

POLICY

BOARD OF EDUCATION
PARMA CITY SCHOOLS

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SCHOOL CALENDAR

Each year, the school calendar will be developed by the Superintendent and approved by the Board. This calendar will be consistent with the requirements of ORC 3313.48 and negotiated agreements with the various employee groups recognized by the Board.

R.C. 3313.48, 3313.62, 3313.63, 3317.01 (B), 3313.482

Adopted as Amended February 3, 2003
Adoption Date November 17, 1997

EMERGENCY CLOSING

The Board authorizes the school day to be arranged and scheduled by the administration. It is to offer the maximum education for the time spent within the limitations of school facilities and the laws and regulations of the State.

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. S/He shall prepare administrative guidelines for the proper and timely notification of concerned persons in the event of any emergency closing of the schools.

The Superintendent shall have the authority to determine which school-related activities may be conducted if the schools are closed for a period of time. S/He shall prepare appropriate guidelines for communication to students, parents, and others regarding the scheduling and the conduct of such activities.

R.C. 3313.48, 3317.01

Adopted as Amended February 4, 2003
Adoption Date November 17, 1997

PUBLIC RECORDS

Introduction:

This Public Records Policy is adopted by the Parma City School District as required by Ohio House Bill 9.

Public Records Custodian

All requests for public records must be directed to the authorized Public Records Custodian of the Parma City School District. Requests made in person must be done during regular business hours, defined herein as 8:30 a.m. to 4:30 p.m. weekdays, excluding Saturdays, Sundays and holidays. All public record requests made in person shall adhere to this requirement.

The Public Records Custodian shall be that person designated by the Board of Education who is authorized to respond to or to fulfill any public record request. Any public records request made to any other employee, officer or representative of the School District shall not be considered as a properly made request, and the request will be directed to the proper Public Records Custodian. The Board of Education may designate an Acting Public Records Custodian to serve in the absence of the Public Records Custodian.

Public Records

For the purposes of this policy, the terms “records” and “public records” shall have the meanings set forth in Ohio Revised Code Chapter 149, as amended from time to time. “Public record” includes any document, device, or item, regardless of physical form or characteristic, including an electronic record/email, created or received by or coming under the jurisdiction of the District which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District.

The records of the School District will be organized and maintained so that they are readily available for inspection and copying. The School District’s record retention schedule may be amended from time to time at the discretion of the Records Commission.

Public Record Requests

Each request for public records should be evaluated for a response using the following guidelines:

- Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. The Public Records Custodian may deny a

request if the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the Public Records Custodian cannot reasonably identify what public records are being requested. However, in such cases, the Public Records Custodian will provide the requester with information pertaining to the manner in which public records are retained and accessed in the ordinary course of business so that the requester may revise the request if so desired.

- A public record request may be made in writing or verbally, and the identity of the requester and/or the intended use of the information or documents requested need not be disclosed. However, the Public Records Custodian may ask that the request for public records be in writing, may ask for the requester's identity, and/or may inquire about the intended use of information or documents if such inquiry would benefit the requester by enhancing the ability of the Public Records Custodian to identify, locate, or deliver the public records sought and if the Public Records Custodian informs the requester that a written request, disclosure of identity and/or intended use is not mandatory.
 - Public records will be made available for inspection only during regular business hours as defined above. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested. Public records can be accessed by one of the following methods: a request to view public records in person; a request for copies of public records that the requester will personally pick up from the Public Records Custodian; or a request for copies of public records that the requester wants to have mailed or otherwise delivered to the requester.

Request to Review Public Records

The requester may make a request to view public records to the Public Records Custodian, who shall prepare the public records for inspection "promptly," as required by the Ohio Revised Code. The actual time required to comply with the request may depend on the circumstances (such as location of the records, the volume of records being requested or need for legal review).

Copies of Public Records

The requester may make a request to have copies of public records made to the Public Records Custodian. If copies are requested, the requester may choose to have the record duplicated upon paper, upon the same medium in which the record is kept by the School District, or upon any other medium if the School District can reasonably duplicate it as an integral part of its normal operations.

Copies made on paper are five cents per page. There shall be no charge if the total pages provided for requestor is nine (9) or less per day. All non-School District copy charges must be paid in advance before copies are made. If the Public Records Custodian uses a copying service to make the copies (see the following paragraph), the requester will be required to pay the cost of the entire copying job, as billed by the copying service. Copies that are requested in some format other than paper will be "at cost," without taking into account employee time spent preparing the copies. (For example, public records in electronic format placed on a CD will be assessed the cost of the CD, plus the cost, if any, of creating the electronic copies.)

Public records will only be copied by the Public Records Custodian or other authorized officers, employees or representatives. The Public Records Custodian may use an outside copying service to make the copies, at the Public Records Custodian's discretion. Under no circumstances will the requester be permitted to make the copies. The manner of making the copies is at the discretion of the Public Records Custodian. Requests to copy a certain number of public records on a given page, by "reducing" copy size or otherwise, may be met at the discretion of the Public Records Custodian.

Copies will be made available by the Public Records Custodian "within a reasonable time," as required by the Ohio Revised Code. The time for compliance will depend upon the availability of records and the volume of records requested.

Transmitting Copies of Public Records

A requester may request that copies of public records be transmitted to him or her by U.S. Mail or by any other means of transmission that is available and is conducive to transmitting the public records (FedEx, UPS, fax, email). (For example, public records that are only available in paper form will not be scanned and sent by email, but can be sent by fax.) The cost of transmitting must be paid by the requester before the public records will be transmitted.

Copies will be transmitted to the requester by the Public Records Custodian "within a reasonable time," as required by the Ohio Revised Code. The time for compliance will depend upon the availability of the records and the volume of records requested.

Cost of Copies or Means of Transmitting Copies

Charges for copies or for transmission of copies (U.S. Mail, FedEx, UPS, etc.) can be paid for in cash, or by check/money order/certified check, made payable to the Parma City School District. If payment is made by check, copies will not be made until the check has cleared and been paid by the requester's bank. All charges must be paid in their entirety, in advance. A requester may pay an amount that the Public Records Custodian estimates to cover the cost of copies or means of transmission. If that amount is determined to be insufficient, the copies will not be made or

transmitted until the entire amount due is paid. If the amount was in excess of the cost of the copies or means of transmission, the excess will be repaid to the requester.

Denial of Public Record Request

Any denial of public records requested, in part or in whole, must include an explanation, including legal authority for the denial. If the record request was in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. Because a redaction is deemed a denial under the Ohio Revised Code,¹ each redaction must be accompanied by a supporting explanation, including legal authority.

Records and Information Exempt from Disclosure

Some records or information maintained by the School District are not “public records” but are protected, confidential records under Ohio and/or Federal law. Examples of protected, confidential records, include, without limitation: infrastructure records², security records, medical records, records pertaining to adoption, probation, and parole proceedings, records pertaining to actions and appeals under R.C. 2151.85 (juveniles seeking abortions), records listed in 3107.42 (A) relating to adoption release records), trial preparation records, records and communications protected by R.C. 2317.02(A) (records and communications by and between the School District and its attorneys), confidential law enforcement investigatory records, records containing information that is confidential under R.C. 4112.05 (Civil Rights Commission), DNA records pursuant to R.C. 109.573, and records the release of which is prohibited by state or federal law.

In no event will records and communications by and between the School District and its attorneys be released, unless the School District consents to their release.

Compliance with Ohio Revