiance. Each school shall start its day with an opportunity for students to recite the Pledge of Allegiance. Students whose religious beliefs conflict with that practice shall not be required to participate or subjected to intimidation by other students or staff as a means of coercing their participation. Nonparticipating students may not disturb those who wish to recite the Pledge of Allegiance.

2 of 3

File: IND

Veterans' Day Observance. Each school shall devote at least one hour or class period on or about Veterans' Day to an observance that conveys to students the meaning and significance of that day. The teachers and principal shall determine the specific activities to constitute the observance in each school.

Adoption date: 12/17/07

LEGAL REFS.: United States Constitution, First Amendment
20 USC 34071

CROSS REF.: AC, "Nondiscrimination"
ICA, "School Calendar"
ID, "School Day"
IGAA, "Citizenship Education"
IGAC, "Teaching About Religion"
IKA, "Grading Systems"
KGB, "Public Conduct on School Property"
KG, "Community Use of School Facilities (Equal Access)"

SOURCE: Religious Expression In Public Schools: A Statement of Principles, United States Department of Education, June 1998.

3 of 3

File: INH

CLASS INTERRUPTIONS

The Fairport Harbor Board of Education recognizes the need occasionally to contact students individually or by general announcement via the public address system during the school day. Such interruptions are to be kept at a minimum and only when absolutely necessary and by permission of the building principal or designee.

Adoption date: 12/17/07

SECTION J: STUDENT

Section J provides a repository for statements concerning students at Fairport. However, all policies pertaining to the instruction of students, extracurricular programs, and the curriculum are filed in Section I (Instruction). A policy may not exist for each item listed in this section.

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| JA | Student Policies Goals |
| JAA | Student Policies Priority Objectives |
| JB | Equal Educational Opportunities |
| JC | School Attendance Areas |
| JD | School Census |
| JE | Student Attendance |
| JEA | Compulsory Attendance Ages |
| JEB | Entrance Age/Mandatory Kindergarten |
| JEC | School Admissions |
| JECA | Admission of Resident Students |
| JEECA | Admission of Homeless Students |
| JECB | Admission of Nonresident Students |
| JECBA | Admission of Exchange Students |
| JECBB | Interdistrict Open Enrollment |
| JECBC | Admission of Students from Nonchartered or Home Schooling |
| JECBD | Intradistrict Open Enrollment |
| JECC | Assignment of Students to Schools |
| JECD | Assignment of Students to Classes |
| JECE | Student Withdrawal from School |
| JED | Student Absences and Excuses |
| JEDA | Truancy |
| JEDB | Student Dismissal Precautions |
| JEE | Student Attendance Accounting |
| JEF | Released Time for Students |
| JEFA | Open Campus |
| JEFB | Released Time for Religious Instruction |

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| JEG | Exclusions and Exemptions from School Attendance |
| JF | Student Rights and Responsibilities |
| JFA | Student Due Process Rights |
| JFB | Student Involvement in Decision-Making |
| JFBA | Student Government |
| JFBB | Student Participation in Political Activities |
| JFC | Student Conduct Expectations and Consequences |
| JFCA | Student Dress Code |
| JFCB | Care of School Property by Students |
| JFCC | Student Conduct on School Buses |
| JFCD | Underground Student Publications |
| JFCE | Secret Societies |
| JFCF | Hazing |

SECTION J: STUDENT

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| JFCG | Tobacco Use by Students |
| JFCH | Substance Abuse by Students |
| JFCI | Prevention and Treatment of Chemical Abuse |
| JFCJ | Dangerous Weapons in the Schools |
| JFD | Students of Legal Age |
| JFE | Pregnant Students |
| JFF | Married Students |
| JFG | Interrogations and Searches |
| JFH | Student Complaints and Grievances |
| JFI | Student Demonstrations and Strikes |
| JG | Student Discipline |
| JGA | Corporal Punishment |
| JGB | Detention of Students |
| JGC | Probation of Students |
| JGD | Student Suspension, Expulsion, Removal, and Permanent Exclusion |
| JH | Student Welfare |
| JHA | Student Insurance Program |
| JHB | Student Aid Programs |
| JHC | Student Health Services and Requirements |
| JHCA | Physical Examinations of Students |
| JHCB | Inoculations of Students |
| JHCC | Communicable Diseases |
| JHCD | Administering Medicines to Students |
| JHD | Student Psychological Services |
| JHDA | Psychological Testing of Students |
| JHE | Student Social Services |
| JHEA | Home Visits |
| JHF | Student Safety |
| JHFA | Supervision of Students |
| JHFB | Student Safety Patrols |
| JHFC | Student Bicycle Use |
| JHFD | Student Automobile Use |
| JHFE | Student Safety and Assault Prevention |
| JHG | Reporting Child Abuse |
| JHH | Untimely/Accidental Death of a Student |
| JHH-R | Untimely/Accidental Death of a Student |
| JI | Student Awards and Scholarships |

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| JJ | Student Volunteers for School and Public Service |
| JK | Employment of Students |
| JL | Student Gifts and Solicitations |
| JM | Staff-Student Relations (see GBH) |
| JN | Identification of Fairport Harbor Students |
| JO | Student Records |
| JP | Restraint and Seclusion |

JA

STUDENT POLICIES GOALS

Through its policies that affect students, the Fairport Harbor Board of Education seeks to advance these goals.

1. To develop a love of learning.
2. To develop an appreciation of each individual and greater self-awareness.
3. To develop cultural awareness and social responsibility.
4. To enhance high expectations for performance and equal educational opportunities for all students.
5. To ensure that the constitutional rights of all students as citizens in a democracy have practical meaning and application.
6. To develop in students a deep sense of personal responsibility for their actions.
7. To help all students feel that they are valued as individual persons in the school environment.
8. To promote faithful attendance.
9. To attend vigorously to matters of student safety, health, and welfare.
10. To deal justly and constructively with all students in matters of discipline.
11. To develop leadership and decision-making skills.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3313.20; 3313.47

JB

All students of the Fairport Harbor School District will have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, sex, marital status, pregnancy, national origin, physical handicaps, criminal record, political activity, religion, creed, or opinion, in all decisions affecting admissions, membership in school-sponsored organizations, clubs or activities, access to facilities, distribution of funds, academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity will be based on criteria reasonably related to that specific activity.

Adoption date: 12/17/07

LEGAL REFS.: 20 USC §1681 et seq. Education Amendments of 1972, (Title IX)
 20 USC §1401 et seq. Individuals With Disabilities Education Act
 20 USC §§1701; 1702 et seq. Equal Educational Opportunities Act of 1974
 29 USC §§206(d)(1) Equal Pay Act of 1963
 29 USC §§706; 793; 794 Rehabilitation Act of 1973
 42 USC §12101 et seq. American with Disabilities Act of 1990
 42 USC §2000d et seq. Civil Rights Act of 1964, as amended in 1972 (Title VI)
 42 USC §2002e et seq. Civil Rights Act of 1964, as amended in 1972 (Title VII)
 45 CFR, Parts 84; 86 (Federal Register June 4, 1975; August 11, 1975)
 Constitution of Ohio, Art. I, §2
 ORC §§2921.45; 3313.64; 3327.01; Chapter 4112
 OAC §§3301-35-02(A)(1); 3301-35-03(A)(1); Chapters 3301-51;
 3301-53; 3301-55

CROSS REFS.: AC, "Nondiscrimination"
 ACA, "Nondiscrimination on the Basis of Sex"
 ACB, "Nondiscrimination on the Basis of Handicap"
 GBA, "Equal Opportunity Employment"
 IGBA, "Programs for Handicapped Students"
 IGBB, "Programs for Gifted Students"
 JFA, "Student Due Process Rights"

JC

SCHOOL ATTENDANCE AREAS

The Fairport Harbor Board of Education will determine attendance areas for the various schools of the district. Boundary lines will be recommended by the Superintendent, who will take into consideration the best use of school facilities, the equalization of enrollments in classrooms, natural barriers and traffic hazards and patterns. Except as the foregoing factors influence boundary lines, the area established should permit students to attend the school nearest their place of residence.

Students are expected to attend the school in the area in which they live, with such exceptions that students may attend another school in this school district under intradistrict open enrollment provisions as established by the

Board or under a transfer which is made in the best interests of the student and/or the school. Any such change in the school a student attends must be approved in advance by the Superintendent or designee.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3313.486; 3313.49; 3319.01; 3319.97; 3319.98

CROSS REFS.: JECBB, "Interdistrict Open Enrollment"
JECBD, "Intradistrict Open Enrollment"

File: JE STUDENT ATTENDANCE

Rationale The Fairport Harbor Board of Education recognizes the importance of punctuality and regular attendance as a primary benefit for students who consistently engage in a sequential and successful educational experience. Further, students' habits formed in their early years are important to good citizenship and their eventual success in future employment.

Definitions

The following words used in this policy have the meaning as defined below unless the context plainly requires otherwise:

1. "Board," the Fairport Harbor Board of Education.
2. "Chronic truant," any child of compulsory school age who is absent without a legitimate excuse for a period of seven or more consecutive school days, 10 or more school days in one school month, or 15 or more school days in a school year.
3. "Habitual truant," any child of compulsory school age who is absent without a legitimate excuse for a period of five or more consecutive school days, seven or more school days in one school month, or 12 or more school days in a school year.
4. "Missing child," a child under age 18 who has run away from home or is otherwise missing from home, or who is missing and reasonably believed to be a victim of kidnapping, abduction, unlawful restraint, child stealing or interference with custody
5. "Parents," the residential parent(s), custodian(s), guardian(s), agency or other person(s) legally responsible for a student, or the student, if the student is of legal age.
6. "School month," any period of time on the Board-adopted school year calendar which consists of four school weeks.
7. "School week," any period of time on the Board-adopted school year calendar which consists of five school days.

Attendance Responsibility

The primary duty of assuring the school attendance of a student rests with the student and the student's parents. The school district staff will provide appropriate assistance to parents and the courts to assure that their children of compulsory school age attend school on a regular basis.

Attendance Monitoring.

Each student's parents shall provide the school with their current home and/or work telephone numbers, home addresses and any emergency telephone numbers. Principals will monitor and report student attendance, and handle

student absences in the most appropriate manner and on an individual basis in accordance with the provisions of law and the policies of the Board.

Notification of Absence.

Parents who know in advance that their children will be absent from school must notify the principal prior to the absence. **After** the determination that a student is absent from school without notice, the principal or designee shall notify the student's parent **as soon as possible**.

Missing Children.

In the event that a missing child is attending one of the schools in the district, the principal shall immediately notify the Superintendent, the Missing Children Clearinghouse, and the appropriate local law enforcement agency.

Attendance Exclusions and Exemptions

By law, the school district is the excusing agent for student absences from school. A student of compulsory school age residing in the school district may be legally excused from attending the public schools only if that student:

1. Possesses a full-time **job** and schooling certificate and is regularly employed;
2. Participates in an approved program of home instruction;
3. Attends a private or parochial school or another public school;
4. Has a bodily or mental function which does not permit attendance, as verified by a licensed

physician or psychologist;

5. Receives a diploma or successfully completes the high school curriculum or any prescribed individualized education program.

Leaving School

Except for those who are approved by the principal for participation in an approved early dismissal program, students shall not be permitted to leave the building during school hours for any reason without the prior permission of the principal or designee. Students who leave school without permission shall be subject to approved disciplinary actions and the provisions of this policy.

Students will not be released during school hours to anyone except their parents (unless there is a court order to the contrary) or a person designated in advance by the parents and approved by the principal. If it is necessary for a student to leave school early, the parents must make the request in writing or come to the school in person. Students who are 18 years of age or older may directly seek permission of the principal to leave school early, but prior permission is necessary before they may be dismissed.

Removal from School

An outside agency official holding a valid court order shall be permitted to remove a child from school after the principal or designee has verified the authenticity of that order. Any law enforcement agency requesting the release of a student will be asked to show appropriate documentation prior to assuming custody of the student.

In the event any person removes, or attempts to remove, a student from school without proper authorization, the appropriate law enforcement agency shall be notified.

Types of Absence

Absences of students from school shall be noted as either excused or unexcused, as follows:

Excused absences are absences with the knowledge of the parents and within school policy. Examples of excused absence are:

1. Personal illness of the student;
3. Physician's appointments which cannot be scheduled outside the school day;
4. Quarantine for contagious disease;
5. Religious observation;
6. Family vacations up to 10 days with the principal's prior approval; and
7. Emergencies, subject to the principal's approval.

The principal may require written certification of illness by a physician for an absence due to personal illness.

Students who are excused from school for family vacations must not expect any work missed to be retaught by the teacher; however, if the school is notified in advance of the vacation, every reasonable effort will be made to prepare a general list of assignments for the students to complete while they are absent.

The procedure for parents requesting an excused absence for any reason other than those listed above requires prior approval of the principal either by submitting a request in advance or, in the event of emergency, notifying the school by telephone before 9:00 a.m. on the date of the absence. Factors considered will include grades and previous attendance record. Students with an excused absence are expected to make up all missed work in order to receive credit for it.

Unexcused Absences will be determined by the principal and may be one of three types:

1. General Unexcused Absence: These are absences from school or classes with the knowledge of parents, but not within school policy. Examples include failure to have a prescribed absence excuse upon return to school, excessive tardiness, "skip" day, **childcare**

2. Truancy Unexcused Absence: These are absences from school or classes without the knowledge of the parents and not within school policy, regardless of whether the student is on school property. A student who is not in classes for part of the scheduled school day is considered truant for that day. Examples include singular or consecutive days of leaving school or classes without prior approval by the principal or designee.

Methods of correcting general unexcused absence and truancy may include, but are not limited to: make-up time after school; assignment to an alternative school or to Saturday school; in-school suspension; detention; community service work program; suspension or expulsion from school; loss of driver's license, temporary instruction permit or eligibility to obtain either; loss of driving privileges to and from school; or referral to juvenile court.

3. Suspension Unexcused Absence: Suspension is enforced for unexcused absence due to a student's violation of Board policies governing student conduct expectations, including rules for riding school buses, and other school rules.

Make-Up Work (Excused Absence)

Depending upon the nature of the work missed and the approval of the principal and teacher(s), an excused absent student will be allowed up to two school days for each day of excused absence to make up assigned work outside regular class time. Getting assignments from the classroom teachers is the student's responsibility. Failure to complete assigned work on time will result in lost credit for any assignment.

The principal may grant an extension because of extenuating circumstances, including hospitalization at a treatment center. In cases of absence during the last week of school, the terms of completing work are at the discretion of the principal.

Make-Up Work (Unexcused Absence)

Make-up assignments for all unexcused absences are expected to be completed by the student under the following conditions:

General Unexcused and Suspension Unexcused Students.

All missed work must be made up and immediately submitted upon the student's return to school at the direction of the teacher in order for credit to be earned, subject to the following conditions:

1. All classroom assignments, major tests or projects must be made up. A deduction of one letter grade or 10% credit, whichever is less, will be imposed; and

2. Under extraordinary circumstances and on a case-by-case basis, the principal and teacher may agree to extend the time period for which missed work must be made up, submitted and given credit.

Failure to make up and submit missed work may result in a failing grade for the course. Consequently, students are expected to make up all missed work.

In cases of absence during the last week of school, the terms of completing work are at the discretion of the principal.

Truancy Unexcused Students.

All classroom assignments, tests or projects missed by an unexcused student due to truancy will not be given credit.

Excessive Total Absence

If a student's unexcused absences, other than suspensions or expulsions, exceed three whole or partial school days, the principal will send a written notice of absence to the parents which includes:

1. A description of the nature of the absences;
2. The school district's attendance requirements;
3. A summary of parental liability for their child's truancy;
4. Warnings that continued unexcused absences may result in:
 - A. The school district filing with the juvenile court unruly child charges or delinquent child charges against the student, or filing parental education neglect charges against the parents; and
 - B. The student's failing grades and loss of driving privileges; and

5. Information that copies of the notice will be filed with the appropriate county attendance officer and in the student's school records.

Retention of Truants. Any student who is absent without legitimate excuse for more than ten percent of the required attendance days for a class or for school shall be denied course credit or be retained at grade level, as applicable, unless the student's principal and teachers agree that the student is academically prepared to earn the course credit or to be promoted to the next grade level. In making their determination of whether the student is academically prepared, the principal and teachers must consider if that student has substantially met all of the academic requirements of the course or school year.

Habitual Truants. If a student is habitually truant and the student's parents have failed to cause that student's regular school attendance, the Board authorizes the Superintendent to file a complaint with the judge of the juvenile court in the county where the student resides and/or to take any other appropriate intervention actions as set forth in this policy. In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

1. Assign the student to a truancy intervention program;
2. Provide counseling to the student;
3. Request or require the student's parents to attend a parental involvement program or a truancy prevention mediation program;
4. Notify the judge of the juvenile court of the county where the student resides; or
5. Assign the student to an alternative school.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who is requested to complete the program, but does not do so, may be reported to law enforcement authorities for consideration of charging that parent with the misdemeanor offense of parental education neglect.

Chronic Truants. If a student is chronically truant and the student's parents have failed to cause the student's regular school attendance, the Board authorizes the Superintendent to file a complaint with the judge of the juvenile court in the county where the student resides.

Chronic Tardies Students who the building principal defines as chronically tardy may be turned over to juvenile court.

Tardies and early dismissals, at the discretion of the building principal, may be counted as partial absences and accrue with a minimum of ¼ absence each.

Loss of Driving Privileges. In the event a student has unexcused absences for 10 consecutive days or for a total of 15 days in any semester or school year, the Superintendent or designee shall schedule a hearing with the student and parents and provide them with a written notice for the hearing which shall contain:

1. Evidence of the habitual unexcused absence;
2. The scheduled time, place and date of the hearing before the Superintendent to be held not less than three days nor more than five days after the notice is given to review the evidence of the habitual unexcused absence. The time frame may be extended upon mutual agreement of the parties to the hearing;
3. A warning that the consequences for the student's habitual unexcused absence will be the revocation of the student's driver's license or the denial of the student's ability to secure a permit or license to drive; and
4. Information regarding the right to challenge the evidence at the hearing and the consequences for failure either to show cause at the hearing or convince the Superintendent not to proceed further.

If the student and parents fail to show at the hearing, or if the evidence at the hearing indicates habitual unexcused absence of the student, the Superintendent shall provide notice to the Registrar of Motor Vehicles and the appropriate juvenile court within two weeks of the date of the hearing. Such notification shall be in accordance with applicable provisions of federal and state law and regulations. Upon receipt of this notice, the Registrar shall immediately suspend the driver's license or temporary instruction permit, or deny the issuance of either to the student.

Academic Implications

Because the Fairport Harbor Board of Education considers attendance a crucial part of a student's academic life there will be certain attendance requirements which must be met before credit can be granted and before a student can be promoted.

Unexempted student absences which exceed ten for a semester or twenty for a school year will render a student ineligible to receive credit. Absences can be exempted if they meet the following criteria:

- 1) A note is provided from an attending physician or psychiatrist**
- 2) Death of a close family member**
- 3) The administration excuses the student for academic pursuits**
- 4) Religious observations**
- 5) Absences deemed exemptable by the school's attendance appeal committee**

Rev. 6.23.08

Adoption date: 12/17/07

LEGAL REFS.: 20 USC §1232g
ORC §§109.65, 2151.02; 2151.022(B); 2151.23; 2151.27; 2901.30; 2911.13;
2919.222; 3313.20; 3313.205; 3313.533; 3313.609; 3313.663; 3313.672; 3313.96; 3319.321; Chapters 3105, 3109,
3321 and 3331; §§3705.05; 4109.13; 4507.061

34 CFR Part 99
OAC §§3301-35-02(B)(4)(a)(ii); 3301-35-03(G); 3301-51-13

CROSS REFS.: IGBA, "Programs for Handicapped Students"
JEA, "Compulsory Attendance Ages"
JFC, "Student Conduct Expectations and Consequences"
JFCI, "Prevention and Treatment of Chemical Abuse"
JHC, "Student Health Requirements"
JHCB, "Inoculations of Students"
JHCC, "Communicable Diseases"
JHF, "Student Safety"
JHFD, "Student Automobile Use"
JK, "Employment of Students"
JO, "Student Records"
LBB, "Cooperative Education Programs and Relationship with the Lake
County Educational Service Center"

File: JEA

COMPULSORY ATTENDANCE AGES

Under Ohio law, children between the ages of six and 18 are of compulsory school age. Children under six years of age who have been enrolled in kindergarten are also of compulsory school age, unless at the discretion of the child's parent or guardian and in consultation with the child's teacher and principal, the child is formally withdrawn from kindergarten.

All children of compulsory school age who reside in the Fairport Harbor School District must attend school in this school district unless qualified for an attendance exemption or exclusion. The parent or other person who is responsible for any resident child of compulsory school age who is not subject to attendance exemption or exclusion must send that child to school in this school district. The Fairport Harbor Board of Education authorizes the Superintendent or designee to pursue necessary action against any parent responsible for a student of compulsory school age who does not comply with the school attendance laws.

Adoption date: 12/17/07

OAC §§3301-35-02(B)(4)(a)(ii); 3301-35-03(G)

CROSS REFS.: IGBG, "Homebound Instruction"
JE, "Student Attendance"
JECE, "Student Withdrawal From School"

File:

JEB

ENTRANCE AGE/MANDATORY KINDERGARTEN

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

Successful completion of kindergarten may be fulfilled either at a public or chartered nonpublic school or through completion of a developmentally appropriate kindergarten class offered by a licensed day-care provider and taught by a properly licensed or credentialed teacher. This requirement may be waived upon parental request to the Pupil Personnel Services Committee provided that the child will be at least six years of age on or before September 30 and demonstrates the social, emotional, and cognitive skills necessary for first grade.

Pupil Personnel Services Committee

The Superintendent shall establish a standing Pupil Personnel Services Committee consisting of the person responsible for pupil personnel services, an elementary school counselor, an elementary school principal, a school psychologist, and a teacher assigned to teach first grade. The Pupil Personnel Services Committee may, upon request of a parent, issue a waiver allowing admittance to first grade under the provision of law and this policy.

Early Entrance

- A. Early entrance to kindergarten may be permitted if the following requirements are met.
1. The child's fifth birthday falls between October 1 and December 31 of the year requested for early entrance;
 2. The child undergoes a group or individual assessment of basic conceptual awareness administered by the school psychologist and earns a raw score of at least 45 correct out of 50.
- B. A child who does not meet these criteria will no longer be considered an early entrance candidate.
- C. A child who does meet the requirements set forth above shall be required to undergo further evaluation by the school psychologist to demonstrate the following.
1. A mental age between 14 to 16 months above his/her chronological age (October - 14 months, November - 15 months, December - 16 months) as determined by standardized tests;
 2. An I.Q. of at least 125 on a deviation scale as determined by standardized testing;
 3. Social and emotional characteristics that permit conformity with the pattern of behavior commonly expected of children in kindergarten; and
 4. Recommendations by both the school psychologist and building principal.

When a request for early entrance to kindergarten is received, the parents shall be provided a copy of the Fairport Harbor School District's early entrance testing procedures. The building principal will interview the parents and child and make arrangements for testing with the school psychologist.

Adoption date: 12/17/07

CROSS REF.: IKEB, "Acceleration"

File: JEC

SCHOOL ADMISSIONS

Resident Students

The Fairport Harbor School District provides free education to school district residents between the ages 5 and 21. The Superintendent is permitted by law to accept persons at least 18 but not more than 21 years of age, who live apart from their parents, support themselves by their own labor, and do not possess a high school diploma, as residents entitled to a free public education.

Students who do not legally qualify as residents, who are not children of non-resident licensed employees of this school district or who have not been accepted for an inter-district open enrollment admission will be required to pay tuition as established by law and Board policy.

Students are considered residents of the Fairport Harbor School District if they reside with their parents within the boundaries of this school district. "Parents" are the person(s) or government agency who are legally responsible for the students, or who are in the process of assuming legal responsibility for the students within the requirements of state law.

Required Records

At the time of enrollment, new entrants will be required to present:

1. A birth certificate or other evidence of birth;
2. Proof of residency. A copy of a current utility bill, rental agreement, home purchase agreement, or a completed notarized affidavit of residency;
3. Proof of having received or being in the process of receiving immunizations, as required by Board policy and law;
4. Record of a physical examination by a licensed physician (for students entering kindergarten or first grade);
5. A certified copy of a child custody order or a shared parenting plan (if one has been issued);
6. Copies of those records maintained by the public or nonpublic school most recently attended by the entrant; and
7. Information of any current term of suspension or expulsion from another school district.

Missing Children. If a student who is identified as a missing child attends the school, or if any of the following occurs, the principal will immediately notify the Superintendent, the Missing Children Clearinghouse and the appropriate local law enforcement authorities of the possibility of a missing child:

1. The birth certificate is not presented, the enrolling adult was requested to return with the certificate within 14 days, and the time limit expired; or
2. The entrant's information from the sending public or nonpublic school is not complete, a written request for the proper records was made within 24 hours of the student's enrollment, and either the public or nonpublic school which is claimed to be that which the student last attended does not have records concerning the student or the requested records are not received within 14 days of the last contact between the receiving and sending public or nonpublic schools.

Domestic Violence Victims. Upon initial entry to a school in this district, students under the care of a shelter program for domestic violence, or their parents, shall notify the school of that fact. The school shall maintain the confidentiality of that information, as required by law, but shall notify the school from which the student's records are requested of that fact.

File: JEC

Legally Responsible Parents

Should a child custody order (including a temporary order of child custody) or a shared parenting plan, or a modification of any such child custody order or shared parenting plan, be issued for a student enrolled in school, the legally responsible or residential parent shall provide a certified copy of such an order or plan, or its modification, to the building principal. Only a copy of a certified court document shall be accepted by the building principal to meet the provisions of this policy and the obligations of law.

Admission of Suspended or Expelled Students

No student who has been either suspended or expelled from attending school in another school district may be admitted to school in this school district during the period of the suspension or expulsion unless the parents or student, if of legal age, first request a hearing with the Board and are granted a special admission. The parents or student shall immediately notify the principal of this status upon seeking to enroll in this school district.

Notice. Upon receipt of a written request for special admission to school, the Superintendent shall schedule a hearing for that purpose on the agenda for the next regular meeting of the Board, and shall provide to the person(s) who made the request, and to the members of the Board and the Treasurer, written notice of: [A] the date, time, and place of the hearing; and [B] a list of all persons who will be in attendance.

Hearing. The Board President or the Board's designee shall preside over the hearing which shall be held under the following procedures:

1. Introduction of purpose, legal rights, and hearing procedures, including a determination of whether the hearing will be held in executive or open session of the Board; then
2. Presentation of reasons for admission by the parents, representative, or the student, if of legal age; then
3. Response to the presentation for admission by the principal and/or Superintendent or designee; then
4. Questions by the Board or designee to either or both parties concerning the requested admission; and then
5. Determination of the Board's decision, in accordance with law, in open public session.

Decision. The Treasurer of the Board shall provide written notice to the person(s) making the request to the Board of the Board's decision. If the request is approved, the student shall be admitted to school. If the request is denied, the student shall be barred from admission to school until the expiration of the period of that student's suspension or expulsion from the other school district.

Permanently Excluded Students

No student who has been permanently excluded from public school attendance shall be admitted as a student in any school of this school district, except under the terms of probationary admission, extended probationary admission plans or revocation of permanent exclusion by the State Superintendent of Public Instruction.

File: JEC

Probationary Admission

A student who has been permanently excluded from public school attendance may make a request to the Superintendent for admission to school on a probationary status not to exceed 90 days. Upon receipt of the request, the Superintendent may develop a probationary admission plan. A student whose permanent exclusion involved in whole or in part the bringing of a firearm on any property owned or operated by any school district, including school vehicles, shall not be recommended by the Superintendent for probationary admission earlier than one calendar year after the date on which the last such firearm incident occurred, unless the Superintendent, on a case-by-case basis, first schedules and conducts a hearing in the manner for contemplating reduction of the length of a student's expulsion for a firearm incident, and determines an earlier effective probationary admission date after considering:

1. The circumstances under which the incident occurred, and the seriousness of and aggravating factors related to it;
2. Any mitigating circumstances surrounding the incident;
3. The probable danger to the health and safety of others, and the probable disruption of the learning environment, posed by the return of the student to school;
4. The student's discipline record and response to the imposition of prior discipline and sanctions imposed for behavioral problems;
5. Any prior court record, or any pending actions before the court, involving the student;
6. Any current corrective discipline imposed upon the student by law enforcement or other officials which is related to the incident; and
7. The student's age, social history and academic and extra-curricular activities record.

If the Superintendent, the student, and the parent or representative of the student mutually agrees, the Superintendent shall: [A] recommend to the Board the probationary admission of the student in the district; and [B] provide the Board with a written copy of probationary admission plan and the reasons for the recommendation. Within 14 days

of receipt of the Superintendent's recommendation, reasons and plan, the Board may adopt the recommendation by a majority vote of its members.

If the Board approves the recommendation, the student may attend school under probationary admission, subject to immediate removal by the Superintendent for failure to comply with the probationary admission plan and passage by vote of a majority of the Board of a resolution to revoke the probationary admission within five days of the Board's receipt of the Superintendent's recommendation to that effect. If the student complies with the probationary admission plan, it may be extended for up to 90 days at a time.

A student who complies with the terms and conditions of extensions of a probationary admission plan may seek revocation of permanent exclusion. The request must be made to the State Superintendent of Public Instruction either by the Superintendent, the student, or the parent. The Superintendent shall not recommend an effective date for the revocation of a student's permanent exclusion due to a firearm incident that is less than one calendar year after the date on which the incident occurred, unless the Superintendent engages in the same process found in this policy for considering an earlier effective probationary admission date.

File: JEC

Adoption date: 12/17/07

LEGAL REFS.: 20 USC §2701 et seq.; 20 USC §8921 Gun-Free Schools Act of 1994

ORC Chapters 3105 and 3109; §§109.65; 2151.011; 2151.357; 2901.30;
2923.20; 3301.121; 3313.20; 3313.48; 3313.61; 3313.613; 3313.64; 3313.65; 3313.66; 3313.662; 3313.67;
3313.672; 3317.08; 3319.321; 3319.98; 3321.01; 3321.03; 3365.03; 3365.041; 4117.10

OAC §3301-42-01

CROSS REF.: JFCC, "Student Conduct on School Buses"
JECBB, "Interdistrict Open Enrollment"
JGD, "Student Suspension, Expulsion, Removal and Permanent Exclusion"
JO, "Student Records"

File: JECAA

ADMISSION OF HOMELESS STUDENTS

The Fairport Harbor Board of Education believes that all school-aged students, including homeless students, have equal educational opportunities and a basic right to admission in the district's schools. Accordingly, each homeless student in the district must be enrolled in the school determined to be in the student's best interest. For the purpose of this policy, a homeless student or individual is "one who lacks fixed, regular and adequate nighttime residence or whose primary nighttime residence is an institution, shelter or other place not designated to be a regular sleeping accommodation for human beings."

In compliance with the federal law, 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 of attendance if the homeless student were a resident of the school district.

The Board ensures that it:

1. Provides through its policies and regulations barriers to the enrollment, retention and success in school of homeless students are eliminated;
2. Integrates homeless students with the general student population and enrolls those students even if they lack previous academic records, proof of residency or other documents required by the Board for admission;

3. Enrolls homeless students in their school of choice while resolving placement disputes. To the extent feasible, the district shall honor the request of a homeless parent for school placement regardless of whether the student lives with that parent or temporarily resides elsewhere;

4. Appoints the Superintendent or designee as the district liaison who ensures that homeless students enroll and succeed in school. If the school district receives sub grants to implement this policy, the liaison shall ensure compliance with the sub grant and coordinate services for homeless students with local social service agencies and programs, including those funded under the McKinney-Vento Homeless Assistance Act or the Runaway and Homeless Youth Act; and

5. Provides homeless students with transportation services that are at least compatible to the service provided to students who are not homeless, and, if requested, to a homeless student's school of origin. In the latter case, the district will share those costs with any district in which the school of origin is located.

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

The district complies with the Ohio Department of Education's plan and both Ohio and federal law for the education of homeless children and youth.

Adoption date: 12/17/07

File: JECAA

LEGAL REF.: 42 USC §11302 and §§11431-11433 *et seq.* McKinney-Vento Homeless Assistance Act

ORC §§3313.64(F)(13) and 3313.672

CROSS REFS.: AC, "Nondiscrimination"
JEA, "Compulsory Attendance Ages"
JEC, "School Admissions"

File: JECB

ADMISSION OF NONRESIDENT STUDENTS

In order to be eligible for a free public education in the district's schools, a student must be the child of and live with a resident of the school district who is legally responsible for that child. All other students shall be subject to the tuition provisions of Ohio law and this policy.

The Fairport Harbor Board of Education will review on a case-by-case basis formal requests to accept tuition students to attend this school district, provided that circumstances support definite educational benefit to the child and that space is available. The Board will not waive tuition payments for such students, except as otherwise provided in this policy.

Tuition Payments

The amount of tuition will be set annually by the Board, and will be based on a per pupil cost determined in accordance with Ohio law. Students may be approved for tuition admission when the parent or other person responsible for payment of tuition:

1. Files a statement accepting the terms of the tuition agreement and agreeing to make payment to the Treasurer on a monthly, quarterly or annual basis;
2. Pays at least the first month's tuition and agrees with the remaining terms of the tuition agreement requiring pre-payment for attendance;
3. Signs a waiver of transportation responsibility for the student. For the purposes of this policy, students 18 years of age or older who live outside the Fairport Harbor School District are considered to be the "person responsible for payment of tuition."

Tuition payments shall not be required by the Board when:

1. It has executed agreements with other boards of education to serve Fairport Harbor students in vocational or special education classes, on a cooperative basis, as permitted by law; or
2. Eligible adult residents of this district apply for admission to classes offered by the Board and meet requirements specified by the State Board of Education; or
3. Nonlicensed employees of the school district apply for enrollment in classes offered by the Board which, in the judgment of the Superintendent, would assist them in their current position.

Specific Board permission to waive tuition must be obtained for each individual case indicated above.

Required Admission of Tuition Students

A child is entitled to attend school in this district on a tuition basis if:

1. The child resides in this school district and lives in a "home," as defined by Ohio law governing tuition;
2. The child is in the custody of a governmental agency or someone other than his/her natural or adoptive parents;
3. The child is in need of special education;
4. The child's parent was most previously a resident of this school district and is in a residential or correctional facility, and the other parent, if living, is not known to reside in Ohio; and

File: JECB

5. A court orders the placement of a resident child under the custody of a legal guardian who resides in this school district, unless the placement for adoption has been terminated.

In each of these circumstances, tuition due to the Fairport Harbor School District will be paid in accordance with Ohio law.

Required Tuition Exemptions

The following students are exempt from paying tuition, as provided by law:

1. Those between the ages of 18 and 22 who reside in this school district, live apart from their parents, support themselves and do not possess a high school diploma;
2. Those who are under 18 years of age, married and living in the Fairport Harbor School District even though their parents live in another school district;
3. Those who have been placed with a resident of the district for adoption, but whose parents reside outside Ohio;
4. Those who are children of Fairport Harbor employees and have medical conditions that may require emergency attention. This must be certified in writing to the Board by a qualified physician;
5. Those residing with persons other than their parents, if their parent serves outside Ohio or the United States in the armed forces and provides both written intent to reside in the school district upon return to Ohio and the name and address of the person(s) with whom the students will be living while the parent is outside the state. This tuition exemption may be granted only for a period of up to 12 months;
6. Those who reside with a parent who is having a home built in this school district, provided that the parent provides the Superintendent with a sworn statement indicating the location of the house and the parent's intent to live there, together with a statement by the builder confirming that a new house is being built for the parent at the indicated location. The period for tuition-free attendance in this case may be up to 90 days, as established by the Superintendent. Students attending school under this exemption may participate in interscholastic athletics if they have been formally released by the board of education of their prior school district and have been granted required authorization by the appropriate athletics association;
7. Those who reside with a parent who is purchasing a house in this school district, provided that the parent provides the Superintendent with a sworn statement indicating the location of the house and the parent's intent to live there, together with a statement from a real estate broker or bank officer confirming that a purchase contract has been executed and that the parent is awaiting closing of the mortgage loan. The period for tuition-free attendance in this case may be up to 90 days, as established by the Superintendent. Students attending school under this exemption may participate in interscholastic athletics if they have been formally released by the board of education of their prior school district and have been granted required authorization by the appropriate athletics association;
8. Those living with a resident parent and are under the care of a shelter program for victims of domestic violence. The Board will admit such students immediately, regardless of whether required records are available at the time of enrollment. The last school the student attended will be notified of the enrollment, requested

to send the student's records immediately, and reminded not to release to anyone any information regarding where the student's records were sent. A final placement of the student will be made upon receipt of the requested records;

9. Those who have been approved for an interdistrict open enrollment admission.

Permissive Tuition Exemptions

The Board may waive tuition for the following students under the age of 22, as provided by law:

1. Those who, because of the death of a parent, are residing in a new school district but wish to finish the current school year at Fairport;

2. Those whose parent(s) or guardian(s) moved out of the school district after the commencement of their senior year at Fairport Harding High School. Once approved by the Board, such students may complete their senior year and, if necessary, one additional semester;

3. Those who are in the custody of their parent(s) and who live with a grandparent, and do not require special education, provided that, prior to attending school, the Board of Education of the district of the parent's residence enter into a written agreement with the Board that:

- A. Specifies that good cause exists for such attendance;
- B. Describes the nature of this good cause; and
- C. Consents to such attendance.

Upon Board approval of this written agreement, the grandparent must complete an "emergency medical authorization form" and any necessary authorization forms for the administration of prescribed drugs, as required by law or described by Board policy;

4. Those whose parent(s) or guardian(s) are nonresident full-time employees of the school district;

5. Those who do not require special education, but whose physical or mental well-being are best protected, or their other extenuating circumstances are best handled, by their attendance at school in this district. The Superintendent and the superintendent of the district of residence must enter into a written agreement specifying the purposes and conditions for admission of these children prior to the beginning of the school year. Any such agreement must also specify that:

- A. The person responsible for the children must complete an "emergency medical authorization form" and any necessary authorization forms for the administration of prescribed drugs, as required by law or described by Board policy;

- B. The Board may not provide transportation services if that would result in added costs to the district or a disruption of services to resident students; and

- C. The admitted children may participate in all extracurricular school activities, including interscholastic athletics, in a manner consistent with all other resident students of the district;

6. Those for whom an adult resident of this district has initiated legal custody proceedings and submitted a sworn statement of this to the Superintendent or designee. The waiver of tuition shall not exceed a period of 60 days, and it will cease if the proceedings are terminated;

7. Those who are foreign exchange students sponsored under a Board-approved exchange program and reside in the district temporarily;

8. Those who are residents of this district who have graduated from an approved special education program and desire to enroll in the district's vocational education program; and

9. Those who were admitted under an exemption for students under the care of a shelter for children of domestic violence, but are no longer entitled to free attendance under that exemption. Such requests shall be accompanied by a sworn statement of the parent with whom the child resides specifying the extenuating circumstances for the request and indicating the positive benefits to the child for continued tuition-free attendance in this school district in order to obtain a diploma or certificate of attendance.

Adoption date: 12/17/07

LEGAL REFS.: 8 USC §§1184(1), 1101(a)(15)(F)(i)

ORC Chapters 3105 and 3109; §§3311.211; 3313.61; 3313.64; 3313.644; 3313.645; 3313.65; 3313.672; 3313.712; 3313.713; 3317.08; 3319.98; 3327.04; 3327.06; 3327.07

OAC §§3310-10-01; 3301-35-03; 3301-42-01; 3301-48-02

CROSS REF.: JEC, "School Admissions"
JECBB, "Interdistrict Open Enrollment"
JHC, "Student Health Services and Requirements"
JHCD, "Administering Medicine to Students"

File: JECB-R

ADMISSION OF SPECIAL CATEGORY STUDENTS

The Fairport Harbor Board of Education may admit, on a tuition-free basis, any resident of the district not otherwise eligible to be admitted who meets the criteria set forth under this regulation. The Board reserves the right to impose the following restriction or limitations upon eligibility.

1. The residents have not been granted a high school diploma (except in the context of a resident who is applying for participation in a vocational education program where the resident was granted a high school diploma while enrolled in a special education program);
2. The class or program is currently operating;
3. The amount of instruction per individual does not exceed 2000 hours;
4. The Superintendent of the district through which the class or program is administered has the authority to admit (such as in the context of a vocational program); and
5. The residents are enrolled in appropriate educational experiences intended to lead to:
 - A. High school graduation;
 - B. Completion of the general educational development (GED) test; or
 - C. Employment.

In determining whether to admit individuals under this regulation, the Board will consider factors such as the following.

1. Availability of the space in the classes or programs;
2. Extent to which the classes or programs may need to be modified to accommodate applicants;
3. Anticipated success of applicants in the classes or programs as determined by a recognized assessment procedure;
4. Financial impact;
5. Rules of conduct for admission into and retention in classes or programs;
6. The possible impact of any prior felony convictions or other activities of the applicant which could have an adverse effect on other students;
7. A selection process to determine class or program placement when eligible applicants exceed available space; and
8. A process for appealing decisions related to admission or retention in a class or program to the Board.

The Board may admit into the vocational education program in which it participates on a tuition-free basis and without regard to age

1. Any resident of the district who, at the time of being granted a high school diploma or certificate of attendance, was enrolled in a special education program approved by the State Board of Education or the Department of Mental retardation and Developmental Disabilities.

2. Any support staff employee of the school district who seeks admission to a class or program and who is authorized by the Superintendent to be admitted based upon the Superintendent's determination that the class or program is related to the employee's position.

Adoption date: 12/17/07

LEGAL REFS.: ORC §3313.645; 3315.07

File: JECBA

ADMISSION OF FOREIGN EXCHANGE STUDENTS

The Fairport Harbor Board of Education recognizes its primary purpose of operating the schools of this district is for the benefit of its resident and other properly admitted school-age children under the laws of the state. The Board also acknowledges the learning potential that results from experiencing the cultural diversity which the admission of students from foreign countries can provide to our students. Accordingly, the Board may grant school admission to foreign exchange students and waive their tuition under the conditions that they:

1. Are between the ages of 14 and 19, inclusive, and residents or domiciliaries of another country -- or residents or domiciliaries of the United States but not Ohio -- who request admission as participants in an approved student exchange program and possess a J-1 visa;
2. Participate in a student exchange program which has received appropriate certification by the United States Information Agency and the Conference of Standards for International and Educational Travel. The program should also be recognized by the Ohio High School Athletic Association;
3. Have good academic standing in their native country, do not require special education services, and have not obtained a diploma from any other high school in the United States;

4. Enroll as a full-time student in this school district and not in any postsecondary educational option program at any time while admitted as a student in this school district; and

5. Temporarily reside with a host family which lives within the boundaries of this school district or which includes an employee this school district.

The Board encourages participation of exchange students within the requirements of their approved program and the following guidelines:

1. There will be a limit of ten foreign exchange students who shall be permitted to participate in Fairport Harding High School educational programs during any one semester, subject to approval of their admission by the Board. If the number of applicants exceeds the number permitted by this policy to be enrolled, organizations providing local support for the exchange students will be given priority in assignment.

2. Prior to their enrollment, foreign exchange students must present their passports and proper health records, and they must submit necessary documentation of fully complying with the Board's medical conditions, including immunization requirements for all students.

3. Foreign exchange students must be enrolled in school within one week of the first school day of the school year or semester. This requirement may be waived by the Superintendent or designee in cases of unusual circumstances.

4. Foreign exchange students must have studied English for a minimum of two years prior to their application for enrollment, and they must speak, read, write and understand English adequately to function without special assistance in regular classes. The sponsor organization is expected to provide any necessary intervention for a foreign exchange student who does not demonstrate sufficient fluency in English to function independently.

5. Any organization placing a foreign exchange student in this school district must designate an individual to maintain contact with the Superintendent or designee on at least a monthly basis.

6. All participating exchange students are expected to comply with the Board's policies governing students' academic and behavioral expectations. Failure to do so will result in the same consequences as for resident students, and it may be cause for termination of their admission as a student in this school district.

JECBA

7. The school administration and counselors shall attempt to guide and assist foreign exchange students, but the schools cannot and will not assume the responsibility in resolving issues connected with or between the students and their host families or the sponsoring student exchange program organization.

8. Foreign exchange students who have passed the reading, writing, mathematics and science portions of the state proficiency tests required for graduation and who have completed an academic program which satisfactorily meets the Board's criteria for graduation shall be awarded a certified diploma entitling them to all rights and privileges afforded other graduates of Fairport Harding High School. Other foreign exchange students in good standing who have completed their academic program at Fairport Harding High School shall receive an honorary diploma signifying their participation as a foreign exchange student at Fairport Harding High School.

The Superintendent or designee shall be responsible for determining a student's eligibility under these guidelines. The Superintendent may grant a waiver of any of these guidelines when the circumstances of the placement decision can justify it.

Adoption date: 12/17/07

LEGAL REF.: ORC §§3313.61(H); 3313.64; 3313.67; 3313.671

CROSS REFS.: IGCD, "Educational Options"
IGCF, "Postsecondary Education Options"
IGD, "Curricular and Extracurricular Activities"
IKFD, "Diplomas"
JEC, "School Admissions"
JECB, "Admission of Nonresident Students"
JFC, "Student Conduct Expectations and Consequences"
JHCB, "Inoculations of Students"

SOURCE: Handbook of the Ohio High School Athletic Association, current edition

File: JECBB

INTERDISTRICT OPEN ENROLLMENT

The Fairport Harbor School Board of Education shall permit students from any public school district in Ohio to enroll in the schools of this district without the payment of tuition, subject to the terms established by law and the application rules, regulations and procedures of the Board.

The Superintendent or designee shall develop all necessary application procedures and forms as are necessary to implement the provisions of this policy.

Definitions

For the purpose of this policy, the words below have the following meaning unless their context plainly requires otherwise:

"District," the Fairport Harbor School District.

"Home," a home, institution, foster home, group home, or other residential facility in this state that receives and cares for children.

"Individualized Education Program (IEP)," a written statement, as defined and operated by law, designed to meet the unique needs of a disabled student.

"Native student," [1] a student whose parent resides in the district; [2] a child who does not reside in the district where his parents reside, but is in the legal or permanent custody of a government agency or person other than his natural or adoptive parent who does reside in the district; [3] a child who resides in a home; or [4] a child who requires special education.

"Parent," either parent, unless the parents are separated or divorced or their marriage has been dissolved or annulled, in which case "parent" means the custodial or residential parent.

"Sending district," any public school district located in the state of Ohio which is the district of the applicant's residence.

Limitations

The following limitations shall apply to admission of students from the sending district:

1. As determined by the administration, admission may be denied when it would result in a violation of either the terms of any collective bargaining agreement or a minimum standard established by the Ohio Department of Education regarding class size limitations. Capacity limits notwithstanding, a student admitted to the district will not be returned to the sending district during the year for which that student was admitted solely due to the student's impact on class capacity limits.

2. The following priority order shall govern approval of applicants for enrollment and admission to classes under this policy: [A] native students who are normally entitled to attend a school in the district then [B] students from the sending districts who previously attended school in this district; and then [C] new applicants.

3. Requirements for admission shall not be based upon academic proficiency, athletic ability, artistic ability, extracurricular ability or English language proficiency.

File: JECBB

4. Requirements for admission shall not be based upon a student's disability; however, no student with disabilities shall be admitted if: [A] the district does not have the program needed to fulfill the student's IEP; or [B] the district's special education classes for its native students, or classes offered for students with disabilities as part of a multi-district or consortium arrangement, have reached, or will imminently reach, enrollment level caps.

5. A student's application for interdistrict open enrollment will be approved unless that student's enrollment causes the total enrollment to exceed the acceptable and reasonable limits for classroom size.

Once accepted by the district, no student will be displaced during the current school year should enrollment exceed the limits set above.

6. Requirements for admission shall not be based upon a student's behavioral record. However, a student who has had an attendance rate of less than ninety percent the prior schoolyear, has been suspended, expelled or permanently excluded by the sending district may be denied admission under this policy or any other applicable policy.

7. Applications will be rejected if the interdistrict open enrollment causes the average student minority population to change by more than 15 percent in the school building of either this district or the sending district.

8. Parents seeking approval for more than one child must complete an interdistrict open enrollment application form for each child.

9. Interdistrict open enrollment applications for will be considered on a space available basis.

10. Interdistrict open enrollment applicants must apply for admission each school year they wish to be considered.

11. All high school credits earned toward graduation by the accepted interdistrict open enrollment applicant will be accepted toward graduation requirements by the district.

12. Interdistrict open enrollment students must meet all graduation requirements set by the Fairport Harbor Board of Education in order to receive a diploma from Fairport Harding High School.

13. All Ohio High School Athletic Association eligibility guidelines apply to interdistrict open enrollment students.

14. Each application received shall be date- and time-stamped upon arrival in the Board office. Applications shall be processed for acceptance or rejection in order of date received.

15. Approval of a request for enrollment of an interdistrict student is conditioned upon the applicant's compliance with all procedures and timelines established by the Board and the Superintendent or designee.

16. Falsification of any information on the application form shall void the interdistrict application.

Application Timelines

Applications must be received at least two weeks prior to the requested enrollment date. The annual timeline for interdistrict enrollment shall be as follows:

1. March 1: Open enrollment applications will be available.
2. May 15: Information is provided upon request to parents in sending districts regarding the interdistrict open enrollment program.
3. June 1: This is the beginning date for accepting applications for interdistrict open enrollment.

When any date stated above falls on a weekend, holiday or other day when the Board office is not open, the most immediately preceding work day shall apply.

Reports

1. The Superintendent shall report to the superintendent of each sending district whose native students have enrolled in this district the name of those students enrolled, and the grades and school to which they are assigned, within two weeks of their enrollment date.

2. The Superintendent or designee shall report to the Ohio Department of Education the number of students enrolled from sending districts through the Educational Management Information System.

Student Assignment

1. Assignment to building, grade level or classes shall be made by the Superintendent or designee.

2. Interdistrict open enrollment applicants with disabilities may be: [A] required to attend a specific building within the district; or [B] placed in a special education unit outside the school district which serves those needs as specified in the applicant's IEP.

Adoption Date: 12/17/07

Legal Refs.: ORC §§3313.64; 3313.645; 3313.66; 3313.662; 3313.672; 3313.712; 3313.98; 3313.98.1; 3327

OAC §§3301-48-02

Cross Refs.: IKF, "Graduation Requirements"
JEC, "School Admissions"
JECB, "Admission of Nonresident Students"
JECC, "Assignment of Students to Schools"
JECD, "Assignment of Students to Classes"
JGD, "Student Suspension, Expulsion, Removal And Permanent
Exclusion"
JO, "School Records"

File: JECBC

ADMISSION OF STUDENTS FROM NONCHARTERED OR HOME SCHOOLING

Students who have been enrolled in a nonchartered school or a home-schooling environment, and who wish to be admitted to school in the Fairport Harbor School District, will be required to take a competency examination. The purpose of this examination will be to determine the proper grade placement for the registering students.

The Superintendent or designee shall be responsible for the selection or development of the examination. The grade placement shall be determined by the Superintendent after evaluating the examination results.

In making a placement decision, the Superintendent may consider:

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

Home-schooled students must be enrolled in the District in order to participate in co-curricular and extracurricular activities.

Adoption date: 12/17/07

LEGAL REFS.: ORC §3319.01
OAC §3301-34-06

CROSS REF.: IGBG, "Home-bound Instruction"
IGBK, "Home Education"
IGCF, "Home Instruction"
IGD, "Co-curricular and Extracurricular Activities"

INTRADISTRICT OPEN ENROLLMENT

The Fairport Harbor School Board of Education shall permit students to attend the school of their choice within the Fairport Harbor School District, subject to the terms established by law and the application rules, regulations and procedures of the Board.

The Superintendent or designee shall develop all necessary application procedures and forms that are necessary to implement the provisions of this policy.

Definitions

For the purpose of this policy, the words below have the following meaning unless their context plainly requires otherwise:

"Home," a home, institution, foster home, group home, or other residential facility in this state that receives and cares for children.

"Individualized Education Plan," a written statement, as defined and operated by law, designed to meet the unique needs of a disabled student.

"Native student," [1] a student whose parent resides in the district; [2] a child who does not reside in the district where his parents reside, but is in the legal or permanent custody of a government agency or person other than his natural or adoptive parent who does reside in the district; [3] a child who resides in a home or [4] a child who requires special education.

"Parent," either parent, unless the parents are separated or divorced or their marriage has been dissolved or annulled, in which case "parent" means the custodial or residential parent.

Limitations

The following limitations shall apply to admission of students to another building within the Fairport Harbor School District:

1. As determined by the administration, admission may be denied when it would result in a violation of the terms of any collective bargaining agreement or minimum standard established by the Ohio Department of Education regarding class size limitations. Capacity limits notwithstanding, a student who is admitted to the school will not be returned to the sending school solely due to the student's impact on class capacity limits.

2. The following priority order shall govern admission of students in a school in this school district: [A] native students who are normally entitled to attend that school; and then [B] students who are currently attending that school under this policy or any other contractual obligation; and then [C] new applicants.

3. Requirements for admission shall not be based upon academic proficiency, athletic ability, artistic ability, extracurricular ability or English language proficiency.

4. Requirements for admission shall not be based upon a student's disability; however a student with a disability may be required to attend a school where the services described in the student's IEP are available.

File: JECBD

4. No intradistrict open enrollment application will be approved if the enrollment of the grade level, class or building level being requested exceeds the acceptable and reasonable limits for classroom size.

Once accepted for an intradistrict enrollment transfer, no student will be displaced should enrollment exceed the limits set above.

6. Requirements for admission shall not be based upon a student's behavioral record. However, a student who has been expelled by the Superintendent, or who has been suspended from another school within the district for ten or more consecutive days during the term for which application is made, or the term immediately preceding the term for which they apply, may be denied admission.

7. Applications will be rejected if the intradistrict open enrollment results in a violation of ORC.3313.98 as it regards racial balance.

8. Parents seeking approval for more than one child must complete an intradistrict open enrollment application form for each child.

9. Intradistrict open enrollment applicants must apply for admission each school year they wish to be considered.

Application Processing

Approval of a request for transfer of an intradistrict student is conditioned upon the applicant's compliance with all procedures and timelines established by the Board and the Superintendent or designee.

Each application received shall be date- and time-stamped upon arrival in the Board office. Applications shall be processed for acceptance or rejection in order of date received.

Falsification of any information on the application form shall void the intradistrict application.

Student Assignment

Assignment to building, grade level or classes shall be made by the Superintendent or designee.

Adoption Date: 10/22/2012

Legal Refs.: ORC §§3313.64; 3313.97; Chapter 3327
OAC §3301-48-01; Chapter 3301-51

Cross Refs.: JEC "School Admissions"

Exclusion"

File: JECC

ASSIGNMENT OF STUDENTS TO SCHOOLS

The Fairport Harbor Board of Education will approve school attendance zones. Students must attend the school or paired school which serves the attendance zone in which their parents or other person who is legally responsible for the students reside unless, upon acceptance, the student:

1. May attend a magnet school or special program in a school which serves a larger area or the entire district.
2. May attend another school in this school district under intradistrict open enrollment provisions as established by the Board or under a transfer which is made in the best interests of the student and/or the school.
3. May attend another school in an adjacent school district under interdistrict open enrollment provisions as established by that school district's board of education under the provisions of law.
4. May attend a school in this school district if they are children of nonresident certificated employees of this school district enrolled under an approved plan.

The Superintendent or designee shall assign all students to schools inside their own attendance zone and may make exceptions and assign students to a school outside their own attendance zone on the basis of hardship, school and/or student need, and other appropriate circumstances.

Adoption date: 12/17/07

LEGAL REFS.: ORC Chapters 3105 and 3109; §§3313.672; 3319.01; 3319.97;
3319.98

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

File: JECE

STUDENT WITHDRAWAL FROM SCHOOL

A student of compulsory school age may withdraw from school only with the knowledge and consent of the parents or other person with legal responsibility for the student. When a student of compulsory school age withdraws from school, the teacher(s) and the principal shall determine the reason for the withdrawal and report it to the Superintendent. If the withdrawal is due to a change of the student's residency to a different public-school district or to a nonpublic school, the principal shall include the new address in the report to the Superintendent. The new address and necessary student records shall be forwarded to the school where the student is transferring.

The student and residential parent, guardian or custodian shall complete all prescribed school withdrawal forms. A student must return all textbooks and other school materials and clear all obligations and fines before grades will be released to another school, except as otherwise required by law.

All requests received to forward the records of a withdrawn student should be processed promptly so that the receiving school may obtain them within 14 days. If the principal does not receive that request within ten days of the withdrawal, the principal shall notify the Superintendent, the Missing Children Clearinghouse, and the local law enforcement agency of the possibility of a missing child.

If a student of compulsory school age withdraws for a reason other than changing residence and the student is not enrolled in and in attendance at an approved program to obtain a diploma or its equivalent, the Superintendent shall notify the Registrar of Motor Vehicles and the Lake County Juvenile Court within two weeks of the withdrawal to initiate suspension of that student's driver's license, temporary instruction permit or eligibility to obtain one. Notification shall comply with applicable provisions of federal and state law and regulations.

If the student withdraws from school while under consideration by the Superintendent for expulsion from school, the Superintendent shall initiate the expulsion proceedings and, subject to a hearing, expel the student. Any record of expulsion shall be forwarded to the school where the withdrawn student seeks to enroll.

Adoption date: 12/17/07

LEGAL REFS.: 20 USC §1232g
ORC §§ 109.65, 2901.30; 3313.613; 3313.66; 3313.672; 3319.321; 3321.13; 3365.03; 3365.041;
4507.061
34 CFR Part 99

CROSS REFS.: IGCF, "Postsecondary Education Options"
JEA, "Compulsory Attendance Ages"
JGD, "Student Suspension, Expulsion, Removal and Permanent
Exclusion"
JHFD, "Student Automobile Use"
JO, "Student Records"

STUDENT ABSENCES AND EXCUSES

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

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

1. personal illness of the student;
2. illness in the student's family;
3. death in the family;
4. quarantine for contagious disease;
5. religious reasons;
6. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours) or
7. as determined by the Superintendent.

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

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

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

[Adoption date:] 01/22/2018

LEGAL REFS.: ORC 3313.609
 3321.01; 3321.03; 3321.04; 3321.13; 3321.14; 3321.19; 3321.38
 4510.32

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

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

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

THIS IS A REQUIRED POLICY

STUDENT ABSENCES AND EXCUSES

Students Habitually Absent – Loss of Driving Privileges

When the Superintendent receives information that a student of compulsory school age has been absent without legitimate excuse for more than sixty (60) consecutive hours in a school month or a total of at least ninety (90) hours in a school year, the following procedure applies.

1. The Superintendent notifies, in writing, the student and his/her parent(s) and states that information regarding the student's absences has been provided to the Superintendent, and, as a result of that information, the student's driving privileges are denied. This notification also states that the student and his/her parent(s) may appear before the Superintendent/designee to challenge the information provided to the Superintendent.

2. The notice from the Superintendent to the student includes the scheduled time, place and date of the hearing, which is scheduled between three and five (5) days after the notification is given. Upon the request of the student or parent(s), an extension may be granted by the Superintendent. The Superintendent must then notify the student and the parent(s) of the new hearing time, place and date.

3. At the hearing before the Superintendent/designee, the student has an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. State law defines "legitimate excuses" for absence from school to include, but not be limited to:

- A. enrollment in another school or school district in Ohio or another state;
- B. possession of an age and schooling certificate (work permit);
- C. a bodily or mental condition that prohibits attendance or
- D. participation in a home instruction program.

4. If a habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student does not convince the Superintendent or designee that the absences were legitimate, the Superintendent must notify the registrar of motor vehicles and the juvenile judge. Such notification must be given to the registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences or, if the hearing for the student is held, within two weeks after the hearing.

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

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

(Approval date :) September 25, 2017

File: JEDA

TRUANCY

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

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

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

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

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one month or seventy-two (72) or more hours in a school year.

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

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;

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File: JEDA

5. notification to the registrar of motor vehicles or
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent without excuse for thirty-eight (38) or more hours in one school month or sixty-five (65) or more hours in a school year within seven (7) days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan

Beginning with the 2017-2018 school year, when a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within ten (10) days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within fourteen (14) school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not later than sixty-one (61) days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

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File: JEDA

Filing a Complaint with Juvenile Court

Beginning with the 2017-2018 school year, the school district designee must file a complaint against the student in juvenile court on the sixty-first (61st) day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the sixty-first (61st) day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

LEGAL REFS.: ORC 3313.663; 3313.668
 3321.03 through 3321.04; 3321.07 through 3321.09; 3321.19; 3321.191;
 3321.22; 3321.38

CROSS REFS.: JED, Student Absences and Excuses
 JEG, Exclusions and Exemptions from School Attendance
 JK, Employment of Students

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File: JEDA

NOTE: House Bill 410 (2016) made significant changes to district requirements for managing truancy effective with the 2017-2018 school year. When developing truancy policies, districts are required to consult with the judge of the juvenile court of the county or counties in which the district is located, parents, guardians, or other persons having care of the students attending school in the district and appropriate state and local agencies.

Districts with a chronic absenteeism rate of less than five percent (5%) as reflected on the most recent state report card are exempt from the requirement to assign students to an absence intervention team and instead must take any appropriate action as an intervention strategy outlined in board policy.

THIS IS A REQUIRED POLICY

File: JF

STUDENT RIGHTS AND RESPONSIBILITIES

Students, like all citizens, have rights guaranteed by the Constitution of the United States. The rights of an individual are preserved only by the protection and preservation of the rights of others. Students are responsible for the way they exercise their rights. They must accept the consequences of their actions and recognize the boundaries of their rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students in this school district and their inseparable responsibilities.

1. Civil rights -- including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly.
3. The right to due process of law with respect to suspension and expulsion; the responsibility to observe school rules essential for permitting others to learn at school.
4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy with respect to their school records; the responsibility to submit necessary requested information in a timely manner.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Fairport Harbor Board of Education and its staff to make rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior expected of them. The rights and responsibilities of students, including standards of conduct, will be made available to new students and their parents through handbooks distributed annually.

Adoption date: 12/17/07

LEGAL REFS.: U.S. Constitution Amendments I; XIV, §1
ORC §§3313.66; 3313.661

File:

JFA

STUDENT DUE PROCESS RIGHTS

The Fairport Harbor Board of Education and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of quasi-judicial administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed.

Students will have clearly established means by which administrative due process is available for the protection of the individual's rights.

Due process procedures will:

1. Be fair;
2. Apply equally to all students; and
3. Be enforced in a fair manner, which involves
 - A. Adequate and timely notice,
 - B. An opportunity to be heard, and
 - C. A speedy and impartial hearing on the merits of the case.

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

Adoption date: 12/17/07

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

CROSS REFS.: JFC, "Student Conduct Expectations and Consequences"
JGD, "Student Suspension, Expulsion, Removal and Permanent Exclusion"

File: JFB

STUDENT INVOLVEMENT IN DECISION MAKING

Students share a responsibility for developing a climate in the school that is conducive to wholesome learning and living. Through participation in the decision-making process, students can be an important resource for the improvement of the school, the educational system and the community. Periodically, students may be asked to review school policies, rules and regulations.

Adoption date: 12/17/07

CROSS REFS.: JF, "Student Rights and Responsibilities"
JFC, "Student Conduct Expectations and Consequences"

JFBB

File:

STUDENT PARTICIPATION IN POLITICAL ACTIVITIES

Involvement of students in the understanding and practical application of the election process is encouraged. Voter registration is encouraged as a way of instructing students about exercising their constitutional rights as citizens.

Participation of students in political campaigns is encouraged, provided that such involvement does not disrupt the educational function of the schools.

Adoption date: 12/17/07

File: JFC

STUDENT CONDUCT EXPECTATIONS AND CONSEQUENCES

Good conduct is based on respect for and consideration of the rights of others and their property. Students are expected to:

- A. Conduct themselves in a manner which does not disrupt the learning environment or violate the rights of others;
- B. Follow and obey laws and school rules and regulations; and
- C. Accept reasonable directions from authorized school personnel.

The Board has zero tolerance of violent, disruptive or other inappropriate behavior by its students.

Purpose

The primary purpose of this policy is to facilitate a safe, purposeful, orderly school climate which provides students with optimum opportunities for: [A] learning in efficient and effective functioning classrooms and schools; [B] experiencing school district services; and [C] participating in student activities. Specific objectives of this policy are to:

1. Prevent the unwarranted disruption of the educational process, including provision of school district services and extra-curricular activities;
2. Promote and maintain the safety and morale of all students, employees and all other persons in the educational setting of the schools;
3. Standardize procedures for fair and equitable handling of student discipline problems;
4. Communicate to students and the larger community the school district's guidelines and procedures for expected student behavior and the consequences for not meeting those expectations; and
5. Meet the requirements of state law for adopting a policy regarding in-school suspension, assignment to an alternative school, suspension, expulsion, emergency removal, and permanent exclusion that specifies the types of misconduct -- including commission of specified crimes -- for which students may be assigned to in-school suspension, suspended, assigned to an alternative school, expelled, removed or permanently excluded from school.

Definitions

The following words used in this policy have the meaning as defined below unless the context plainly requires otherwise:

1. "Destructive device," any explosive, incendiary or poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any other similar device.
2. "Electronic devices," any device that is powered by batteries or electricity and is capable of receiving, transmitting, or receiving and transmitting communications between two or more persons or a communication from or to a person.
3. "Firearm," any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any other such destructive device, whether loaded or unloaded and operable or inoperable but which can readily be rendered operable, as defined by law. For the purposes of this policy, "firearm" shall include any handgun, automatic or semi-automatic firearm, sawed-off firearm, starter's gun, zip gun and any object which is: [A] indistinguishable from a firearm, regardless if it is capable of being fired; and [B] portrayed, brandished or displayed by the person possessing it as being a firearm.
4. "Knife," any cutting instrument consisting of a blade fastened to a handle, including any switchblade knife, springblade knife, gravity knife or any similar weapon which has a blade length of one and one-half or more inches.

JFC

5. "Pocket pager," any device that can be carried by a person that is capable of receiving a radio signal or other telecommunications signal and that emits a signal upon receipt of a radio or other telecommunications signal.

Student Handbooks

The Fairport Harbor Board of Education authorizes the Superintendent or designee to issue regulations for students attending the schools in this district which are consistent with the provisions of this and the other policies of the Board. These regulations shall be incorporated into student handbooks which shall be made available to each student and, upon request, parents and other citizens. Because the age and development of students is different at the various grade levels, separate handbooks shall be developed for students attending the high school, middle school and, collectively, the elementary schools. The Board shall approve the handbooks on an annual basis.

Scope

This policy shall apply to the following situations:

1. On school property during and immediately before or after school hours, in a school bus or other school district vehicle or at a school-sponsored activity or function;
2. On school property at any time when the property is being used by a school-sponsored group;
3. Off school property, but:
 - A. At any site of interscholastic competition, extra-curricular event, or any other school activity or function;
 - B. For misconduct either:
 - [i] Connected to activities or incidents which occurred on school property; or
 - [ii] Directed at a school district official or employee, or the property of a school district official or employee, regardless of where it occurs; or
 - C. On school buses and other vehicles provided by the Board for transporting students or in private vehicles used for the same purpose; and
4. Complicity in any violation of this policy or of any law specified in this policy, regardless of whether the act of complicity was committed on school property or at a school-sponsored function or activity.

Notice

Students will receive annually, either at the opening of the school year or upon enrolling in school, written information on the rules and regulations governing their conduct to which they are subject while in school, at any school-sponsored function or activity or off school property. The information will include the types of conduct that will make them liable for detention, in-school suspension, suspension, assignment to an alternative school, removal, expulsion or permanent exclusion from school, or other forms of disciplinary action.

A copy of this policy shall be posted in a central location in each school of this school district. Parents will also be informed of the conduct expected of students and the consequences for students failing to meet those expectations.

Student Conduct Violations

A student's violation of any section of this policy may result in disciplinary action such as: [A] reprimands; [B] detentions; [C] fines; [D] emergency removal from school; [E] in-school suspension; [F] assignment to an alternative school; [G] suspension; [H] expulsion; [I] permanent exclusion; [J] denial of participation in extra-curricular

activities; [K] loss of driver's license, temporary instruction permit or eligibility to obtain either; [L] participation in a community service work program; [M] referral to law enforcement agencies and juvenile court; [N] denial of high school credit for college courses taken during any period of expulsion; or [O] other appropriate action. Each of the following sections include examples which are intended to be illustrative, but not exhaustive:

1. Disruption in School: A student will not -- through engaging in physical or verbal acts of misbehavior, defiance, insubordination or disobedience, or making bomb threats, false alarms or other means of inducing panic -- disrupt or obstruct the educational process, either while in school or at extra-curricular activities or other school-sponsored functions.

2. Harassment: A student will not, by use of violence, fear, hazing, force, coercion, threat (including death threat), or other related behavior intimidate or harass any other person or persons regardless of race, national origin, ancestry, religion, citizenship status, sex, sexual orientation, economic status, age, handicap, or disability. This section applies to acts of sexual harassment either of another student or a school district employee.

3. Destruction of School or Private Property: A student will not cause or attempt to cause willful destruction or defacement of school or private property.

4. Fighting, Assault and/or Threat: A student will not verbally abuse, threaten or physically attack any person.

5. Firearm or Knife: A student will not possess, handle, conceal, transmit or use a firearm or a knife on any school district property, in a school vehicle or at any school-sponsored activity or function, without the express prior authorization by the administration (e.g. a drama prop or antique as a part of a class presentation). Possession of a counterfeit firearm or knife is considered to be a violation of this section.

6. Dangerous Weapons, Instruments, and Objects: A student will not possess, handle, transmit or conceal any object, ordnance or other substance which is considered or used as a dangerous weapon, instrument capable of harming another person, or material in support of such a weapon or instrument. Possession of cigarette lighters, laser pointers or counterfeit weapons is considered to be a violation of this section.

7. Narcotics, Alcoholic Beverages and Drugs: A student will not possess, use, transmit, conceal or be under the influence of any alcoholic beverage, controlled substance, counterfeit drug or any other substance that causes physical or mental change. Possession of drug paraphernalia is considered to be a violation of this section. This section shall not apply to a student who: [A] takes a prescription drug or carries an asthma inhaler under the written authorization of a licensed physician and with the permission of the parents; and [B] reports this prescription to the administration.

8. Possession and/or Use of Tobacco: A student will not possess, transmit, conceal or use tobacco in any form.

9. Profanity and/or Obscenity: A student will not annoy, embarrass or humiliate others, or disrupt the education process or other school-sponsored activities or functions, through the use of written, verbal, gestural, or other means of profanity or obscenity. Sexually suggestive exposure of a student and displays of public affection are considered to be a violation of this section.

10. Truancy and Tardiness: A student will comply with and be subject to the state's compulsory school attendance laws. A student's absence from school without a legal excuse constitutes truancy or tardiness. This includes unexcused absences from study hall, class or any other properly assigned activity. Repeated tardiness is considered a form of insubordination.

11. Insubordination: A student will comply with directions of authorized school personnel during any period of time the student is properly under the authority of the school. Forms of insubordination include repeatedly violating any rule, directive or discipline procedure, and showing disrespect toward or lying to school personnel.

12. Inappropriate Dress: A student will not dress or appear in a fashion that:

A. Interferes with the health, safety or welfare of that student or of others; or
B. Causes undue attention, disrupts or otherwise interferes with the general educational process, classroom routines, activity practices or other school functions.

13. Theft: A student will not take, or attempt to take, into possession either the public property or equipment of the school district or the personal property of another person.

14. Extortion: A student will not obtain or attempt to obtain, another person's property, or coerce or attempt to coerce, another person to engage in an act, either by implied or expressed threat.

15. False Identification: A student will not use or attempt to use false identification to mislead school personnel or to falsify the name of that student or another person or the times, dates, grades, addresses or any other data maintained by or correspondence directed to any school in the school district. Lying to school personnel is considered to be a violation of this section.

16. Trespassing or Loitering: A student will not be present in any school building or on school grounds or a school bus at unauthorized times or when that student's presence may cause disruption of the educational process or a school activity, service or function.

17. Breaking and Entering: A student will not break and enter, or attempt to break and enter, school property, either on school grounds or at any school activity, function or event off school grounds.

18. Gambling: A student will not engage in any act of gambling or game of chance for money or valuables.

19. Misuse of Vehicles: A student who brings a moving vehicle to school must obtain a parking permit and park where assigned. A student will not use a moving vehicle on or near school property in an improper way that may cause harm to one's self or to others or their property, or may violate school regulations governing use of moving vehicles. A violation of this section may result in the student's vehicle being towed at the student's expense.

20. Electronic Devices: A student will not possess, transmit, conceal or use a radio, player or electronic game device, electronic communications device or pocket pager, except that:

A. A radio, player or electronic game device may be used by students in the audience at school-sponsored extra-curricular activities; and

B. Electronic communications devices or pocket pagers may be used by students during instances of medical or family emergencies, but only with the express prior approval of the principal. Any such exception shall be communicated by the principal to the affected staff.

Reasonable Force

A student may be subject to an amount of force and restraint by a school district employee as is reasonable and necessary under the circumstances for any of the following reasons:

1. To quell a disturbance threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within control of that student;
3. To act in self-defense; or
4. To protect other persons or their property.

Calendar Year Expulsion

Students shall be subject to expulsion for a period of one calendar year if they:

1. Possess, handle, conceal, transmit or use a firearm or a knife on any school district property, in a school vehicle or at any site of interscholastic competition, extra-curricular event or any other school activity or function without the express prior authorization by the administration;

2. Commit an act that inflicts serious physical harm to persons or their property while at school, or other school property, or at an school activity, event or function; or

3. Make a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

Such an expulsion shall extend, as necessary, into the school year following the school year in which the incident giving rise to the expulsion takes place unless otherwise modified by the Superintendent in accordance with the policy of the Board.

Permanent Exclusion Violations

A student may be subject to permanent exclusion from attending any school in the state of Ohio if that student is 16 years of age or older at the time of commission of any of the following violations of law which, if committed by an adult, would be a criminal offense:

1. Conveying, or attempting to convey, or possessing any deadly weapon or dangerous ordnance onto, or carrying a concealed weapon on any school property or at any school activity;

2. Engaging in drug trafficking on any school property or at any school activity;

3. Committing any of the following on school property or at any school activity if the victim at the time of commission of the act was an employee of the Board: [A] aggravated murder; [B] murder; [C] voluntary manslaughter; [D] involuntary manslaughter; [E] felonious assault; [F] aggravated assault; [G] rape; [H] gross sexual imposition; or [I] felonious sexual penetration; or

4. Having complicity in any of the acts listed above, regardless of whether the act of complicity was committed on school property or at any school activity.

Principals, acting in their official capacity and having knowledge of or observing a student committing any of the violations listed above, shall within one day of obtaining the knowledge or observing the act or violation report the violation to the superintendent of the school district where the act or violation occurred, and within a reasonable amount of time, to the local law enforcement agency having jurisdiction.

Adoption date: 12/17/07

LEGAL REFS.: 20 USC §3351 et seq.; 20 USC §8921 Gun-Free Schools Act of 1994
42 USC §2000e et seq. Civil Rights Act of 1964, as amended in 1972 (Title VII)

ORC §§149.43; 1251.355; 2151.031; 2151.27; 2151.312; 2901.01; 2901.01; 2901.02; 2901.03; 2901.04; 2903.11; 2903.12; 2903.31; 2907.02; 2907.05; 2901.01; 2907.12; 2917.11; 2917.31; 2919.22; 2921.13; 2921.31; 2923.11; 2923.12; 2923.122; 2923.161; 2923.20; 2925.01; 2925.11; 2925.12; 2929.14; 2941.143; 3109.09; 3109.10; 3310.121; 3313.20; 3313.533; 3313.613; 3313.66; 3313.661; 3313.662; 3313.664; 3313.716; 3313.751; 3313.753; 3319.41; 3319.45; 3321.01; 3321.13; 3365.03; 3365.041; 4507.061; 4511.01; 5139.05 - 5139.08

OAC §3301-35-03

CROSS REFS: AC, "Nondiscrimination"
EBCC, "Bomb Threats"

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|-------|--|
| GBD, | "Staff Protection" |
| IGD, | "Cocurricular and Extracurricular Activities" |
| IGCD, | "Educational Options" |
| IGCF, | "Post-Secondary Education Options" |
| IGDH, | "Interscholastic Athletics" |
| IHHB, | "Community Service" |
| IKF, | "Graduation Requirements" |
| JEC, | "Student Admissions" |
| JFCA, | "Student Dress Code" |
| JFCC, | "Student Conduct on School Buses" |
| JFCE, | "Secret Societies (Gangs)" |
| JFCF, | "Hazing" |
| JFCG, | "Tobacco Use By Students" |
| JFCH, | "Substance Abuse By Students" |
| JG, | "Student Discipline" |
| JGD, | "Student Suspension, Expulsion, Removal and Permanent Exclusion" |
| JHCD, | "Administering Medicine to Students" |
| JHFD, | "Student Automobile Use" |

JFCA

STUDENT DRESS CODE

The Fairport Harbor Board of Education expects that the dress of students in school and at school-related activities generally be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of our students and school. The following standards of student dress are expected for all students attending schools in the Fairport Harbor School District and shall be enforced by the school district administration.

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. Dress and grooming shall not cause undue attention or disrupt the teaching-learning process or detract from the orderly school climate. Students are prohibited from wearing articles of clothing or jewelry which promote drugs, tobacco and alcohol, glorify death or mutilation, contain profanity, or state or suggest sexual or pornographic activity.
3. When a student is participating in school activities, dress and grooming will not disrupt the performance or constitute a health threat to the individual or other students.
4. Students or groups representing the school at official activities will dress in a manner that presents a favorable image of the Fairport Harbor School District and does not violate this policy.
5. Students and schools shall be free from the threats or harmful influence of any groups or gangs which engage in drug use, violence, or other disruptive behavior. Therefore, the presence of any apparel, jewelry, accessory, notebook, tattoo, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in such a group or gang is prohibited.

Students who are in violation of the standards of this policy will be removed from school until reinstated by the principal. The parents of these students shall be notified of the removal and the reasons for it.

Adoption date: 12/17/07

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

CROSS REF: JFC, "Code of Student Conduct"
JFCE, "Secret Societies (Gangs)"

File: JFCC

STUDENT CONDUCT ON SCHOOL BUSES

Student Supervision

Parents are expected to supervise their children until they board and after they depart the bus when attending either school or a school event. Only when students board the bus does their behavior become the responsibility of the school district. Prior to their ride to, and upon their return ride from school or a school event, students' behavior are the responsibility of their parents.

Student Conduct Expectations

The Fairport Harbor Board of Education intends to provide students with safe and efficient transportation to and from school and school activities. To this end, the Board finds that rules governing the conduct of students on school buses and other means of school district transportation to and from school and school activities are necessary. Observance of these rules will ensure safety, prompt arrivals and departures of buses, and proper attitudes on the part of students. Violations of these rules may result in the suspension of bus riding privileges or other sanctions.

Student behavior on the school bus and the driver's management of that behavior are the two key elements to a safe and enjoyable bus ride. Students who are provided with transportation to and from school and school events are expected to meet all of the behavioral standards required of them while in school. Failure of students to meet those standards and the rules of student conduct on school buses may result in suspension of their riding privileges for a period not to exceed 10 school days.

Bus Stop Rules

The Board's policies governing student conduct expectations and consequences apply to bus stops. Behavior at the bus stop must not threaten life, limb, or property of any individual. In order that the Board may provide safe and efficient transportation, students will:

1. Wait in their assigned location in an area that is clear of traffic;
2. Board and leave the bus at locations to which they have been assigned unless they have parental and administrative permission to do otherwise;
3. Arrive at pick-up points no more than 10 minutes prior to the scheduled time of the arrival of the school bus;

4. Exercise care in approaching the bus stop by:
 - A. Walking on the left side of the road to face any oncoming traffic;
 - B. Waiting for the bus driver's signal and making sure that the road is clear both ways before crossing the road or boarding the bus; and
5. Board and leave the bus on time so the time schedule can be maintained for others.

Rules for Bus Riders

Riding to and from school and school activities is a privilege and convenience. A student who fails to follow these rules, engages in disorderly conduct or refuses to submit to the authority of the bus driver will be subject to the disciplinary outcomes established under the Board's policies and provisions of law. The same student conduct expectations and consequences for students in school apply to them on the bus. Therefore, students will:

File: JFCC

1. Obey all instructions of the bus driver at all times, promptly and without question or challenge;
2. Board the bus quickly and go directly to their assigned seats in the bus without disturbing or crowding other students;
3. Engage in quiet conversation without yelling or raising their voices;
4. Remain silent when the bus approaches and crosses railroad tracks;
5. Remain seated at all times when the bus is in motion and until it comes to a complete stop and the bus driver signals that it is safe to depart. If students must cross the road upon their departure, they must cross in front of the bus; and
6. Be courteous to fellow students and to the bus driver.

Students may not:

1. Eat or drink on the bus, except as required for medical reasons;
2. Have alcohol, tobacco, or drugs in their possession on the bus, except for required prescription medication;
3. Shout, whistle, use profane or abusive language or gestures, or engage in other distracting actions;
4. Fight, shove, wrestle or engage in other physically distracting actions;
5. Place any part of their body or that of another person's outside the window of the bus at any time;

6. Mark, write on, cut, or otherwise deface the interior or exterior of the bus. The cost of any damage or related repair will be charged to the student's parents;
7. Store any large articles under the seat or in the rear of the bus. All parcels or other objects shall be held in the students' laps. Aisles and exits must be kept clear at all times;
8. Bring any of the following on the bus at any time: animals; firearms, knives or weapons of any kind; or electronic devices, pocket pagers, radios or any other player or electronic game device; or
9. Engage in any other behavior which violates the Board's policies governing student conduct expectations and consequences, or which the bus driver determines is detrimental to the safe transportation of the students.

Videocameras On School Buses

The Board authorizes the placement of videocameras on school buses in order to monitor students' compliance with the provisions of this policy and to assist bus drivers in providing safe, orderly, enjoyable and timely student transportation services. The videocamera does not replace the authority or responsibility of the bus driver to assure that the basic safe riding rules prevail or that student misconduct results in disciplinary consequences. There will be zero tolerance for violence on the school bus.

All students shall be notified that they are subject to being videotaped on the school bus at any time. Notification to parents of all students shall be made through the student handbook and the media. The actual taping shall be audio and video.

File: JFCC

The Transportation Supervisor shall:

1. Schedule the placement of videocameras on school buses on a rotation basis so as not to select only certain buses;
2. Maintain a log of use of videocameras on school buses;
3. Note the date, bus number and bus driver's name on all video tapes to ensure the proper recording of who is involved on that date and whether a substitute bus driver was used; and
4. Conduct a random viewing of videotapes to determine if student discipline problems are occurring and, if so, the student misconduct referral reports are being submitted.

The Superintendent or designee may decide to conduct more extensive video monitoring of a bus route, based upon the number of incidents of student misconduct or the seriousness of student misconduct referral reports. Such additional monitoring is meant to supplement, not replace, the written student misconduct referral reports by the bus driver.

After the videotaping has been conducted, the tapes are to be stored at the transportation depot for a period of 10 days. The Transportation Supervisor shall randomly select and periodically review video tapings to ensure proper school bus conduct. If no incidents of student misconduct are reported in 10 days, the tapes will be recycled. If such incidents are reported or viewed during random selection, the videotapes are to be kept until the student disciplinary process has been concluded.

The bus driver may request a review of the videotape to aid in writing student misconduct referrals. The review shall occur with the Transportation Supervisor or designee in attendance.

If a student's misconduct requires implementation of a disciplinary action, the videotape may be used as evidence to augment the student misconduct referral report during any hearing with the student and parents or guardian. Any directly affected party to the hearing may request a review of the videotape for that bus. Requests for review must be submitted in writing to the Transportation Supervisor.

Enforcement of Discipline

The Board authorizes bus drivers to enforce the established rules for students' conduct on the bus. In order to meet their responsibility, bus drivers may:

1. Assign seats to all or some students at any time that is determined by the bus driver to be appropriate;
2. Handle student misconduct directly. If the bus driver is unable to correct the student's behavior, the bus driver shall make a complete and thorough report, including any videotape evidence, of student misconduct to the appropriate principal for disciplinary actions;
3. Request the assistance of teachers or coaches accompanying students on field trips or extra-curricular activity trips to maintain a safe and orderly environment on the bus; and
4. Use an amount of force and restraint as is reasonable and necessary under the circumstances for any of the following reasons:
 - A. To quell a disturbance threatening physical injury to others;
 - B. To obtain possession of weapons or other dangerous objects upon the person or within control of that student;
 - C. To act in self-defense; or
 - D. To protect other persons or their property.

File: JFCC

If a student's misconduct on the bus persists, the driver shall make a report to the Transportation Supervisor. If necessary, the bus driver and the Transportation Supervisor will confer with the appropriate principal.

All disciplinary actions as a consequence of student misconduct that is reported by bus drivers shall be taken by the principal or designee in a manner that is consistent with the provisions of law and the Board's policies governing students' disciplinary outcomes for misbehavior, including the necessary removal of a student from the bus by local law enforcement officers, suspension of a student from bus riding privileges for a period of not to exceed 10 school days, or expulsion from bus riding privileges for a period not to exceed 80 school days. If necessary, the student may be referred to local law enforcement agencies for prosecution.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§2151.031; 2901.01; 2919.22; 3109.09; 3109.10; 3313.20; 3313.66; 3313.661;
3319.41; 3327.014

OAC §§3301-83-08; 3301-83-12

CROSS REFS.: EEACC, "School Bus Operation Guidelines"
EEAD, "Special Use of School Buses"
GBD, "Staff Protection"
JG, "Student Discipline"
JFC, "Student Conduct Expectations and Consequences"
JGD, "Student Suspension, Expulsion, Removal and Permanent
Exclusion"

File: JFCE

SECRET SOCIETIES
(Gangs)

Commitment to Safety

The Fairport Harbor Board of Education intends to maintain conditions on school property which are safe for students and staff in accordance with law and the standards set by the State Board of Education. In meeting this commitment, the Board prohibits the presence and activities of gangs on or near school property.

Gang Defined

A gang is defined as "any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, violations of school rules, establishment of territory or "turf," or any actions that threaten the safety or welfare of others."

Findings

The Board makes the following findings with respect to gangs and gang activities.

1. Gangs which initiate or advocate activities which threaten the safety and well-being of persons or their possessions anywhere on or near school property are harmful to the educational purposes of the Fairport Harbor School District.
2. Student attendance at school, which is directly related to student achievement, is adversely affected when the presence of gangs intimidates students and causes them to be absent from school to avoid contact with gang members.
3. The use of hand signals and the presence of any apparel, jewelry, accessory, book, tattoo, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, denotes membership in a gang creates a reasonable probability of the commission of unlawful acts on school premises, the violation of lawful school regulations, or the substantial disruption of the orderly operation and instructional process of the schools.
4. Gang incidents involving recruitment, initiation, hazing, wearing of colors or other gang affiliations, intimidation, fighting, assault, or establishment of turf on school property or at school functions and school-related activities are likely to interfere with student attendance, disrupt classroom attention or cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm or lost educational opportunities to students.
5. Involvement in gangs has been demonstrated to evolve student behavior toward illegal activities, including but not limited to, drug trafficking, robbery, use of illegal weapons, etc.

Disciplinary Actions

Any student wearing, carrying or displaying gang paraphernalia, making gestures which symbolize gang membership, causing an incident affecting the school attendance of another student, or attempting to create territorial control at any school district facility shall be subject to appropriate disciplinary action.

JFCE

Students who engage in gang activities may be prosecuted. A student shall not

1. Participate in gang-related activities.
2. Appear with, or wear, gang identifications such as attire, colors, or clothing.
3. Designate boundaries or turf, or belong to any group that designates boundaries or turf.
4. Participate in hazing, initiation, or recruiting activities.
5. Deface property with gang graffiti.

In order to refrain from giving gangs publicity, any gang graffiti shall be quietly removed, washed down, or painted over as soon as possible, preferably by those responsible for creating the problem. Prior to removal, graffiti will be photographed for interpretation.

Communication/Notice

Building principals shall adopt school regulations under this policy and provide printed copies of them to students and their parents.

The Board encourages each school to provide students with programs designed to enhance individual self-esteem, to foster interest in a variety of wholesome activities, and to promote membership in authorized student organizations. The Board encourages each school to provide the licensed instructional and support staffs with an awareness of the signs of gang affiliation/activity and information about the potential dangers gang involvement poses.

The Superintendent or designee is authorized to cooperate with the courts, social services agencies, the clergy or other groups to counsel students identified as potentially involved in gang-related activity.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§2307.44; 2903.31; 3313.20; 3313.47; 3313.66; 3313.661
OAC §3301-35-03

CROSS REFS.: IGAA, "Citizenship Education"
IGBB, "Human Relations Education"
JFCF, "Hazing"
JFC, "Student Conduct Expectations and Consequences"
JFCA, "Student Dress Code"

SOURCES: "Statement of Concern" (on youth violence and gangs), Greater Cleveland Schools Superintendents' Association, 1993.
"National Crime Survey," U.S. Bureau of Justice Statistics, U.S. Department of Justice, 1989.
"Teacher Survey of School Violence," U.S. Department of Education, 1987.
"Vital Statistics of the United States," U.S. Department of Health and Human Services, 1986.
"National Update," U.S. Bureau of Justice Statistics, U.S. Department of Justice, 1992.

File: JFCF

3319.073; 3319.321

CROSS REFS.: AC, Nondiscrimination
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
IGAE, Health Education
IIBH, District Website Publishing
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JFCK, Use of Electronic Communications Equipment by Students
JG, Student Discipline
JHG, Reporting Child Abuse
JO, Student Records
Student Handbook

File: JFCF

HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

The Board of Education prohibits acts of harassment, hazing, intimidation, or bullying. The School District is committed to providing a safe, positive, and productive educational environment for all of its students. All members of the school community should be treated with dignity and respect. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Harassment, intimidation, or bullying of students or personnel by students, school personnel, or school volunteers is prohibited, whether in the classroom, on school property, on school buses or vehicles, at school-sponsored events, or in cyber-space. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, administrators, faculty, staff, and volunteers.

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

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

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

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

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

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

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

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

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

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

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

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

[Adoption Date:] June 25, 2012

LEGAL REFS.: Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii);

(P.L. 106-554, HR 4577, 2000, 114 Stat 2763)

ORC 117.53

2307.44

2903.31

3301.22

CROSS REFS.: AC, Nondiscrimination
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
IGAE, Health Education
IIBH, District Website Publishing
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JFCK, Use of Electronic Communications Equipment by Students

HAZING AND BULLYING File JFCF
(Harassment, Intimidation and Dating Violence)

The Board of Education prohibits acts of harassment, hazing, intimidation, or bullying. The School District is committed to providing a safe, positive, and productive educational environment for all of its students. All members of the school community should be treated with dignity and respect. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Harassment, intimidation, or bullying of students or personnel by students, school personnel, or school volunteers is prohibited, whether in the classroom, on school property, on school buses or vehicles, at school-sponsored events, or in cyber-space. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, administrators, faculty, staff, and volunteers.

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

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

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

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

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

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

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

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

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

[Adoption date:] 6/25/12

LEGAL REFS.: Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii);
 (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)
 ORC 117.53
 2307.44
 2903.31
 3301.22
 3313.666; 3313.667

Adoption date: 12/17/07

LEGAL REFS.: ORC §§117.53, 2307.44; 2903.31; 3301.22; 3313.66-67; 3314.03; 3319.073

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

JFCG

TOBACCO USE BY STUDENTS

RATIONALE

The Fairport Harbor Board of Education is dedicated to providing a healthy, comfortable and productive environment for its staff, student sand citizens. The Board is acutely aware of the serious health risks associated with the use of tobacco products; both to users and nonusers, and that most tobacco use begins by the age of 18.

DEFINITION

For the purpose of this policy, "tobacco products" is defined to include any product that contains tobacco, is derived from tobacco, or contains nicotine, with is intended for human consumption, or is likely to be consumed, whether smoke, heated, vaporized, chewed, absorbed, dissolved, or ingested by another other means. The term "tobacco products" includes e-cigarettes, other electronic smoking devices, and any other future products that are deemed tobacco products, but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce and eliminate nicotine or tobacco dependence.

With respect to the use of tobacco by students and other persons who have not attained status of legal age, the Fairport Harbor Board of Education finds that:

1. Health professionals have determined the use of tobacco products can be detrimental to the health of both the user and others;

2. Ohio law requires instruction regarding the harmful effects of and legal restrictions against the use of tobacco, prohibits the use of tobacco products by minors on school property, and authorizes the imposition of a tobacco ban on school grounds; and

2. Federal law places sanctions upon school districts which permit tobacco use on school property.

To comply with all related provision of law, the Fairport Harbor Board of Education prohibits smoking or use of other tobacco products (including e-cigarettes) at any time, as well as during non-school hours:

- In any building, facility, or vehicle owned, leased, rented, or chartered by the school district; or
- On school grounds, athletic facilities, or parking lots.

In addition, no students are permitted to use tobacco products (including e-cigarettes) at any school-sponsored event, whether such event occurs on-campus or off-campus.

Because we wish to encourage good health practices among the students of this district, the Board prohibits the smoking, use or possession of tobacco in any form, including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, and any other tobacco, by any student in any area under the control of the school district or at any activity supervised by any school within the district.

Violations

Violations will result in the following, at a minimum:

1. First Offense: The student will be suspended from school for three days. The suspension may be reduced to two days if the student:

A. Demonstrate to the satisfaction for the principal enrollment in and attendance at a smoking cessation program sponsored by the school, a community health organization or reputable private agency; and

B. Participates in community service work program related to the nature of the tobacco offense;

2. Second Offense: The student will be suspended from school for five days; and

3. Third and Subsequent Offenses: The student will be suspended from school for ten days. Expulsion form school will be considered.

TOBACCO PROMOTION PROHIBITED

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications at all school-sponsored events. Tobacco Promotional items that promote the use of tobacco products, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events.

PROVIDING NOTICE TO STAFF

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. District students will be provided notice of this policy through appropriate signage and district handbook.

ENFORCEMENT

Disciplinary measures taken against students for violations of this policy comply with the requirements of State law, related District policies and regulations and/or the staff negotiated agreements.

EDUCATIONAL REINFORCEMENT

Tobacco use prevention education is closely coordinated with the other components of the school health programs. Staff responsible for teaching tobacco use prevention education will have adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program.

During their term of in-school suspension assignment or suspension from school under this policy, students shall also be denied any participation in extracurricular activities.

Adoption date: 11/21/16

LEGAL REFS.: 20 USC 6082
 ORC §§2909.09; 2917.211; 2927.02; 3313.20; 3313.47; 3313.751; 3313.66;
3313.661; 3791.031

CROSS REFS.: OAC §3301-35-03(H)(1)(a)
IGD, “Cocurricular and Extracurricular Activities”
IGAG, “Drugs, Alcohol and Tobacco Education”
IGDH, “Interscholastic Athletics”
IHHB, “Community Service”
KK, “Visitors to the Schools”
JFA, “Student Due Process Rights”
JFC, “Student Conduct Expectations and Consequences”
JFCH, “Substance Abuse by Students”
JGD, “Student Suspension, Expulsion, Removal and Permanent
 Exclusion”

JFCH

SUBSTANCE ABUSE BY STUDENTS

The Fairport Harbor Board of Education is committed to achieving a school environment free from substance abuse and/or dependence by its students and staff. A student's possession, use or transmission of tobacco, alcoholic beverages, narcotic drugs, depressants, anabolic steroids, illicit drugs, or other controlled substances in any area under the control of the school district or at any activity sponsored by any school within the district constitutes a hazard to the development of all students.

In response to any such hazard, the Board, acting to protect the health, safety and welfare of students, directs that:

1. Students are required to obey all laws while on school grounds or while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, will be determined by the principal with due consideration of the student's welfare and any other relevant factors involved;

2. Students may be subject to searches of their possessions kept on school property for prohibited or illegal substances. These searches shall comply with all procedures due to students;

3. Discipline will be imposed independent of court action. Students will be subject to immediate suspension or expulsion proceedings for possession, sale, or use of illegal drugs, anabolic steroids, tobacco, or alcoholic beverages, but shall not surrender their rights to hearing and review procedures. They are also subject to loss of their driver's license or temporary instruction permit or eligibility to obtain a license or permit;

4. Warnings shall be posted in the locker rooms of students in grades 6-12, in accordance with law, about the effects and the criminal consequences of the improper use of anabolic steroids; and

5. If the situation warrants it, the principal shall communicate all available information promptly to the police and offer full cooperation of the administration and school employees in a police investigation.

The Superintendent will recommend for Board approval, detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures shall be in accordance with applicable laws and will be observed by all staff members. The Board desires that students with problems should feel secure enough to ask for help from their teachers or counselors, without fear of reprisal. This means that confidentiality must be maintained, within the limits of the law, and that the long-range welfare of the student will be considered paramount.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§2925.01; 2925.37; 3313.20; 3313.66; 3313.661; 3313.752; 3321.13; 3719.011; 3719.41; 4507.061

OAC §3301-35-03(H)(1)(a)

CROSS REFS.: IGAG, "Teaching About Drugs, Alcohol and Tobacco"
JFC, "Student Conduct Expectations and Consequences"
JFCI, "Prevention and Treatment of Chemical Abuse"
JFG, "Interrogations and Searches"
JGD, "Student Suspension/Expulsion and Emergency Removals"
JHC, "Student Health Services and Requirements"
JHCD, "Administering Medicine to Students"
JHFD, "Student Automobile Use"

File:

JFCH-R

SUBSTANCE ABUSE BY STUDENTS
(Athletics and Other Extra-Curricular Activities)

Use of drugs, alcohol and tobacco are clearly harmful to the health of individuals and can have a negative effect on the operation of the activities involving students. It is the goal of the Fairport Harbor Board of Education to reduce student use of chemical substances by all students.

Definitions

For the purpose of these regulations, the words below have the following meaning, unless their context plainly requires otherwise.

"Drug Use," "Alcohol Use" and "Tobacco Use," the current definitions utilized in the Board's policies regarding these substances.

"Season," the period during which regular participation in an approved extra-curricular activity takes place during a given school year.

"Contest," any scheduled competition in interscholastic sports or any activity as applied by the advisor for groups other than student athletes.

Purpose

The Board offers participation in extra-curricular activities only to students who are drug-free for the following reasons.

1. It is widely recognized that drug and alcohol use can cause serious physical, mental and emotional harm to individuals.
2. Students who use drugs and alcohol can be a danger to themselves, their teammates or opponents.
3. Students who wear the colors of the school or who represent the school are respected and admired by a large segment of the student body and to younger, impressionable children who wish to emulate them. Such students have an added responsibility equal to their prominence to hold themselves as good examples of conduct, sportsmanship and training, which includes avoiding drug and alcohol use.
4. The President of the United States and the nation's governors have adopted national education goals. Goal 6 states that "Every school in America will be free of drugs and violence and will offer a disciplined environment conducive to learning." The Board supports meeting the national education goals.
5. Federal law requires that all employers, including boards of education, who apply for federal grants must certify that they will maintain a drug-free workplace and meet other conditions to continue to qualify for receipt of federal funds.

The Board is committed to helping students understand the dangers of drug and alcohol abuse and to assist those students vulnerable to their influence. Since substance abuse is directly tied to the health and safety of our students who participate in extra-curricular activities, it is the purposes of these regulations to

1. Assure all parents that their children may participate in a wide array of extra-curricular activities without fear that they will be exposed to a climate which condones or sanctions substance abuse;
2. Educate students about the serious physical, mental and emotional harm caused by alcohol and other drug abuse;
3. Prevent injury illness and harm as a result of drug and alcohol abuse;

JFCH

4. Deter the use of illegal substances and the misuse or abuse of legal substances that create a threat to health and safety;
5. Identify abusers of legally or illegally obtained alcohol or other drugs; and
6. Assist identified abusers in their effort to a drug-free life through education, treatment and necessary discipline.

Denial of Participation for Substance Abuse

Students involved in all school district extra-curricular activities are expected to and shall refrain from the use of drugs, alcohol and tobacco at all times, not just during the season. The Board's policies regarding student conduct expectations and consequences shall apply equally for substance abuse in the school district's instructional program and extra-curricular activities.

The student discipline procedures adopted for the school district's substance abuse prevention program shall be applied to each respective case for possession of drugs, alcohol or tobacco by a student involved in an extra-curricular activity. In all cases, the denial of participation in the affected extra-curricular activities shall be in addition to other discipline imposed for the offense.

Denial of participation will be initiated through the use of due process. Due process shall consist of informing the offending student of the reasons for considering denial of participation, allowing that student an opportunity to respond to the reasons, and informing the student in writing of the decision. Due process shall be conducted by the school district employee responsible for the extra-curricular activity. A student may be denied participation due to necessary removal for up to one school day if the school district employee responsible for the extra-curricular activity has reasonable evidence of a concern regarding that student's substance abuse.

A. For use and/or possession of tobacco, the discipline to be imposed shall be as follows.

1. For the first offense during a season, one contest denial of participation.
2. For the second offense during a season, denial of participation for the remainder of the season. In addition, awards may not be presented to the student for involvement in the extra-curricular activity by the school district employee responsible for it.

B. For use and/or possession of drugs or alcohol, the discipline to be imposed shall be as follows.

1. For the first offense during a season, one full calendar week (7 days plus, if necessary beyond the week, at least one contest) denial of participation. The students must also obtain a professional drug/alcohol assessment at their cost or agree to attend a substance abuse counseling program sponsored by the school district.

Failure to complete one of these options within the time frame set by the administration will result in a denial of participation for the remainder of the season and may include forfeiture of any awards and loss of any endorsement for any scholarships, financial aid, job placement, or any other related post-high school opportunity.

2. For the second offense during a season, denial of participation for the remainder of the season; forfeiture of any participation or achievement awards; and loss of any endorsement for any scholarships, financial aid, job placement, or any other related post-high school opportunity. Evidence of a drug/alcohol assessment through a local agency or treatment hospital is required or the student will not be eligible for participation in extra-curricular activities for the remainder of that student's enrollment in the Fairport Harbor School District.

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Waiver for Self-Referral

Upon the self-referral of a student for substance abuse, or upon the referral of the student by the parents, the student will not receive discipline or other punitive action, provided that the student and parents agree to and satisfactorily complete an action plan prescribed by the building principal or designee. This waiver of discipline may be available to any student only once while the student is enrolled in the Fairport Harbor School District.

Failure to sign a written agreement or complete the plan will result in appropriate disciplinary or punitive action in accordance with Board policy and regulations. In addition, the student's privilege to participate in an extra-curricular activity may be withheld if the action requires an assessment prior to continued activity.

Responsibility of Coach or Advisor

Each coach, advisor, director or other employee of this school district who is responsible for an extra-curricular program must perform the following duties when a participating student is involved or suspected of being involved in substance abuse.

- A. Notify the administration of the offense.
- B. Hold an informal hearing with the offending student and inform the student of the decided outcome(s).
- C. Notify the offending student's parents.
- D. For situations required by law, notify the proper law enforcement agency as advised by the administration.

The final disposition of any problem will be determined by the building principal in consultation with the Superintendent, giving due consideration for the welfare of the students and of any other relevant factors involved.

Drug Testing

The Board declares its need to insure that a drug-free environment exists for students who participate in extra-curricular activities. Because it is statistically probable that some students have used alcohol and other drugs, and because enforcement of these regulations requires specific measures of student compliance, the Board reserves the right to conduct random urinalysis testing of students who participate in extra-curricular activities; provided, however, that any such tests procedures shall include

1. Privacy during collection of specimens;
2. Confidentiality of test results;
3. Follow-up testing for students who test positive; and
4. Opportunity for the student to be heard when infractions of the Board's or school's policies or rules are detected.

The Board authorizes and directs the Superintendent or designee to establish procedures to implement such drug testing which are consistent with standards of the medical profession. The Board encourages the implementation of a voluntary program of testing through the use of an informed consent and release of liability form for students who participate in extra-curricular activities.

In addition, should the administration have reasonable suspicion that a student is using drugs, the schools may require the student to submit to a drug test under procedures as for random drug testing for students.

Adoption date: 12/17/07

LEGAL REFS.: 29 USC §706(B) Federal Drug Free Workplace Act of 1989
ORC §§1301.01; 3313.66; 3313.661; 3313.95; 3321.13; 3719.01; 4507.061
54 CFR §4946

CROSS REFS.: GBEB, "Drug-Free Workplace"

| | |
|-------|--|
| IGAG, | "Teaching About Drugs, Alcohol and Tobacco" |
| IGD, | "Cocurricular and Extracurricular Activities" |
| IGDH, | "Interscholastic Athletics" |
| JFA, | "Student Due Process Rights" |
| JFC, | "Student Conduct Expectations and Consequences" |
| JFCG, | "Tobacco Use by Students" |
| JFCI, | "Prevention and Treatment of Chemical Abuse" |
| JGD, | "Student Suspension, Expulsion, Removal and Permanent Exclusion" |

SOURCE: Handbook of the Ohio High School Athletic Association, [Regulation M [§§5, 6, 7], current edition

Schail v. Tippecanoe County School Corp., 679 F. Supp. 833 (N.D. Ind.), aff'd, 864 F.2d 1309 (7th Cir. 1988).

JFCI

PREVENTION AND TREATMENT OF CHEMICAL ABUSE

Rationale

The Fairport Harbor Board of Education accepts its shared responsibility with the family, religious organizations, police, community health services, mental health and treatment centers, and concerned citizens to promote the health and safety of the students who attend the district's schools. A serious, social problem which jeopardizes the health, safety and positive development of all students, employees and the school district is the progressive stages of chemical use, abuse and dependency. The Board recognizes the dependency stage of chemical use to be a primary physical illness.

The Board identifies the following basic premises regarding chemical use dependency.

1. Chemical dependency is a treatable health problem which does not respect any group or age.
2. Health problems of youth are primarily the responsibility of the home and the community, but schools share in that responsibility because chemical dependency problems often interfere with school behavior, student learning, and the fullest possible development of each student.
3. Freedom from dependency on chemical use cannot succeed without a willing effort by its victim, regardless of school district funding, staffing ability or program development.

The Board is committed to achieving a school environment free of student use, abuse or dependency on alcoholic beverages, non-prescription drugs or other illegal substances and their paraphernalia. To achieve this goal, the Board encourages a school atmosphere in which students feel secure enough to seek help in preventing or treating the problems associated with substance use, abuse or dependency.

Prevention

The possession, use, sale or other transmission of alcoholic beverages, non-prescription drugs or other illegal substances by students anywhere in this school district will not be tolerated. The Board will exercise its dual responsibility to discipline student offenders and to offer help for them and their concerned family.

The Board, wishing to prevent the disease of chemical use, abuse and dependency by students will

JFCI

1. Train its staff in chemical abuse intervention techniques;

2. Contact students manifesting signs of behavioral changes associated with chemical use or abuse, and their parents, to discuss the nature and extent of the observed behavior, counsel corrective action, refer the matter to an outside agency, and/or report this situation to the proper law enforcement agencies;
3. Heighten awareness about alcoholism and other drug abuse problems;
4. Increase student knowledge about the symptomatology and pathology of the disease of chemical dependency.
5. Create a receptive climate for early and effective intervention in the chemical dependency disease process, and stimulate discussion and action concerning measures toward prevention of the disease.
6. Supply families of chemical using and abusing students a list of resources and other support services to cope with and overcome the chemical dependency disease.
7. Provide the community with information regarding chemical abuse and dependency through such means as adult education programs, use of a speaker's bureau of trained staff by community and business groups, and creation of a training program for interested community members.
8. Form a community action team to advise and support the school district's chemical substance abuse program.

Within the limits of available funds, the staff and student body will be invited and encouraged to develop skills in identifying and working with the chemical substance abuse program. Additionally, it is expected that the community will do likewise. In promoting such, the Board believes that education offers one of the most effective tools to counter a potentially deadly problem. Further, the Board supports combining and coordinating our efforts and recognizes that this problem neither begins at the school door, nor is it contained within the geographical limits of the district. This problem will be resolved only to the degree that every element of the society which it wounds combines to be a part of the solution.

Inpatient Treatment

A student who is absent from school because of hospitalization at a treatment center will be provided an extension of missed school work make-up days and credit will not be withheld on that basis. 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.

Dependent upon the length of treatment, the student, upon returning to school, will resume his/her previously scheduled classes. If treatment extends into the second semester, the new schedule will be followed.

If the student had not maintained a passing average in a semester course prior to treatment, advice of the counselor should be sought to determine other alternatives. Dropping a class may be necessary to free some time within the student's schedule to lessen pressure and/or to participate in the various support groups. It is advisable that year-long credit courses be maintained for possible credit.

Guidance counselors should alert the teachers of the returning student to provide good communication and a unified approach in dealing with make-up work. The intent is to help the student who, after treatment, returns to school and help him maintain sobriety. In addition, the Board hopes to give the student support and encouragement to continue and complete all coursework and study.

Adoption date: 12/17/07

LEGAL REFS.: ORC §2925.01; 2925.37; 3313.95; 3719.011; 3719.41
OAC §3301-35-03(H)(1)(a)

CROSS REFS.: IGAG, "Drugs, Alcohol, and Tobacco Education"
JE, "Student Attendance"
JFC, "Student Conduct Expectations and Consequences"
JFCH, "Substance Abuse by Students"
JHC, "Student Health Services and Requirements"
JHCD, "Administering Medicine to Students"
JHD, "Reporting Child Abuse"

File: JFE

PREGNANT STUDENTS

Equal educational opportunities are open to all students to lead a full and productive life. The Fairport Harbor Board of Education affirms the right of a pregnant student to continue her participation in the school district's program.

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

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

1. She may remain in her present school program, with modifications as necessary, until the birth of her baby is imminent or until her physician states that continued participation would be detrimental to her health or that of the baby.

2. Once it has been determined by the student's physician that the student is unable to attend school, home-bound instruction will be available at school expense until her physician states that she is physically able to return to school.

3. With Board approval she may temporarily withdraw from school and enroll in an approved educational program where she can continue her education.

Efforts will be made to see that the educational program of the student is disrupted as little as possible; that she receives health and counseling services, as well as instruction; that she is encouraged to return to high school after delivery; and that she is given every opportunity and encouragement to complete high school.

Adoption date: 12/17/07

LEGAL REFS.: 20 USC §§1681; 1682

CROSS REFS.: ACA, "Nondiscrimination on the Basis of Sex"
 IGBG, "Home-bound Instruction"
 JE, "Student Attendance"
 JECE, "Student Withdrawal from School"

File: JFG

INTERROGATIONS AND SEARCHES

The Fairport Harbor School District has custody of the students during the school day and during school hours of approved extracurricular activities. Students who place their personal possessions in lockers owned by the Fairport Harbor Board of Education and provided for their use, who park their automobile on school property or who utilize their property when using school district equipment and facilities have a reduced expectation of privacy with regard to their personal property.

The inspection of students' school lockers or computer files, or articles carried upon their person, is a legal and inherent right of authority granted to school boards and administrators. In conducting any inspections or searches, school administrators and other officials should:

JFG

1. Assure parents that the school, in exercising its professional relationship with their children, will employ appropriate safeguards to protect the well-being of those children;
2. Exercise their authority sparingly and only when such inspection or search is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order, or promote the safety and security of persons and their property within the area of educational responsibility;
3. Promptly record each search, including the reasons for the search, the personnel conducting the search, any contraband found, and the disposition of the contraband; and
4. The building principal is responsible for disposing of any illegal or dangerous substance or object taken from a student.

Searches of Student Property by School Personnel

Students' personal property are their own, however, they are discouraged from bringing to school valuable items which could be stolen, damaged, or proved disruptive to others. A student using valuable personal property in a school-related project should arrange with the staff for its safe-keeping.

School administrators may exercise their prerogative to conduct searches of school property assigned to a specific student (e.g. locker, computer files, desk, automobile, etc.), and may seize items which are illegitimately in the possession of that student, under the following conditions:

1. There is reasonable suspicion for school authorities to believe that the locker, computer files, desk, automobile, or other storage space contains evidence of the student's violation of a criminal statute, Board policy or a school rule;

2. Searches of an area assigned to a student should be for a specifically announced item, and they should be conducted with the student's knowledge unless they are part of a random school search conducted in accordance with law;

3. Illegal items (e.g. weapons, illegally obtained computer files, etc., prohibited substances (e.g. alcohol, tobacco, illegal drugs, etc.) or other possessions which are found and reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

In any school that contains lockers or computers which are the property of the Board, the principal may search any student's locker or computer, including software disks, and its contents at any time. The principal in those schools shall post in a conspicuous place the following notice:

1 of 4

Student lockers and school computer hardware and software are the property of the Fairport Harbor Board of Education. All student lockers and computers, including software disks, and their contents are subject to random search by school administrators at any time without regard to whether there is a reasonable suspicion that any locker or computer, including software disks, or its contents contains evidence of a violation of a criminal statute, Board policy or a school rule. Random searches of lockers may include a search with the assistance of dogs trained to detect the presence of drugs or other contraband.

School administrators may at any time search any student locker or computer, including software disks and its contents, if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property under control of the Board, and if a search of lockers or computers, including software disks, and their contents is reasonably necessary to avert that threat or apparent threat.

JFG

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

Principals and their designees are permitted to search the person and personal property (e.g. purse, book bag, gym bag, etc.) of a student when there is reason to believe that the student has violated either the law or school rules. The following rules apply in such cases:

1. There must be reasonable cause to believe that the search will result in obtaining information that indicates the student's violation of the law or school rules;

2. Searches will be conducted by a staff member, and in the presence of another administrator or staff member, of the same sex as the student being searched unless they are part of a random school search conducted in accordance with law;

3. The parents, guardian, or custodian of a minor student who is the subject of a search will be notified of the search and the reason(s) for it as soon as possible after completion of the search; and

4. Strip searches are discouraged. A substantially higher degree of certainty (i.e. more than a reasonable belief) is required prior to conducting such a search. In cases where school officials believe a strip search is necessary, law enforcement officials should be asked to conduct the search.

Nothing in this policy shall preclude an administrator from notifying law enforcement officials of a possible violation of local, state or federal law.

Searches of Student's Automobile by School Personnel

A principal or designee who has reasonable cause may conduct a search of a student's automobile that is parked on school property for illegal items, prohibited substances and other possessions which are reasonably determined to be a threat to the safety or security of others. Reasonable cause for a search may exist if the principal or designee:

1. Obtains information from a reliable source which leads to a reasonable conclusion to conduct a search;
2. Reasonably relates the search to an observation of the student's own behavior (e.g. slurred speech, poor balance, evasiveness in response to questions concerning the automobile, etc.);
3. Sees illegal items, prohibited substances or other such possessions that are openly visible to a casual observer or in plain view; or
4. Is alerted by the behavior of a specially trained dog that sniffs the exterior of the car in the course of an investigation.

The following notice shall be placed in a conspicuous place in the high school by the principal:

Motor vehicles driven by students to school and parked on school property are subject to random search by dogs trained to detect the presence of drugs or other contraband. These searches may be conducted without regard to whether there is a reasonable suspicion that any motor vehicle or its contents contains evidence of a violation of a criminal statute, Board policy or school rule.

Use of Dogs to Conduct Investigations

In order to combat rising use of alcohol, tobacco and illegal drugs among students and to deter their importation into the schools, the Board authorizes the Superintendent or designee to utilize specially trained dogs to conduct random investigations of students lockers, provided that:

1. Students are kept out of the hallways and away from the vicinity of the dogs during the period of the investigation;

JFG

2. If the dogs detect a prohibited substance, the student will be subject to further investigation and necessary disciplinary action;

3. The parent, guardian or custodian of the student is called and advised of the nature of the investigation and the identity of the prohibited substance found as a result of the investigation; and

4. The student is subject to appropriate disciplinary action in accordance with the policies of the Board. It is not the intent of this policy for the student to be subject to criminal prosecution for possession of any prohibited substances found as a result of a investigation, but the Board will cooperate with local law enforcement agencies to the extent permitted by law.

Searches of Student Property by Police

A search warrant may be required for any search of a student's personal property that is kept on school premises. However, if the police have reason to believe any item that might pose an immediate threat to the safety or security of others is kept in a student locker, computer, desk, or other storage space, searches may be conducted without a warrant. A search warrant is not required if law enforcement officials arrive on school property in "hot pursuit" of a student.

Interrogations of Students by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. Therefore, the following apply to interrogations of students by the police or other authorities:

1. Whenever possible, police officers should contact and/or question students out of school. If the principal agrees that it is necessary for an officer to make a school contact with a student, the school officials will bring the student to a private room. To the extent possible, the contact will be made out of the sight of others;
2. The principal should be notified that an interrogation is being requested and the reasons for the request before a student may be questioned in school or taken from the classroom;
3. The principal or designee should notify the juvenile officer or detective bureau of the police department whenever a student is involved in any type of criminal activity. The school officials should not attempt to handle situations that are properly in the realm of the police;
4. If the interrogation is related to a school matter, school officials shall make reasonable attempts to contact the student's parents before any questioning takes place. If it is not related to a school matter, the interrogators should be asked to contact the parents;
5. All attempts to notify parents must be documented;
6. The principal shall be notified if the student to be questioned is the suspected victim of abuse or neglect. If appropriate, the principal shall notify the student's parents of the time and place of the interview; and
7. If a student is removed from school premises by the police or other authorities, the principal must notify the student's parents at the earliest possible moment after the removal.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§2151.411; 2151.412; 3313.20; 3313.66; 3313.661

CROSS REF.: FM, "Protection of School Property"
JFC, "Student Conduct Expectations and Consequences"
JFCH, "Substance Abuse by Students"
JG, "Student Discipline"
JGD, "Student Suspension, Expulsion, Removal and Permanent Exclusion"

SOURCES: OAG 82-029; 89-108

JG

STUDENT DISCIPLINE

Rationale

Effective discipline is necessary for all students to attain a quality education. The Fairport Harbor Board of Education recognizes that:

1. An orderly, purposeful learning climate is essential to the educational process;
2. School district employees have a responsibility to respect each student, to hold high expectations for each student's behavior and to honor each student's rights; and
3. Students have a responsibility to respect each school district employee as an adult authority, to follow the reasonable directives of each school district employee, without challenge, and to conduct themselves in a civil manner and within the Board's prescribed policies for student conduct expectations.

Zero Tolerance

The Board has zero tolerance of violent, disruptive or other inappropriate behavior by its students. The Board expects students to:

1. Conduct themselves in a manner which displays mutual respect and consideration for the rights of others;
2. Comply with conduct expectations found in Board policies and school regulations; and
3. Follow all reasonable directions from authorized school personnel.

Any student who: [a] fails to comply with established Board policies or school rules or with any reasonable request made by school personnel on school property, at any site of interscholastic competition, extracurricular event, or any other school activity or function; or [b] engages in misconduct off school property which is either connected to activities or incidents which may have occurred on school property, or which is directed at a school district official or employee, or their property, regardless of where it occurs, is subject to approved student disciplinary outcomes. School personnel, students or parents should report any student offenses to the principal of the school or school administrator of the school property where the misbehavior occurred.

The Board directs the Superintendent or designee to:

1. Develop regulations which establish strategies ranging from prevention to intervention to address student misbehavior; and
2. Cooperate in the prosecution of any student who violates the criminal laws of the state of Ohio or local ordinances.

Staff Enforcement Expectations

In order to establish and maintain effective student discipline in this school district, the Board delegates to school officials the authority to publicize and enforce the Board's policies, regulations and approved school rules governing student conduct anywhere on school property or at any school events. The Board expects that:

1. Teachers will maintain student discipline in their classrooms, in the school building and on school property;
2. Bus drivers will maintain necessary student discipline on the bus to assure student safety, and all support staff will report offending students to the principal;
2. Teachers and support staff will cooperate fully with administrators to maintain an appropriate disciplinary atmosphere throughout the school district which is consistent with the policies of the Board and their respective areas of responsibility;
4. School administrators will support teachers and support staff in their enforcement of student disciplinary outcomes;
5. School administrators will involve teachers and support staff in making periodic evaluations of the effectiveness of school district's student conduct expectations and consequences and recommending any necessary changes in those policies or rules; and
6. All employees shall support the Board in achieving and maintaining a safe, orderly, purposeful and well-disciplined learning environment throughout the school district.

Student Disciplinary Outcomes

If a student does not respond to the reasonable directive of a school district employee, that employee will then refer the student to the principal, assistant principal or other school administrator. The offending student may be subject to disciplinary action such as: [a] reprimands; [b] detentions; [c] fines; [d] emergency removal from school; [e] in-school suspension; [f] assignment to an alternative school; [g] suspension; [h] expulsion; [i] permanent exclusion; [j] denial of participation in extracurricular activities; [k] loss of driver's license, temporary instruction permit or eligibility to obtain either; [l] participation in a community service work program; [m] referral to law enforcement agencies and juvenile court; [n] denial of high school credit for college courses taken during any period of expulsion; or [o] other appropriate action, except that corporal punishment shall not be used by any school district employee as a disciplinary action.

A student's failure to comply with the requirements for conduct outlined in the student handbooks may result in the student being disciplined. A student cannot be suspended, expelled or removed from school solely because of unexcused absences.

In necessary cases, school administrators may refer students to, and shall cooperate with, local law enforcement officials and representatives of the courts, and provide them with necessary information in dealing with incorrigible students.

The failure of students to meet the Board's expectations for their conduct anywhere on or off school property as described by law and this policy will result in disciplinary measures and sanctions required to address the nature of the student's offense. In extreme cases, school district employees may use an amount of force and restraint as is reasonable and necessary to:

1. Quell a disturbance threatening physical injury to others;
 2. Obtain possession of weapons or other dangerous objects upon the person or within control of that student;
 3. Act in self-defense; or
 4. Protect other persons or their property.
- Adoption date: **September 25, 2017**

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

LEGAL REFS.: 20 USC §3351 et seq.; 20 USC §8921 Gun-Free Schools Act of 1994
42 USC §2000e et seq. Civil Rights Act of 1964, as amended in 1972 (Title VII)
ORC §§2151.031; 2901.01; 2919.22; 2925.01; 3313.20; 3313.533; 3313.534;
3313.613; 3313.66; 3313.661; 3313.662; 3313.664; 3319.321; 3319.41; 3321.13; 3365.03; 3365.041; 4507.061
OAC §3301-35-03

CROSS REFS.: EBC, "Emergency Plans"
GBD, "Staff Protection"
IGCD, "Educational Options"
IGCF, "Postsecondary Education Options"
IKF, "Graduation Requirements"
JFB, "Student Involvement in Decision-Making"
JFC, "Student Conduct Expectations and Consequences"
JFCA, "Student Dress Code"
JFCC, "Student Conduct on School Buses"
JFCE, "Secret Societies (Gangs)"
JGD, "Student Suspension, Expulsion, Removal and Permanent
Exclusion"
JO, "Student Records"

File: JGA

CORPORAL PUNISHMENT

Corporal punishment is a conscious, physical, disciplinary action used to correct major or serious behavioral misconduct to preserve discipline. The Fairport Harbor Board of Education believes that corporal punishment, if treated as a last resort and administered in accordance with this policy, can play a role in a comprehensive program of student discipline. Corporal punishment is reserved for use only by principals and the Superintendent.

Conditions

For corporal punishment to be used, the following conditions must be present.

1. The age, weight and health of the student is to be considered before using corporal punishment.
2. An attempt will be made first to notify the parents.
3. A licensed employee must serve as a witness when corporal punishment is used.
4. Corporal punishment will be administered only in the privacy of the building principal's office.
5. A record of the use of corporal punishment will be maintained by each principal. The record will include the following data.
 - A. Name of student receiving corporal punishment.
 - B. Name of the administrator who used the corporal punishment.
 - C. Name of the witness.
 - D. Reason for the corporal punishment.
 - E. Class or activity where the misbehavior occurred.
 - F. Number of swats given.
 - G. Date such action was taken.
 - H. Previous correction methods used.
 - I. Parent notification.
 - J. Nature of parent response, if any.

Exemption

A student attending any school in this school district shall not be subject to corporal punishment if that student's parent, guardian or custodian has submitted to the school a written request to that effect. The request shall be placed in the cumulative record of the student and shall remain in effect until either the student has graduated or the parent, guardian or custodian has submitted a written request to the school to permit reinstatement of corporal punishment.

Should a student, who has on file a request to be exempted from corporal punishment, commit an act which would otherwise warrant the imposition of corporal punishment, the principal or Superintendent shall exercise discretion in imposing upon that student an alternative discipline that is consistent with the policies of the Board.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§2903.11; 3313.20; 3319.41

CROSS REFS.: JFC, "Student Conduct Expectations and Consequences"
JGD, "Student Suspension, Expulsion, Removal, and Permanent Exclusion"
JO, "Student Records"

File: JGD

STUDENT SUSPENSION

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. No period of suspension is for more than

ten (10) school days. If, at the time a suspension is imposed, fewer than ten (10) days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year.

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

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

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

File: JGD

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the principal's suspension, he/she must do so within ten (10) calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in

executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

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

[Adoption date:] September 25, 2017

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

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

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

THIS IS A REQUIRED POLICY

File: JGE

STUDENT EXPULSION

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the

student code of conduct. A student cannot be expelled from school solely because of unexcused absences. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than ten (10) days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service, which may not be used for graduation requirement, in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

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

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

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

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

Permanent Exclusion

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

1 of 2

File: JGE

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within fourteen (14) calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be

held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

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

[Adoption date:] September 25, 2017

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

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

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

2 of 2

File: JHA

STUDENT INSURANCE PROGRAM

Students attending school in this school district may be covered by insurance programs voluntarily and privately entered into by their parents or guardian.

The Board may purchase accident insurance covering all students and other authorized persons transported under its authority. Any such insurance shall be purchased from a recognized insurance company authorized to do business in this state.

Adoption date: 12/17/07

LEGAL REF.: ORC §3327.09

File:

JHC

STUDENT HEALTH SERVICES AND REQUIREMENTS

The Fairport Harbor Board of Education realizes the responsibility of the schools to help protect and improve the health of students. The services of a nurse will be available to the district. The principals will be responsible for the administration of the health curriculum in their particular school.

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

Each school will have on file for each student an emergency medical authorization form providing information from the parent/guardian advising the school how to proceed in event of a health emergency involving the student and a release for the school in case emergency action must be taken.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3313.50; 3313.67 - 3313.73; 3319.22; 3319.221
OAC §3301-35-03(D)

CROSS REFS.: IGBA, "Programs for Handicapped Students"
JHCB, "Inoculations of Students"
JHCD, "Administering Medicine to Students"

File:

JHCA

PHYSICAL EXAMINATIONS OF STUDENTS

The Fairport Harbor School District requires health records of students on the following basis.

1. Kindergarten and first grade students entering school for the first time must have a completed health record before being admitted to school.

By November 1 of each school year, students enrolled in school for the first time in either kindergarten or first grade shall be screened by school district employees or consultants for hearing, vision, speech and communications, and health or medical problems, and for any developmental disorders. Should the results of any screening reveal the possibility of any special learning needs, the student shall be further assessed by the appropriate special education staff. All persons who conduct such screening shall be qualified to do so by training and/or certification.

Prior to August 1 of the school year in which a kindergarten or first grade student is to be screened, the Superintendent or designee shall provide the parents or guardian with information about the district's screening program. The information shall include a list of providers of required screening services available in the nearby community for parents or guardians who cannot afford them, and a notice of rights to a waiver.

Any parent or guardian of a kindergarten or first grade student to be screened who does not wish to have the screening service may waive participation by signing a written statement to that effect and submitting it to the Superintendent.

2. Health records are requested of all students transferring into the district schools. If the previous school does not forward a record or if it is incomplete, it will be the parents' responsibility to comply with health requirements for students.

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

Adoption date: 12/17/07

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

CROSS REFS.: IGDJ, "Interscholastic Athletics"
JEC, "School Admissions"
JHCB, "Inoculations of Students"

File: JHCB

Required Immunizations

The Fairport Harbor Board of Education requires students to be immunized to prevent the spread of communicable diseases among their classmates in the school district. The following immunizations are required:

1. Diphtheria, Tetanus, and Pertussis: Four or more doses of diphtheria, tetanus and acellular pertussis (DTaP), diphtheria, tetanus, and pertussis (DTP), or diphtheria and tetanus (DT) or any combination is the minimum acceptable. Three doses of tetanus and diphtheria, adult (Td [Adult]) is the minimum acceptable for students age seven or older. Students who received all four primary doses before their fourth birthday are required to receive a single booster dose of DTaP, DTP, or DT prior to entering kindergarten;
2. Poliomyelitis: Three or more doses of oral polio vaccine (OPV) or inactivated polio vaccine (IPV) is required. Students who received all three doses prior to their fourth birthday are required to receive a single booster dose of OPV or IPV prior to entering kindergarten;
3. Rubella: Two doses of live virus measles vaccine are required before a child may enter kindergarten. The first dose must have been administered on or after the student's first birthday, and the second at least 28 days later;
4. Mumps: Two doses of live virus mumps vaccine are required before a child may enter kindergarten. The first dose must have been administered on or after the student's first birthday, and the second at least 28 days later;
5. Rubella: Two doses of rubella vaccine are required before a child may enter kindergarten. The first dose must have been administered on or after the student's first birthday, and the second at least 28 days later; and
6. Hepatitis B: The three dose series of Hepatitis B vaccine is required before a child may enter kindergarten. The second dose must be administered at least 28 days after the first dose. The third dose must be administered at least two months after the second dose and at least four months after the first dose when the child is at least six months of age.

Immunization Checks

Students who are enrolled in the Fairport Harbor School District must present written evidence of receiving their required immunizations or completing the process of receiving such immunizations.

Prior to entering the seventh grade, students must also present written evidence of receiving two doses of live measles, mumps, and rubella vaccine.

Exclusion from School

All required immunizations must be completed, or in process of being completed, in order for the student to remain enrolled in school. Students failing to complete all required immunizations will be excluded from school attendance no later than 15 days after their admission to school.

Exemptions

Students must receive all required immunizations in order to remain in school. Only the following immunizations may not be required:

1. Rubeola, if the student has had natural rubeola and the parents, guardian or physician have presented a written and signed statement to this effect. Should a measles outbreak occur, this statement must include the month and year of the measles infection and be signed by a physician. Students with these written waivers shall be excluded from school attendance for not less than 14 days after the last known case in the school;

2. Mumps, if the student has had natural mumps and the parents, guardian or physician have presented a written and signed statement to this effect. Should a mumps outbreak occur, this statement must include the month and year of the mumps infection and be signed by a physician. Students with these written waivers shall be excluded from school attendance during the outbreak period;

3. Any immunization for which the student's parents or guardian certifies in writing that they object to for good cause, including religious convictions, or for which the student's licensed physician certifies in writing is medically contraindicated. During periods of communicable disease outbreaks, students with these written objections will be excluded from school attendance until a medical determination for their return to school can be made; and

4. A student who presents laboratory evidence of immunity to the rubeola and mumps diseases shall be exempt from the second dose requirement. A history of rubella disease may not be substituted for rubella vaccine.

Other Examinations

The Board requires tuberculosis examinations in accordance with law. In addition, students may be required to obtain further immunization or undergo medical or health procedures to prevent the spread of communicable diseases, as determined by the Board.

Adoption date: 12/17/07

LEGAL REFS.: ORC §3313.67; 3313.671; 3313.71; 3313.711; 3701.13; 5104.011

CROSS REFS.: JEC, "School Admissions"
JHCA, "Physical Examinations of Students"

COMMUNICABLE DISEASES
(Including AIDS)

The Fairport Harbor Board of Education recognizes that control of the spread of contagious disease is essential to the well-being of the school community and efficient operation of the schools. Any students who show signs or symptoms of diseases suspected as being communicable to others will be given immediate attention and sent home, if appropriate.

In order to protect the health and safety of the students, school personnel, and the Fairport Harbor community at large, the Board will comply with state law and will be guided by guidelines and recommendations by the state departments of health and education.

For the purpose of this policy, "contagious disease" is any of the diseases so designated by federal, state and/or local health authorities.

Decisions regarding the type of educational setting for children with potentially infectious diseases should be based on the behavior, neurologic development and physical condition of the child, and expected type of interaction with others in the school setting. Public health officials, parents and the attending physician should be consulted to assist in this process.

On the recommendation of the county health authority, a physician or the school nurse, the principal may exclude from the building or isolate in the school any student who appears to be ill. The principal may act independently if neither a physician nor the school nurse is available for consultation.

Students excluded for reason of communicable disease will be readmitted by one or more of the following methods.

1. Certificate of the attending physician attesting to their recovery and noninfectiousness.
2. Permit for readmission issued by the county health authority.
3. After a period of time corresponding to the duration of the communicability of the disease, as established by the attending physician.

Parents may be informed when a communicable disease occurs in their child's classroom or on the bus so that observations of early signs or symptoms and appropriate prevention measures can be instituted. However, the Board recognizes the need to protect the individual rights and the health of persons infected with serious contagious diseases and the rights and health of those not infected. Information concerning the health of any student shall be treated as confidential and should be made known only to the Superintendent, building principal, school nurse, and other involved personnel who should be informed of any physical condition which may require special attention.

AIDS

The Board recognizes that Acquired Immune Deficiency Syndrome (AIDS), AIDS-related complex, or the presence of HTLV-III antibody is currently a significant medical and social problem. The Board desires to protect the rights of individual students who may be infected with AIDS, as well as protecting non-infected students, staff and the public.

Current medical information available indicates that it is extremely unlikely that AIDS may normally be transmitted from one individual to another by the type of contact that occurs in the school setting. Nevertheless, because of the severity of the disease, the lack of any known effective treatment for the disease, and the considerable concern about this disease which is evidenced by the public and the Board, students infected with AIDS shall be entitled to an

evaluation of their medical condition on a case-by-case basis. To conduct these evaluations, the Superintendent will appoint an AIDS Evaluation Team (Team) consisting of the principal of the building the student attends (as chair), the student's primary care physician, a school nurse, and a representative of the Lake County Department of Health who specializes in infectious diseases.

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The Team shall consider whether or not the infected student has a secondary infection that constitutes a recognized risk of transmission in the school setting. If there is not, the Team shall recommend that the educational setting of the student shall not be altered. If there is, the Team shall recommend an individually tailored plan for the student. In any event, the Team shall base its review and recommendations primarily upon available medical evidence.

After an evaluation by the Team, it shall make a recommendation to the Superintendent regarding the future attendance of a student infected with AIDS. After considering the recommendation of the AIDS Evaluation Team, the Superintendent shall

1. Assign the student to school unconditionally;
2. Assign the student to school under restrictive conditions; or
3. Convene a placement hearing with the student's parents or guardians to consider providing home instruction.

The Board recognizes the need to protect the individual rights and the health of persons infected with AIDS and the rights and health of those not infected. The Board believes information concerning the health of any student should be treated as confidential information and should be made known only to the Superintendent, building principal, school nurse, and the student's teachers to make them aware of any AIDS-related physical condition which may require special attention. AIDS-infected students are entitled to all rights, privileges, and services accorded to other students.

All schools shall provide a sanitary environment and establish routines for handling body fluids that are recommended by the Centers for Disease Control.

The school district shall develop a program for educating persons regarding AIDS. The program should provide a plan for making information about AIDS available to students as a part of the health curriculum. The program should include inservice training for teachers, administrators and nonteaching employees. The Board and the administration will assist other public agencies in providing information about AIDS to the public. In developing such programs, it is expected that information from sources such as the National Centers for Disease Control, the Ohio Department of Health, and the Ohio Department of Education will be utilized. One of the purposes of the education program will be to help dispel fears based upon erroneous information or a lack of information.

Pediculosis

The board recognizes the need to maintain the best possible learning environment for all students and authorizes the principals of its schools to take necessary action to reduce the spread of head lice. Pediculosis (head lice) infests millions of school-age children in the United States every year. Adult lice are difficult to find on the scalp and diagnosis of infestation must usually be made on the basis of the presence of nits. If children with nits are allowed in school, it is very hard for school personnel to distinguish old nits from new. If nits have been left from a previous infestation, the child may develop a fairly severe new case before the reinfestation is recognized. Unfortunately, having a case of head lice is not like having chickenpox — no immunity develops. When a child is suspected of having head lice, the entire classroom will be examined and a letter advising proper precautions will be sent home with the children in that class. Students found to be infested shall be sent home and parents will be instructed to use a special medicated shampoo containing a **Pediculicide** which will kill the lice and nits within 24 hours. Students will not be allowed to return to school until they have proof of treatment with a **Pediculicide** and under examination

by school staff are found to be lice and nit free. A registered nurse or a designated school staff member must verify that the student is "lice and nit free" before he/she can return to school.

Adoption date: 10/28/13

LEGAL REFS.: ORC §§3313.60; 3313.67; 3313.78; 3313.71; 3319.01; 3319.321;
3701.13; 3701.14; 3707.04; 3707.06; 3707.08; 3707.20; 3707.21;
3707.26; 3709.20; 3709.21
OAC §3301-35-03(D); Chapter 3301-51

CROSS REFS.: GCL, "Certified Staff Development Opportunities"
IGAE, "Health Education"
IGBK, "Home Education"

SOURCE: "Guidelines and Recommendations . . . Regarding AIDS . . . HIV infection," Ohio Department of Health (October, 1989)

File: JHCD

ADMINISTERING MEDICINE TO STUDENTS (Including Use of Epinephrine Autoinjectors)

Definitions

The following words and terms used in this policy have the meaning as defined below unless the context plainly requires otherwise.

1. "Medication," any form of tablet, capsule, syrup or other medication prescribed by a physician and any non-prescription "over the counter" drugs, preparations or remedies. The dental disease prevention program sponsored by the Ohio Department of Health is exempted from this policy.
2. "Parent," the natural parent, residential parent and legal custodian, guardian, or any other person or agency made legally responsible for a student.
3. "School nurse," the nurse assigned to the school, or an appropriate person appointed by the principal.

Administration of Medication

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. Whenever possible, all medications are to be administered to the student by the parent either at home or at school.

The school nurse will be permitted to administer to students medications only when no alternative is available. In this circumstance, if a student is required by a physician's order to take prescription medication or by a parent's request to take non-prescription medication during the school day, the provisions listed below will be followed:

1. The school nurse will supervise the secure and proper storage and dispensation of medications. Prescription medication must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication, and non-prescription medication must be received in its original package, or it will not be administered;

2. Written permission, signed by the physician and parent for prescription medication, or signed by the parent for non-prescription medication, must be received from the parent before it can be administered to the student. If possible, the written permission should be brought to the school by the requesting parent;

3. The school nurse must receive and retain a written permission statement which complies with state law and contains all of the following information before administering medication:

A. The name and address of the student and at least one emergency telephone number for contacting the parent in an emergency;

B. The school and class in which the student is enrolled;

C. The name of the medication and the dosage to be administered;

D. The dates the administration of the medication is to begin and end, and the times or intervals at which each dosage is to be administered;

E. Any severe adverse reactions that may occur to the student for whom the medication is prescribed or to another student who inadvertently receives a dosage and which should be reported to the physician, along with one or more telephone numbers for contacting the physician in an emergency; and

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F. Special instructions for administration of the medication, including sterile conditions and storage;

4. If any of the information about prescription medication originally provided by the physician or licensed individual changes, the parent must agree to submit to the school nurse a revised statement signed by the physician, or other licensed individual who prescribed that medication. A parent who requests a change in administration of non-prescription medication must submit the request in writing;

5. Prescription medication must have an affixed label which includes the: [A] student's name; [B] name of physician; [C] date; [D] name and telephone number of pharmacy; [E] name of medication; [F] dosage; and [G] frequency of administration. Amounts of medication should be limited to a maximum of one week's supply unless a special arrangement is agreed to between the student's physician or pharmacist and the principal or school nurse;

6. The principal will establish a secure location in each school building for the storage of medications to be administered. Medications that require refrigeration may be kept in a refrigerator in a place not commonly used by students;

7. A log or written record is to be kept in ink and contain the: [A] date; [B] time of day; [C] name of student; [D] quantity or dosage of medication given; and [E] the name or initials of the person administering the medicine. Accurate records of medication given shall be kept in the student's health record;

8. The school nurse will be the consultant to be contacted when there are any questions about the type of medication, its administration or possible side effects. Medication should not be administered or taken at school when there are unanswered questions. The school nurse is responsible for providing education to those dispensing medication, including specific instructions pertinent to medication;

9. When possible, two adults should be present during the administration of medication to a student;

10. An employee who is authorized by the Fairport Harbor Board of Education to administer prescription or non-prescription medication and who has a copy of the most recent permission statement would not

be liable in civil damages for administering or failing to administer the medication, unless the employee acted in a manner that would constitute gross negligence or wanton or reckless misconduct;

11. No person employed by the Board will be required to administer a medication to a student except pursuant to the requirements of this policy. The Board shall not require an employee to administer a medication to a student if the employee objects on the basis of religious convictions;

12. In any cases where students do not need to have medication administered during the school day, but are on medication that might affect their behavior or performance, the parent should notify the school office that the medication is being taken; and

13. For students who receive medication for treatment of asthma, written instructions that outline procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack. If this and all other conditions of this policy are satisfied, the student may possess and use an inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, at school or at any school-related activity, event or program.

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Use of Epinephrine Autoinjectors

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

The prescriber's written approval must specify at least the following information:

1. Student's name and address;
2. Names and dose of the medication contained in the autoinjector;
3. The date the administration of the medication is to begin and, if known, the date the administration of the medication is to cease;
4. Acknowledgement that the prescriber has determined that the student is capable of possession and using the epi-pen appropriately and has provided the student with training in the proper use of the epi-pen;
5. Circumstances in which the epi-pen should be used;
6. Written instructions that outline procedures school personnel should follow if the student is unable to administer the medication or the medication does not produce the expected relief from the student's anaphylaxis (allergic response);
7. Any severe reaction that:
 - A. The student may experience that should be reported to the prescriber, or
 - B. That may occur to another student for whom the medication is not prescribed, if that student receives a dose of the medication;
8. At least one emergency telephone number each for contacting the prescriber and the parent; and
9. Any other special instructions from the prescriber.

Whenever a student is administered epinephrine at school or at an activity, event or program sponsored by the school or in which the school is a participant, a school employee must immediately request assistance from an emergency medical service provider. Request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

The Board and District employees are not liable in damages in a civil action for injury, death or loss to person or property allegedly arising if:

1. A school employee prohibits a student from using an epi-pen because he/she has a good faith belief that the conditions for carrying and using the medication have not been satisfied;
2. A school employee permits a student to carry and use an epi-pen because of the good faith that the conditions have been satisfied, or;
3. In instances in which a student is rightfully permitted to carry an epi-pen, the use of the medication by a student for whom it was not prescribed.

All immunities granted to schools under the sovereign immunity law or any other law applies.

The intent of these procedures is to ensure that no prescription or non-prescription medications will be taken at school without parental request and administrative approval.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§2305.23; 2305.231; Chapter 27344; 3313.203; 3313.67; 3313.671; 3313.712; 3313.713; 3313.716; 4729.02

OAC §3301-35-03

CROSS REF.: JFC, "Student Conduct Expectations and Consequences"
JHC, "Student Health Services and Requirements"
JO, "Student Records"

File: JHCD-R

Fairport Harbor School District

Annual Student Medical History Update

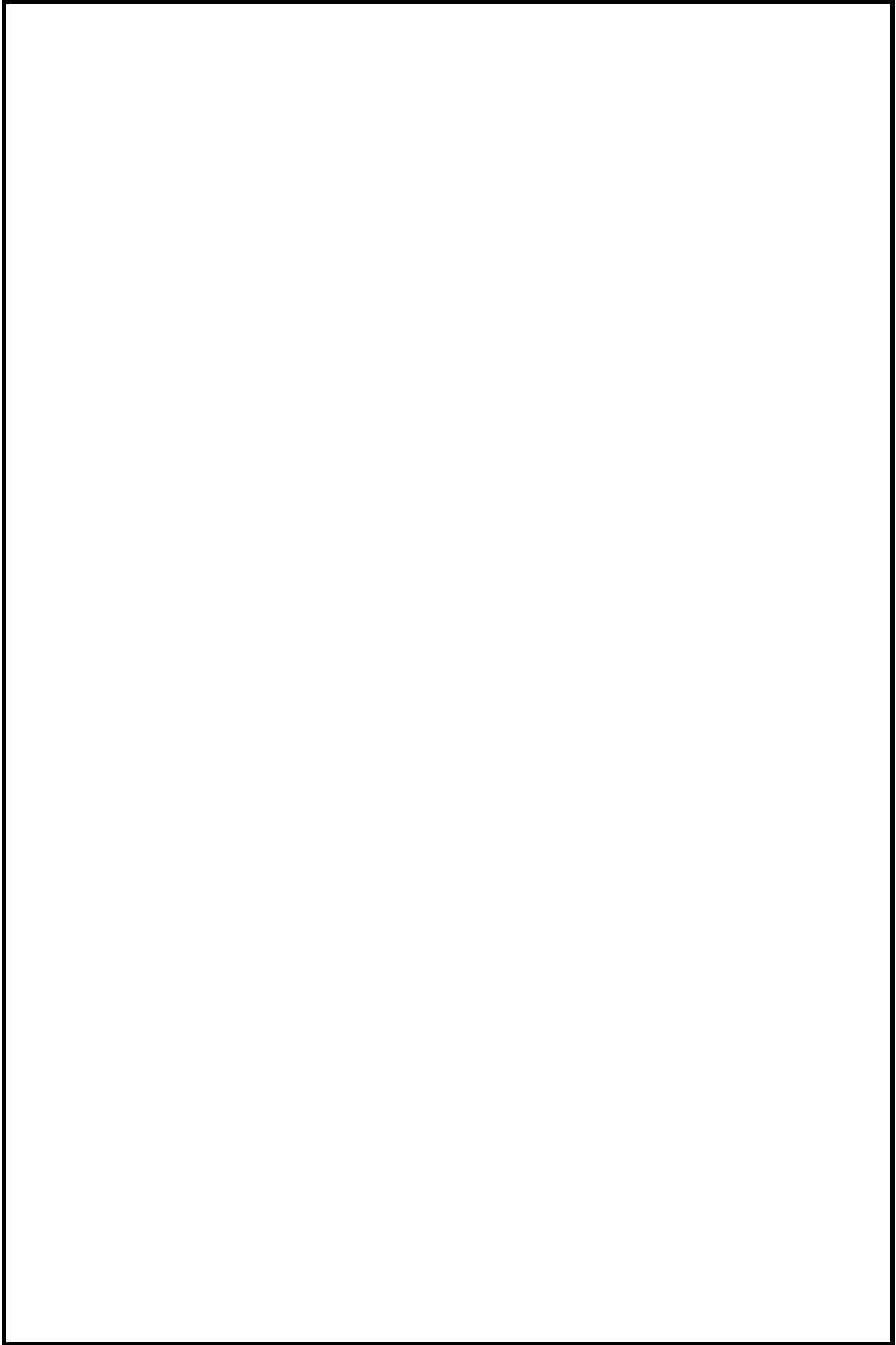
Student's Name: _____

Date: _____

I. Please check the appropriate line if your child experiences the following:

Allergies: Food _____ Medications _____

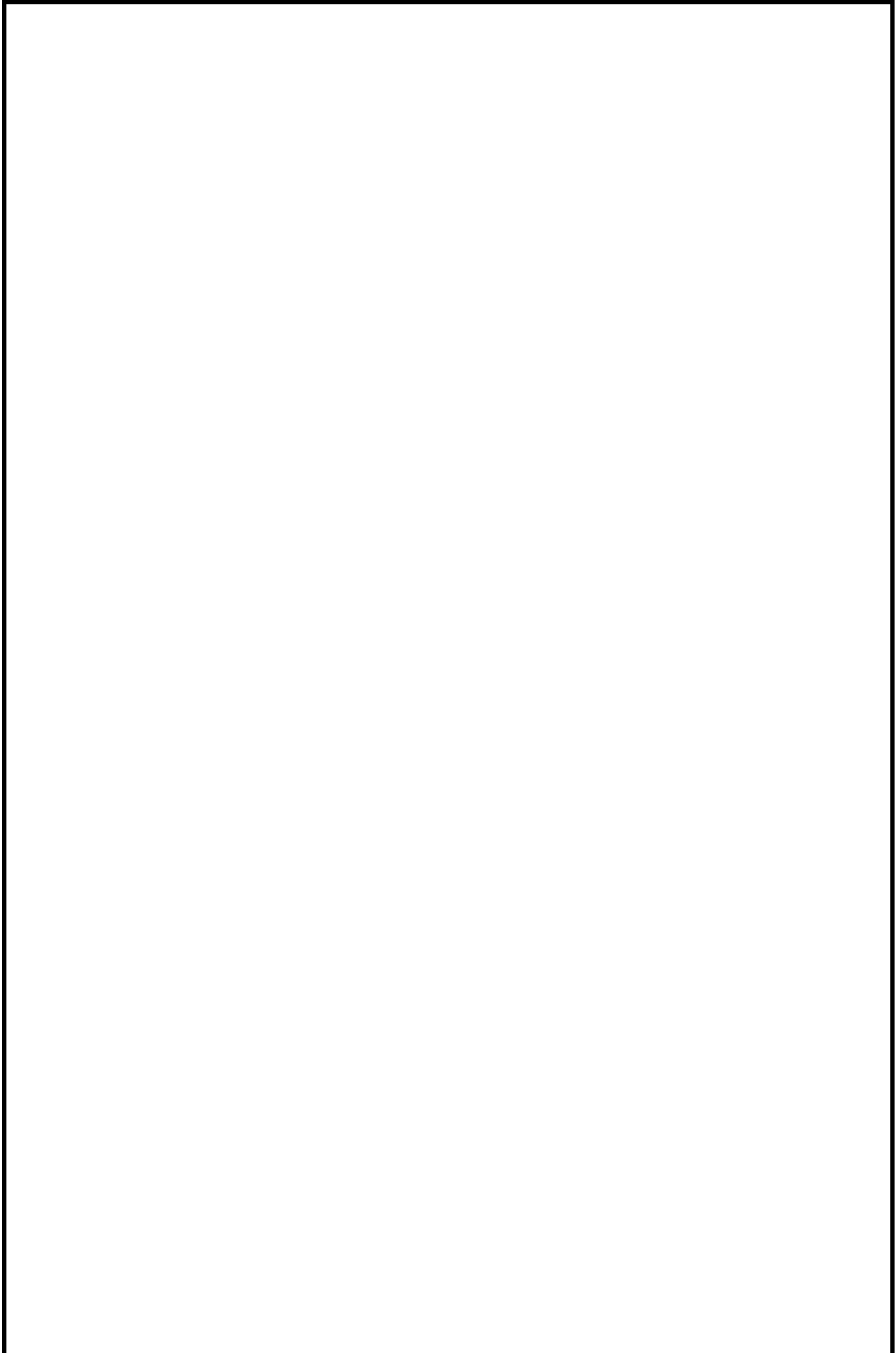
Specify what food, medication or other substance your child is allergic to:



Hearing Problems: _____

Vision Problems: _____

Speech Problems: _____



Bleeds Easily: _____

Nose Bleeds: _____

Vomits Easily: _____

Indigestion:

Constipation: _____

Diarrhea:

Heart Trouble: _____

Ear Infections: _____

Headaches: _____

II. Has your child undergone surgery for:

Tonsils: _____ **Appendix:** _____ **Ear Tubes:** _____

Other (please indicate):

III. Has your child had:

Broken Bones: _____ **Stitches:** _____ **Been Hospitalized:** _____

Please

explain: _____

IV. I authorize nurses and other staff members to apply topical treatments, such as bactine, calamine lotion, hand lotion, hydrogen peroxide, petroleum jelly for minor injuries, i.e. abrasions, cuts, insect bites or poison ivy:

_____ **Yes** _____

Parent's Signature

- over -

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V.Does your child suffer from:

Diabetes: _____ **Cancer:** _____ **Epilepsy:** _____

Physical Disabilities: _____ **TB:** _____ **Seizures:** _____

Other Chronic Illness: _____

Any Other Condition (please explain):

VI.Immunization Update (include dates)

MMR _____ **(#1)** _____

Other _____

VII. Please list any and all current medications your child is receiving.

MedicationReason

VIII. Other information concerning my child:

-

-

-

-

Parent's Signature

Date

Adoption
2 of 2

date:

12/17/07

File: JHF

STUDENT SAFETY

The objectives of safety instruction in the Fairport Harbor School District will include the following.

1. Learning how to work and to exercise safely, and how to prevent accidents;
2. Developing habits of good housekeeping, proper storage and care of materials, and sanitation;
3. Becoming familiar with personal protection devices and the proper clothing to be worn for safety purposes;
4. Developing skills in the safe use of tools and equipment; and
5. Learning how to cooperate with others in promoting and operating a safety program in the school and on school vehicles, and in going to and from school.

Instruction in courses in 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. Instructors will teach and enforce all safety rules set up for the particular courses. These will include the wearing of protective eye devices in appropriate activities.

Teachers 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.

Buildings will be inspected annually to detect and remedy health and safety hazards. The Superintendent is authorized and directed to develop appropriate means for the implementation of this policy.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§3313.60; 3313.643; 3313.74; 3313.96; 3705.05; 3737.73;
4107.31

CROSS REF.: EB, "Safety Program"

File: JHFD

STUDENT AUTOMOBILE USE

Requirements

Before any student will be permitted to drive any vehicle requiring a driver's license to or from school, the student's parent or guardian, or the student, if of legal age, must complete a parking permit application and pay the required fee. A parking permit will be granted only under the following terms and conditions:

1. Students must provide the principal or designee with evidence of possessing a driver's license and automobile insurance coverage;
2. Students must register their car with the principal or designee and display the parking permit as directed. Students are to keep their vehicle registration current;
3. Upon the student's arrival at school, the vehicle is not to be entered again or driven until the student leaves for home after school, unless the principal or designee otherwise grants permission;
4. Students are not to transport any other students, except immediate family members, either to or from school unless the parents of these students file written permission with the principal; and
5. Students are expected to observe and obey the motor vehicle laws of the state of Ohio at all times.

Violation of any one or all of the above regulations may result in the loss of permission to drive to and from school.

Loss of Driving Privileges

A student's driving and parking privileges may be terminated by the principal if the student:

1. Fails to pay the parking fee or keep a current registration on file with the principal;
2. Has unexcused absences for 10 consecutive days or for a total of 15 days in any semester or school year;
3. Fails to park in the assigned area, or operates the vehicle on or near school property in an improper way that may cause personal harm or harm to others or their property or violate school regulations governing use of moving vehicles;
4. Is determined to have possessed, handled, concealed, transmitted, or used a firearm, knife, deadly weapon or dangerous ordnance, regardless of whether any such act occurs on any school district property, in a school vehicle or at any site of interscholastic competition, extra-curricular event or any other school activity or function without the express prior authorization by the administration;
5. Is determined to have possessed, handled, concealed, transmitted, used or been under the influence of narcotics, alcoholic beverages or drugs, regardless of whether any such act occurs on any school district property, in a school vehicle or at any site of interscholastic competition, extra-curricular event or any other school activity or function; or
6. Exhibits behavior in violation of the Board's policies or school rules and regulations governing student conduct expectations.

File: JHFD

Upon notice issued by the Superintendent to the Registrar of Motor Vehicles and the Lake County Juvenile Court, the temporary instruction permit, driver's license, or the ability to be issued either of them, shall be suspended for any 16- or 17-year old student under the following conditions:

1. For dropping out of school for reasons other than change of school district residence, the Superintendent shall provide notice within two weeks of the student's withdrawal from school. Should the Superintendent later determine that the student has satisfactorily returned to school, the Superintendent must give such notice to restore driving privileges;
2. For suspension or expulsion for using or possessing alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs, the Superintendent shall provide notice within two weeks of the suspension or expulsion, and may impose terms and conditions on restoring the student's lost driving privileges. If the student satisfies those terms and conditions, the Superintendent shall provide notice to restore the student's driving privileges;
3. For suspension or expulsion for possessing, handling, concealing, transmitting, or using a firearm or knife on any school district property, in a school vehicle or at any site of interscholastic competition, extra-curricular event or any other school activity or function without the express prior authorization by the administration, the Superintendent shall provide notice within two weeks of the suspension or expulsion, and may impose terms and conditions on restoring the student's lost driving privileges. If the student satisfies those terms and conditions, the Superintendent shall provide notice to restore the student's driving privileges; or

4. For unexcused absences for 10 consecutive school days or 15 total days in a semester or school year, the Superintendent shall notify the student and parent, guardian or custodian, in writing, of:

A. Evidence of the habitual unexcused absence;

B. The consequences of the student's habitual unexcused absence being the revocation of the student's driver's license or the denial of the student's ability to secure a permit or license to drive; and

C. Opportunity to challenge the evidence at a hearing before the Superintendent or designee to be held not less than three days nor more than five days after the notice is given. The time frame may be extended upon mutual agreement of the parties to the hearing.

If the student and parent, guardian or custodian fail to attend the hearing or to show cause at the hearing, or if the evidence at the hearing indicates habitual unexcused absence of the student, the Superintendent shall provide such notice to the Registrar of Motor Vehicles and the Lake County Juvenile Court within two weeks of the hearing date.

For the purposes of this provision, a legitimate excuse for absence from school includes, but is not limited to, the following:

A. Enrollment in another school;

B. A bodily or mental function which does not permit attendance, as verified by a licensed physician or psychologist;

C. Participation in an approved program of home instruction;

D. A demonstrated need for the student to remain at home for a limited period of time to perform essential work for the parents; or

E. Possession of an age and schooling certificate.

A student whose driver's license, or eligibility to obtain one, has been revoked by a court as a consequence of that student's conviction of, or adjudication as a delinquent child for any reason shall forfeit all driving privileges under this policy.

A student who receives notice of a license or permit suspension, or a denial of eligibility for one, by the Registrar of Motor Vehicles shall immediately forfeit all driving privileges and must surrender the license or permit or forfeit the ability to obtain one, in accordance with law. The denial of driving privileges shall remain in effect until the student either becomes 18 years of age or the privileges are restored, in accordance with law.

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Reinstatement of Driving Privileges

Once a student's driving privileges have been suspended or denied, the suspension or denial shall remain in effect until:

1. The student either becomes 18 years of age or receives an age and schooling certificate;

2. The student provides evidence of receipt of a high school diploma or its equivalent;

3. A court of competent jurisdiction requires the reinstatement of the driving privileges or reinstates the driving privileges it had previously ordered to be revoked;

4. The Superintendent notifies the Registrar that the notification causing the suspension or denial of driving privileges was submitted in error;

5. The Superintendent notifies the Registrar that the student lost driving privileges because of suspension or expulsion from school for reason of either:

A. Possessing, handling, concealing, transmitting; or using a firearm or knife; or

B. Using or possessing alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs,

but has met the terms and conditions established by the Superintendent to terminate the suspension or denial of driving privileges;

6. The Superintendent notifies the Registrar that the student lost driving privileges for reason of improper withdrawal from school, but now attends school or is enrolled in an approved program, satisfactory to the Superintendent, to obtain a diploma or its equivalent; or

7. The Superintendent notifies the Registrar that the student lost driving privileges because of absence from school without legitimate excuse, but has:

A. Completed at least one semester or term of school after the one in which the notification was given;

B. Submits a written request for reinstatement of driving privileges to the Superintendent; and

C. Provides evidence that satisfies the Superintendent that the student is no longer absent from school without legitimate excuse.

The Superintendent shall notify the Registrar within five days of receiving the request by the student for reinstatement of driving privileges and determining that all of these conditions have been met.

Adoption date: 12/17/07

LEGAL REFS.: 20 USC §1232g
20 USC §3351 et seq.; 20 USC §8921 Gun-Free Schools Act of 1994

ORC §§2901.01; 2923.122; 2923.161; 2925.01; 3313.20; 3313.66; 3313.661; 3319.321; 3321.04; 3321.13; 3327.01; 3331.01; 4507.061; 4511.01

34 CFR Part 99

CROSS REFS.: DFG, "Student Fees, Fines and Charges"
JE, "Student Attendance"
JECE, "Student Withdrawal from School"
JFC, "Student Conduct Expectations and Consequences"
JG, "Student Discipline"
JHCH, "Substance Abuse by Students"
JGD, "Student Suspension, Expulsion, Removal and Permanent Exclusion"
JK, "Employment of Students"
LBB, "Cooperative Educational Programs and Relationship with the Lake County Educational Service Center"

STUDENT SAFETY AND ASSAULT PREVENTION

The Fairport Harbor Board of Education will provide for instruction in personal safety and assault prevention in grades kindergarten through six. Upon written request of a parent or guardian, a student shall be excused from taking such instruction.

Adoption date: 12/17/07

LEGAL REFS.: ORC §3313.60

CROSS REFS.: JHF, "Student Safety"

File: JHG

REPORTING CHILD ABUSE AND NEGLECT

Fairport Harbor School District employees who have a good faith reason to believe that a child less than 18 years of age, or a physically or mentally handicapped child under 21 years of age, has suffered any wound, injury, disability or condition of such a nature as to reasonably indicate abuse or neglect of such child shall immediately report this information to both:

1. The Lake County Human Services Department or the local law enforcement agency where the child lives; and then to
2. Their principal or immediate supervisor.

If requested by the principal or supervisor or by the receiving agency or officer, an employee making such a report shall submit a written report which shall contain:

1. The names and addresses of the child and the child's parents or persons having custody, if known;
2. The child's age and the nature and extent of the injury, abuse or neglect, including any evidence of previous injuries, abuse or neglect; and
3. Any other information which might be helpful in establishing the cause of the injury, abuse or neglect.

Procedures for reporting will be made known to all school district employees. District employees making such reports in good faith, or anyone participating in good faith in a judicial proceeding resulting from such reports, is immune from any civil or criminal liability that might otherwise be incurred or imposed as a result of such action. Any such report is considered as confidential.

District employees who identify themselves when making such reports may make necessary inquiries to the investigating agencies whether:

1. An investigation of the report has been initiated or is continuing;
2. The investigating agency is otherwise involved with the child who is subject of the report;
3. The general status of the health and safety of the child who is subject of the report; and
4. The report has resulted in the filing of a complaint or criminal charges in a court.

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

In-service Training

The Fairport Harbor Board of Education directs the Superintendent or designee to develop a program of in-service training in child abuse prevention for all elementary school nurses, teachers, counselors, school psychologists and

administrators. These employees shall complete at least four hours of in-service training in child abuse prevention within three years of commencing employment with the school district. The program shall be developed in consultation with public or private agencies or persons involved in child abuse prevention or intervention programs.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§2151.011; 2151.03; 2151.031; 2151.353; 2151.421; 2317.02; 2919.22; Chapter 3113; 3313.662; 3319.073

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File: JHH

UNTIMELY/ACCIDENTAL DEATH OF A STUDENT

The Fairport Harbor Board of Education is committed to prevention of and response to grief following any untimely death of students and staff members. To this end, it is the policy of the Board to establish an on-going crisis response committee, a suicide resource center, and a suicide prevention curriculum.

Crisis Response Committee

The Superintendent or designee will establish an on-going crisis response committee. The committee will

1. Be comprised of representatives from local and county agencies who specialize in providing mental health support, the school district counselors, and selected trained students and staff who demonstrate interest;
2. Provide intervention in the schools upon the untimely death of a student or staff member under the procedures established by the Board. The procedures should allow flexibility when conditions require appropriate alternative actions;
3. Establish a suicide prevention program and support procedures for the purpose of intervention and counseling referrals of suspected, high risk students and staff; and
4. Provide inservice to staff on the grief process and untimely death.

Suicide Prevention

The Superintendent or designee will establish a Fairport Harbor Suicide Resource Center. The Center will

1. Provide a variety of materials and resources dealing with suicide on a free loan basis;
2. Make available current information and research on primary age, adolescent and adult suicide; and
3. Provide easy community and school access to suicide prevention information.

The Superintendent or designee will develop a continuous, comprehensive suicide prevention program of study for implementation in preschool classes and in all grade levels throughout the school district. The Superintendent or designee will

1. Implement suicide prevention programs in science, health or other content courses to insure that all Fairport Harbor students have the opportunity to experience suicide prevention instruction sometime during their school career at Fairport Harbor; and
2. Insure self-esteem and other coping skills are an integral part of suicide prevention programs.

It is the desire of the Board to provide a proactive, comprehensive suicide prevention program that will provide students and staff members with alternatives to taking their own lives.

Adoption date: 12/17/07
CROSS REFS.: GBE, "Staff Health and Safety"
IJ, "Guidance Program"

File: JHH-R

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UNTIMELY/ACCIDENTAL DEATH OF A STUDENT

Upon notification of the Superintendent or building principal prior to the start of the next school day that a student of Fairport Harbor School District has met an untimely death, the procedures in this regulation shall be implemented. The procedures are generally to be followed but should remain flexible, in concert with sound judgments, as conditions change. The procedures may be similarly applied should any school district employee also encounter an untimely death.

Crisis Response Team

Each school shall have in place a crisis response team (CRT) to coordinate and direct the school's handling of a student's untimely death. The CRT will consist of

1. The principal or designee;
2. School psychologist;
3. School nurse;
4. A teacher;
5. Guidance counselors, including the Drug and Alcohol Abuse Director; and
6. A social worker, if necessary.

Prior to Start of School Day

Upon verifying information that a student has met an untimely death, either directly from the student's family or from appropriate other authorities, the building principal shall

1. Notify the Superintendent;
2. Use the school closing telephone chain to notify the employees who work in that building;
3. Notify appropriate specialists who are trained in crisis intervention if, in the judgment of the building principal, such intervention is warranted; and
4. Announce a morning emergency meeting of all school employees and a building Crisis Response Team (CRT) meeting prior to the start of the next school day. The CRT meeting is to take place prior to the general employees' meeting, if possible.

The Superintendent or designee will notify all other school district administrators and the members of the Fairport Harbor Board of Education members. The Superintendent will also designate a district liaison who will represent the district in communicating and responding to the needs of the affected building.

Morning of Next School Day

The CRT will meet to:

- A. Review the facts available;

- B. Provide student and teacher support;
- C. Determine if a need exists to create a crisis room;
- D. Identify how students should be told;
- E. Review the building principal's agenda for the morning employees' meeting;
- F. Plan for an afternoon employees' faculty meeting, if needed;
- G. Establish that day's schedule of events in the school;
- H. Request, if necessary, additional support personnel; and
- I. Designate the school liaison to work with the district liaison.

The building principal will prepare for the morning employees' meeting and other tasks to be completed that day. These tasks include but are not limited to

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- A. Contacting the family to provide support and to discover additional and relevant facts related to the student's untimely death;
- B. Contacting the district liaison to receive an update on information that is necessary for the day's schedule;

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- C. Establishing an agenda for the morning employees' meeting, including the schedule of that day's events, and submitting it for review by the CRT;
- D. Preparing a written statement to be sent home to parents, if needed; and
- E. Preparing a written statement to be read by teachers to their classroom students, if needed.

The morning employees' meeting will be called in order to

- A. Advise all employees of the facts;
- B. Provide the employees an opportunity to share their emotions and concerns;
- C. Provide teachers with a written statement, if needed, to be read to identified students;
- D. Outline the building's schedule of events for the day;
- E. Identify resources that teachers and students can utilize during the course of the day; and
- F. Announce an afternoon employees' meeting, if needed.

During the course of this day, every attempt must be made to maintain a normal routine that provides a stable and supportive environment for students and staff. However, where necessary, instructional lessons for the day may be temporarily suspended as faculty and other employees, and students begin to resolve their personal and emotional conflicts. It is also during this time that teachers, counselors, and the social worker must begin to identify those students who display "at-risk" behavior and to determine appropriate referral help.

The afternoon employees' meeting will be called in order to

- A. Provide an update on information regarding the deceased;
- B. Announce arrangements regarding the wake, funeral, etc.;
- C. Identify available resources teachers may use in class;
- D. Identify the need for a continuation of crisis rooms;
- E. Answer questions from the employees';
- F. Hear about how public comments are to be made; and
- F. Receive an overview of the plan for the next school day.

Second Following School Day

The building principal or designee will

- A. Update information to the students and employees;
- B. Make arrangements for those employees requesting to attend the funeral. Students who wish to attend the funeral may do so with their parent's written permission (written note) and supervision. The school district is not responsible for organizing and supervising those students attending the funeral;
- C. Meet with the school liaison regarding any recent developments, concerns, and questions;
- D. Monitor and observe all students and employees and their need for intervention;
- E. Observe the crisis room, if one exists; and
- F. Continue to work closely with family, as appropriate.

Referrals

It may be necessary to make a formal referral of those students and employees who demonstrate an inability to cope with tragedy. Referrals can be made to the school psychologist, guidance counselor, Drug and Alcohol Abuse Director, social worker, or community resource person. Should a student be considered for referral to a community resource, a CRT member should first advise that student's parent.

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The building principal and CRT members may also make such personnel available to the family members. If long-term intervention is needed and/or requested, the CRT should identify those community resources appropriate in meeting the needs of the family.

Memorials

In an attempt to bring closure to the grieving period, an appropriate way of memorializing the deceased student may be considered. This is an acceptable form of post-intervention and should be implemented only after consultation with the Superintendent, principal, and family.

Permanent structures such as memorial plaques, benches, and equipment will not be accepted. For individuals interested in donating money on behalf of the deceased, the parents will be requested to identify those charities and/or organizations where donations can be sent.

Evaluation

During the entire process, the CRT members are to log daily activities and note any unusual or unforeseen situation that occurs. The collection of this data shall be used to evaluate the effectiveness of these procedures and to make necessary revisions to them.

The CRT shall meet at an appropriate time to evaluate all actions that were implemented. Feedback should be solicited from all individuals involved in the process including, but not limited to, the Superintendent, district liaison, school liaison, school employees, parents, and students.

Adoption date: 12/17/07

CROSS REFS.: DF, "Revenue from Non-Tax Sources"
GBE, "Staff Health and Safety"
IJ, "Guidance Program"
KB, "Public Information Program"

JK

File: JK

EMPLOYMENT OF STUDENTS

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

Work Permits

In compliance with law, the Superintendent or designee will be 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 in keeping with their abilities and the needs of the school for student district help. The Fairport Harbor Board of Education also authorizes the district to provide cooperative work-experience programs. Part-time, seasonal and cooperative work-experience student employees not involved with the care, custody or control of children shall be exempt from any requirement for a criminal background record check as a pre-condition of employment with the Board.

As with all district employment, the Board will approve appointments and establish pay rates. These rates will conform with requirements of the minimum wage law.

Adoption date: 12/17/07

LEGAL REFS.:

ORC §§109.57; 2903.02; 2903.03; 2903.04; 2903.11-2903.13; 2903.16; 2903.21; 2903.34; 2905.01; 2905.02; 2905.04; 2905.05; 2907.02-2907.09; 2907.12; 2907.21-2907.23; 2907.25; 2907.31; 2907.32; 2907.321-2907.323; 2911.01; 2911.02; 2911.11; 2911.12; 2919.12; 2919.22; 2919.24; 2919.25; 2923.12; 2923.13; 2923.161; 2925.02; 2925.03; 3301.50; 3301.54; 3313.56; 3313.93; 3321.08-3321.11; 3301.01-3301.15; 3319.311; 3319.39; 3716.11; 4117.01 and Chapter 4109; 4111.02

Immigration Reform and Control Act of 1986, (P.L. 99-603)

CROSS REF.: GBQ, "Criminal Record Check"

File:

JK-R

RULES FOR EMPLOYMENT OF HIGH SCHOOL STUDENTS

Eligibility

1. Students must have a job and a work permit on file with the building principal or designee.
2. Students over 18 years of age or employed in a family business do not need a work permit but do need approval of the building principal or designee.
3. Students who are affected by family hardship may be eligible upon the decision of the building principal or designee following a conference with the parents.
4. Students in approved work-study programs are exempt from these rules.
5. Student employment will be verified by the principal or designee at least once during each grading period through contact with employers. Termination of student employment also terminates eligibility.
6. A scholastic grade point average of at least 1.5 must be maintained each grading period for students to maintain eligibility.

Early Dismissal of Eligible Students

Students classified as seniors or juniors, or over age 18, whose schedule permits may obtain a permanent early dismissal under certain conditions as listed below.

1. Students will not be released until the last period of the scheduled school day.
2. The student is not allowed on school property ten (10) minutes after the last scheduled class for that student.
3. The parent and student acknowledge that private transportation will be available each day. When transportation is not available, the student reports to study hall inside the building.
4. No late entries to school will be granted.
5. If any of these conditions are violated, the early dismissal is revoked.
6. Freshmen and sophomores can only be dismissed for a cooperative work program or where there is a specific family hardship.

Adoption date: 12/17/07

File: JL

STUDENT GIFTS AND SOLICITATIONS

There are differences in the economic status of families represented by the students in the school district. The Fairport Harbor Board of Education neither wishes to cause any embarrassment of students or hardship on families that lack financial resources nor to burden the community with numerous, repeated solicitations 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 the 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. This includes any school or any other special group.
4. When the graduating class wishes to present a gift to the school, it will be encouraged to donate the balance of the class fund to a school service project or a school scholarship fund, or to present a gift that will have long-lasting benefit to all students in the district.

Adoption date: 12/17/07

| | | |
|--------------|-------|---------------------------------------|
| CROSS REFS.: | GBI, | "Staff Gifts and Solicitations" |
| | IGDF, | "Student Fund Activities" |
| | KI, | "Public Solicitations in the Schools" |
| | KJ, | "Advertising in the Schools" |

File: JN

IDENTIFICATION OF FAIRPORT STUDENTS

The Fairport Harbor Board of Education recognizes the value of being able to identify its students enrolled in school. To this end, the administration is permitted to engage in the following programs under the terms and conditions noted below.

Volunteer Student Fingerprinting Program

In cooperation with local law enforcement agencies and the Missing Children Clearinghouse, schools may establish a volunteer student fingerprinting program, provided that all of the following criteria are met.

1. No student or minor shall be required to participate.
2. Written parental consent is required.
- 3 .Fingerprinting shall be done by law enforcement agencies.
4. All fingerprinting cards are to be given to parents, and not retained by the school or the law enforcement agency.
5. The program may be offered on a periodic basis, and parents and residents shall be notified periodically about the program and its purpose.
6. If fingerprinting programs are developed, they shall be for the sole purpose of providing a means to aid the location or identification of a missing child.

Student Photographs

Whenever the Fairport Harbor School District contracts with a party to provide student photography services, the administration shall include, as a contract requirement, a provision to provide a free wallet-size photo to the district for inclusion in each student's permanent record for identification purposes only. A picture identification card for students and the Fairport Harbor staff is a desired condition of any such contract.

The Fairport Harbor School District shall cooperate with the Ohio Missing Children Clearinghouse to provide information programs about missing child issues for students, parents, and the community. The material developed by the Ohio Department of Education may be used in offering these programs.

Adoption date: 12/17/07

LEGAL REFS.: ORC §§109.65; 3313.96; 3319.322

File: JO

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the Fairport Harbor School 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, 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 school district.

Definitions

The following words used in this policy have the meaning as defined below unless the context plainly requires otherwise:

1. "Board," the Fairport Harbor Board of Education.
2. "Custodian," the person charged with custodial responsibility for maintaining educational records.
3. "Educational records," any records (in handwriting, print, video or audio tapes, film, microfilm, microfiche, computer media, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is related to a student except:

A. A personal record kept by a school staff member which meets the following tests:

1. It was made as a personal memory aid;
2. It is in the personal possession of the individual who made it; and
3. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute.

B. An employment record which is used only in relation to a student's employment by the school district. "Employment" for this purpose does not include activities for which a student receives a grade or credit in a course; or

C. Alumni records which relate to the student after he/she no longer attends classes in the school district, and the records do not relate to the person as a student.

4. "Eligible student," a student or former student who has reached age 18 or has graduated from high school.

5. "Directory information," personally identifiable information contained in a student's educational records which the school district will disclose without prior written consent except for any profit-making plan or activity. Directory information is designated as the student's:

- A. Name;
- B. Parents' names;
- C. Address;
- D. Telephone listing;
- E. Date of birth;
- F. Grade-level assignment;
- G. Extracurricular and cocurricular participation;

File: JO

- H. Achievement awards or honors;
- I. Weight and height, if a member of an athletic team;

J. Photograph; and

K. Prior school or school district prior to enrollment in this school district.

6. "Legitimate educational interest," a school official's need to review an educational record in order to fulfill a professional responsibility under that official's job description approved by the Board.

7. "Parent" either natural parent of a student, unless his/her rights under the Family Educational Rights and Privacy Act of 1974, as amended, have been removed by a court order, or a person or governmental agency to whom a court has granted the legal responsibility for the student.

8. "Personally identifiable information," any data or information that makes the subject of a record known. This includes the student's name, address and social security number, a student number, a list of personal characteristics, or any other information which would make the student's identity known.

9. "School district," the Fairport Harbor School District.

10. "School official," a person who is duly elected to the Board, an employee of the Board performing official duties for the school district which are directly related to the employee's position, a parent or student serving on an official committee assisting another school official in performing a task, or a person employed by or under contract to the Board to perform a special task.

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

Student's Educational Records

Student records will be considered for the purposes of making educational decisions. They will be available only for such professional use.

The following official school records for students shall be retained permanently:

1. Name and address of parent;
2. Verification of date and place of birth;
3. Dates and record of attendance;
4. Course enrollment and grades
5. Proficiency and achievement tests data; and
6. Date of graduation or withdrawal;

The following official school records of verifiable information for each student shall be retained during the student's enrollment in the district:

1. Medical/health data. These must be retained for at least two years beyond the age when school enrollment may occur;
2. Individual psychological evaluation which are gathered only with written consent of the parent;
3. Individual intelligence tests, tests for learning disabilities, etc; and
4. Other verifiable information used in educational decision-making.

File: JO

Transcripts of the scholastic records will contain only true factual information. The schools will confine its records-keeping to tasks with clearly defined educational ends, including teacher and staff comments. Subject to the provisions of law, the Board shall maintain records of any student convicted or adjudicated by a court to be a delinquent child which are related to a decision to permanently exclude that student from attending any school in this school district. When a permanently excluded student becomes 22 years of age or secures revocation of a permanent exclusion order, the school district shall remove all references to the exclusion from the student's records and destroy them.

Annual Notification

Before the end of the first three weeks of each school year, the school district will publish in the student handbook and other public communications, including modes which effectively communicate to disabled persons, a notice to parents and eligible students of their rights under state and federal law and this policy. The notice will include the following:

1. A definition of what constitutes directory information which may be disclosed by the school district without prior consent;
2. The right of a student's parent or eligible student to inspect and review the student's educational records within 45 days of the school district's receipt of a request for access;
3. The intent of the school district to limit the disclosure of information contained in the student's educational records except:
 - A. By prior written consent;
 - B. As directory information, unless the school district has on file a written request not to disclose the directory information at least two weeks in advance; and
 - C. Under other limited circumstances permitted by law.
4. The right of a student's parent or an eligible student to seek to request amendments to the student's educational records believed to be inaccurate, misleading, or in violation of the student's privacy rights. This process shall include the right to a hearing to present evidence that the records should be changed if the school district decides not to alter it as requested;
5. The right of any person to file a complaint with the Family Policy Compliance Office of the United States Department of Education if the school district violates the Family Educational Rights and Privacy Act; and
6. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy, and the locations where copies may be obtained.

Locations of Educational Records

The following are the types of educational records of the school district, their custodian and the location of the records.

| <u>Types</u> | <u>Custodian</u> |
|---------------------------|------------------|
| Cumulative School Records | School Principal |

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| Cumulative School Records (Former Students) | School Principal |
| Health Records | School Principal |
| Speech Therapy Records | Special Education |
| Psychological Records | Director |
| Special Test Records | Pupil Personnel Services Office |
| School Transportation Records | Transportation Supervisor |
| Occasional Records (Student educational records not identified above) | School Principal |

Inspection of Educational Records

Parents or eligible students may inspect the student's educational records upon written request which identifies as precisely as possible which record(s) they wish to inspect. The records may be inspected at their various locations where they are kept, or the custodian may collect copies of the records or the records themselves for inspection at one site, depending upon the wish of the requesting parents or eligible students.

The custodians will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected within 45 days from the receipt of the request for access. A parent or eligible student who is unable to come to the designated place to inspect a record may obtain copies of the record upon payment of a fee.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

Copies of Educational Records

The school district will provide parents and eligible students copies of the student's educational record:

1. If the refusal to provide copies effectively denies access to a parent or eligible student;
2. Upon request when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or

File: JO

3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The school district may deny copies of a student's educational records, except for those required by law, if:

1. The student has an unpaid financial obligation to the school; or
2. There is an unresolved disciplinary action against the student which warrants the denial of copies.

Fees for Copies of Records

The school district will charge a fee for copies of a student's educational records requested by the parent or eligible student or to third parties by the prior consent of the parent or eligible student. The fee charged represents the actual copying cost, search and retrieval costs, and postage costs. The fee may be waived in part or in whole by the custodian if it represents a demonstrated unusual hardship.

Directory Information

In its annual notification, the school district will publish in the student handbook a list of personally identifiable information contained in a student's educational records determined to be directory information. Each student enrolled in school shall receive a copy of the notice. Within two weeks of receiving their notice, parents or eligible students may identify in writing to the Superintendent directory information about that student they do not wish to be disclosed and requesting that it not be disclosed. Each such student's records will be appropriately marked by the custodian to indicate what the district, by request, will not designate as directory information about that student. The file designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student. In the absence of a received written objection by the parent or eligible student, the school district will assume it may release any of the designated directory information.

Use of Student Educational Records

Permitted Disclosure. The school district will release information from or permit access to a student's educational records only with a parent or eligible student's prior written consent. The written consent must include at least:

1. A specific description of the records to be released;
2. The reasons for the disclosure;
3. The person or entity to whom the disclosure is to be made;
4. The parent's or student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

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

Non-Notice Disclosure. The Superintendent or designee may permit disclosure of a student's educational records without providing prior notice to the parent or the eligible student when:

File: JO

1. A student seeks or intends to enroll in another public school district, a nonpublic school or a postsecondary school. The parents or eligible students will not receive prior notice of such a transfer of records, but they may obtain copies of the transferred records;
2. Certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the district;
3. Parties who provide or may provide financial aid to a student need the information to:
 - A. Establish the student's eligibility for the aid;
 - B. Determine the amount of financial aid;
 - C. Establish the conditions for the receipt of the financial aid; and
 - D. Enforce the agreement between the provider and the receiver of financial aid;
4. State law adopted before November 19, 1974 required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials;
5. The school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid or improve instruction;
6. Accrediting organizations require it to carry out their accrediting functions;
7. Parents or eligible students claim the student as a dependent;
8. The school district must comply with a judicial order or lawfully issued subpoena. The school district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision;
9. Officials of the courts or the juvenile justice system request it. This information will be disclosed when it pertains to disciplinary action taken against the student when the misbehavior posed a significant risk to the student or others; and/or

10. The disclosure is of directory information and the student's parent or the eligible student has not refused to allow the district to designate that item as directory information for that student.

Emergency Disclosure. The school district will permit any of its officials to make the needed disclosure from student educational records, without prior notice, in a health or safety emergency if:

1. They deem disclosure is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary to resolve the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or
4. Time is an important and limiting factor.

File: JO

Third Party Disclosure. Except for directory information, the school district will release to third parties information contained in a student's educational records only upon request of the parent or an eligible student. The school district will condition its release of such information only upon agreement by those parties that the information will not be re-disclosed without the parent's or eligible student's prior written consent.

No person shall release to any other person, or permit anyone access to, any information about the location of the school attended by a student who is under the care of a shelter program for victims of domestic violence.

Records of Requests For Access and Disclosures Made

The school district will maintain an accurate record of all requests made for it to disclose information from, or to permit access to, a student's educational records, and of information it discloses and access it permits, with some exceptions listed below. This record will be kept with, but will not be a part of, each student's cumulative school records. It will be available only to the custodian, the eligible student or the parent, or to federal, state, or local officials for the authorized purposes.

The record will include at least the:

1. Name of the person or agency that made the request;
2. Interest the person or agency had in the information;
3. Date of the request; and
4. Disposition of the request and, if it was granted, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's educational records.

The records will not include requests for:

1. Access granted to the student's parent or to an eligible student;
2. Access granted to school officials who have a legitimate educational interest in the student;
3. Disclosure of information contained in the student's educational records if it is accompanied by the prior written consent of a parent or eligible student or is authorized by such prior consent; or
4. Disclosure of directory information.

Procedures to Seek Correction of Educational Records

Parents of students or eligible students have a right to seek to change any part of the student's educational records they believe is inaccurate, misleading or in violation of the student's rights. For the purpose of this section, the following terms and their definitions apply:

1. "Incorrect," a record alleged to be inaccurate, misleading, or in violation of a student's privacy rights.
2. "Correct," a record purported to be accurate, true, clear, and not in violation of a student's privacy rights.
3. "Requestor," the parent or the eligible student who is asking the school district to correct a record.

File: JO

To establish an orderly process for considering correction of an educational record for a requester, the school district may decide to comply with the request for change at the following levels in the procedure:

1. A parent or eligible student who finds an item in the student's educational records believed to be incorrect should ask the custodian to correct it. If the record is incorrect because of an obvious error, and it is a simple matter to make the record change at this level, the custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to the requester's satisfaction, or the record does not appear to be obviously incorrect, the custodian will:

- A. Provide the requester a copy of the questioned record at no cost;
 - B. Ask the requester to initiate a written request for the change; and
 - C. Follow the procedure below for a decision.
2. The written request to correct a student's educational records at this level should:
- A. Identify the item the requester believes is incorrect;
 - B. Provide a factual statement of, and rationale for, why the requester believes the educational record is inaccurate, misleading, or violative of the student's rights;

- C. Specify the correction the requester wishes the school district to make; and
- D. Be signed and dated by the requester.

Within two weeks of receipt of the written request, the custodian will:

- A. Study and discuss it with other school officials, such as the person who made the record or those who have a professional concern about the district's response to the request;
- B. Decide to comply with or decline to comply with the request; and
- C. Complete the appropriate steps to notify the requester or advance the request to the next level for a decision.

If, as a result of this review and discussion, the custodian decides the record should be corrected, the change will be made and the requester will be notified in writing of the correction and invited to inspect and review the student's educational records to make certain the record is in order and the correction is satisfactory.

If the custodian decides the record is correct, the custodian will make a written summary of all findings and discussions leading to the decision and transmit this summary and a copy of the written request to the Superintendent.

3. Within two weeks of receiving the request and accompanying information from the custodian, the Superintendent will review the material, conduct any further needed investigation and make a decision regarding the request.

File: JO

If the Superintendent decides the record is incorrect and should be changed, the custodian will be directed to make the changes. The custodian will advise the requester of the change in the manner prescribed at the second level.

If the Superintendent decides the record is correct, the Superintendent will prepare a letter to the requester which will include:

- A. The school district's decision and rationale that the record is correct;
- B. A notice of the the requester's right to ask for a hearing to present evidence that the record is incorrect (the district will grant such a hearing);
- C. Instructions for the requester to contact the Superintendent or designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. The school district will not be bound by the requester's positions on these items but will, so far as possible, arrange the hearing as the requester wishes; and
- D. Advice that the requester may be represented or assisted in the hearing by other parties, including an attorney paid at the requester's expense.

4. After the requester provides the Superintendent with an oral or written response concerning the hearing officer and the time and place for the hearing, the Superintendent will, within a week, notify the requester when and where the school district will hold the hearing and who it has designated as the hearing officer.

5. At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's educational records is incorrect as shown in the requester's written request for a change in the record at the second level.

Within one week after the hearing, the hearing officer will submit to the Superintendent a written summary of the evidence submitted at the hearing. The hearing officer will submit a summary and recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

6. The Superintendent will prepare the school district's decision within two weeks of receiving the hearing officer's summary and recommendation. That decision must be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. Therefore, the Superintendent may over-rule the hearing officer upon belief the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the Superintendent will take one of the following actions:

A. Decide that the district will change the record and instruct the custodian to correct the record. The custodian will correct the record and notify the requester as in the context of the second level decision; or

B. Decide that the district will not change the record and prepare a written notice to the requester which will include:

1. The school district's decision that the record is correct and will not be changed;

File: JO

2. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and

3. Advice that the requester may place in the student's educational record an explanatory statement which states the reasons why he/she disagrees with the school district's decision and/or the reasons he/she believes the record is incorrect.

7. When the school district receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's educational records as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record, and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

Policy Distribution

Copies of this policy will be available for parent and eligible student review in the principal's office of each school building and at the Superintendent's office.

Adoption date: 12/17/07

LEGAL REFS.: 20 USC §1232g
 ORC Chapters 1347, 3105 and 3109; §§149.41; 2953.32; 2953.33; 3301.121;
 3313.50; 3313.662; 3313.672; 3317.031; 3319.32; 3319.321; 3319.33; 3321.12; 3321.13; 3331.13
 34 CFR Part 99
 OAC Chapter 3301-2; §§3301-35-02(B)(4)(6); 3301-35-03(E)

CROSS REFS.: BCG, "School District Attorney"
 BCH, "Consultants to the Board"
 BDE, "Special Procedures for Conducting Hearings"
 DFG, "Student Fees, Fines and Charges"
 JF, "Student Rights and Responsibilities"
 JGD, "Student Suspension, Expulsion, Removal and Permanent
 Exclusion"

JN, "Identification of Fairport Students"
 KBA, "Public's Right to Know"

MODEL POLICY ON THE USE OF RESTRAINT AND SECLUSION
File:JP

I. Policy Rationale and Philosophy:

Every effort should be made to prevent the use of restraint and the use of seclusion. A non-aversive affective behavioral system such as Positive Behavioral Intervention and Supports (PBIS) shall be used to create a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students.

Fairport Harbor Exempted Village Schools believe that the school environment should be one that ensures the care, safety, and welfare of all students and staff members. Efforts to promote positive interactions and solutions to potential conflict should be exhaustive. In the event that an individual's behavior presents a threat of imminent harm to self or others the use of approved physical intervention or seclusion strategies to maintain a safe environment may be used as a last resort. Fairport Harbor Exempted Village Board policy states:

1. Definitions:

1. Positive Behavior Interventions and Support

i. A school-wide systematic approach to embed evidence-based practices and data driven decision making

to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students, and

ii. Encompasses a wide range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors and teach appropriate behavior to students.

1. Physical Restraint

i.

The use of physical contact that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. Such term does not include a physical escort, mechanical restraint, or chemical restraint.

ii.

Physical restraint may be used only when there is an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible, and only in a manner that is age and developmentally appropriate.

iii.

Physical restraint does not include brief, but necessary physical contact for the following or similar purposes:

1. To break up a fight
2. To knock a weapon away from a student's possession
3. To calm or comfort
4. To assist a student in completing a task/response if the student does not resist the contact;

5. To prevent an impulsive behavior that threatens the student's immediate safety

(i.e. running in front of a car).

1. Seclusion:

The involuntary isolation of a student in a room, enclosure or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier. It does not include a timeout.

1. Time out:

A behavioral intervention in which a student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

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1. Requirements for the use of Restraint:

Given an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible, if physical restraint is applied the staff must;

- a. Implement in a manner that is age and developmentally appropriate
- b. Ensure safety of other students and protect the dignity and respect of the student involved. Combine use with other approaches (non-physical interventions are always preferred) that will diminish the need for physical intervention in the future
- c. Use the least amount of force necessary, for the least amount of time necessary

- d. Be appropriately-trained
- e. Continually observe the student in restraint for indications of physical or mental distress
- f. Contact appropriate emergency entities according to district crisis policy if at any point the staff assesses that the intervention is insufficient to maintain safety of all involved
- g. Remove the student from physical restraint immediately when the immediate risk of physical harm to self or others has dissipated
- 1.) Following the use of physical restraint, the individual should be assessed for injury or psychological distress and monitored as needed following the incident.
- h. Complete all district required reports and document staff's observations of the student.
- 1.) The district Incident Report shall be completed upon occurrences of physical restraint or seclusion.
- 2.) Completion of the form must occur within (district input time frame).
- 3.) A copy must be made available to parent/guardian within 24 hours.
- 4.) Additionally, staff should contact parent/guardian during the same day of incident.
- i. De-brief, include all involved staff, student and parents; evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs.
- 1.) Debrief utilizing the district's Incident Report.
- 2.) A copy of the form must be sent to building administration.
- 3.) During the debrief, if this behavior is noted as a pattern of dangerous behavior that leads to the use of restraint and/or seclusion, a Functional Behavior Assessment, and/or a Behavior Intervention Plan must be completed.

1. **Prohibited Practices for Use of Restraints:**

Staff members are not to use any physical restraints for which they have not been trained by the district.

Staff members are not to use any unauthorized physical restraints.

This includes but is not limited to:

- a. Prone restraint;
- b. Any form of physical restraint that involves the intentional, knowing, or reckless use of any technique that involves the use of pinning down a student by placing knees to the torso, head, and or neck of the student
- c. Using any method that is capable of causing loss of consciousness or harm to the neck or restricting respiration in any way
- d. Uses pressure point, pain compliance, or joint manipulation techniques
- e. Corporal punishment
- f. Dragging or lifting of the student by the hair or ear or by any type of mechanical restraint
- g. Child endangerment, as defined in section 2919.22 of the Revised Code
- h. Deprivation of basic needs
- i. Seclusion or restraint of preschool children in violation of paragraph (D) of Rule 3301- 37-10 of the Revised Code
- j. Chemical restraint
- k. Mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed)
- l. Using other students or untrained staff to assist with the hold or restraint
- m. Securing a student to another student or fixed object
- n. Aversive behavioral interventions
- o. Seclusion in a locked room or area.

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1. **Requirements for Use of Seclusion**

Given a threat of immediate risk of physical harm to the student or others, as outlined in Board Policy, the following principles must always be applied:

- a. A room or area used for seclusion must:

i.
Provide for adequate space, lighting, ventilation, clear
visibility and the safety of the student; and
ii.

Not be locked.

b. Staff must:

- 1.) Implement in a manner that is age and developmentally appropriate
- 2.) Ensure safety of other students and protect the dignity and respect of the student involved
- 3.) The least amount of time necessary
- 4.) Be appropriately-trained

c. Staff must continually observe the student for the duration of the seclusion.

d. If at any point the staff assesses that the intervention is insufficient to maintain safety of all involved, emergency personnel will be contacted.

e. Seclusion ceases when the immediate risk of physical harm to self or others has dissipated.

Upon each use of seclusion, the student shall be assessed for injury or psychological distress and monitored as needed following the incident.

f. Complete all required reports and document staff's observations of the student.

g. Conduct a de-briefing, utilizing the district's Incident Report, include all involved staff, to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs. (This may also include a debriefing with the student and parent.)

During the debrief, if this behavior is noted as a pattern of dangerous behavior that leads to the use of restraint and/or seclusion, a Functional Behavior Assessment, and Behavior Intervention Plan must be completed.

h. The Incident Report is to be completed upon occurrences of physical restraint or seclusion.

- 1.) Completion of the form must occur
- 2.) A copy must be made available to parent/guardian within 24 hours.
- 3.) Additionally, staff should contact parent/guardian during the same day of incident.

1. Prohibited Practices for Use of Seclusion:

- a. Use of seclusion in any environment that does not meet the above criteria.
- b. Child endangerment, as defined in section 2919.22 of the Revised Code;
- c. Deprivation of basic needs
- d. Seclusion or restraint of preschool children in violation of paragraph (D) of Rule 3301- 37-10 of the Revised Code
- e. Seclusion shall not be used
 - 1.) As a form of discipline/punishment
 - 2.) As a means to coerce, retaliate or in a manner that endangers a student
 - 3.) For the convenience of staff
 - 4.) As a substitute for an educational program
 - 5.) As a substitute for less restrictive alternatives
 - 6.) As a substitute for inadequate staff
 - 7.) As a substitute for positive behavior supports or other crisis prevention.

1. Reporting and notification

- a. Any incident of seclusion or restraint shall be immediately reported to building administration and the parent.
- b. Any incident of seclusion or restraint shall be documented in a written report that is made available to the parent within twenty-four hours and that is maintained by the school district, in the student file.
- c. The district shall annually report information regarding its use of restraint and seclusion to the Ohio Department of Education in the form and manner as prescribed by the department.

1. **Training and professional development**

- a. The district will ensure that an appropriate number of personnel in each building are trained in crisis prevention intervention.

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The school district will maintain written or electronic documentation on training provided and lists of participants in each training.

- b. All student personnel shall be trained annually on the requirements of this policy, Ohio Adm. Code 3301-35-15, and the district's policies and procedures regarding restraint and seclusion.
- c. The district will have a plan regarding training student personnel as necessary to implement positive behavior intervention and supports on a system-wide basis.

1. **District Monitoring**

- a. The district shall monitor the implementation of this policy and the district procedures.
- b. These policies and subsequent procedures shall be accessible on the district's website.
- c. The district shall be responsible for notifying all parents annually of its policies and procedures concerning seclusion and restraint.

1. **Complaint**

- a. The district will create a complaint procedure.
- b. Parents will present written complaints to the Superintendent of the school district to initiate a complaint investigation by the school district regarding an incident of restraint or seclusion
- c. The district will respond to the parent's complaint in writing within thirty (30) days of the filing of a complaint regarding an incident of restraint or seclusion.
- d. The parent of a student with a disability may choose to file a complaint with the Ohio Department of Education, Office for Exceptional Children, in accordance with the complaint procedures available concerning students with disabilities.
- e. In accordance with the consent order entered in *Doe v. State of Ohio*, complaints alleging the improper use of restraint or seclusion on a student with a disability will be investigated by the Ohio Department of Education, Office for Exceptional Children, if the complaint otherwise falls within the procedures concerning state complaints under IDEA as set forth in Ohio Adm. Code Rule 3301-51-05(K) (4)-(6).
- f. Complaints alleging injuries to a student with a disability or the use of restraints or seclusion shall not be deemed insufficient on the face of the complaint if they are framed within the context of IDEA, including:
- 1.) A pattern of challenging behaviors that are related to the student's disability
 - 2.) Whether the student has had or should have had a functional behavioral assessment (FBA) and a positive behavior support plan (PBSP)
 - 3.) Whether the FBA and PBSP are appropriate
 - 4.) Whether the student's behavior and interventions are addressed or should have been addressed in the IEP
 - 5.) Whether staff has been sufficiently trained in de-escalation and restraint techniques.

Adoption date: August 29, 2016

LEGAL REF.: ORC 2919.22

OAC 3301-35-15

3301-37-10

Cross REFS: IGBA, Programs for Students with Disabilities

JF, Student Rights and Responsibilities

JGA, Corporal Punishment

JH, Student Welfare

JHF, Student Safety

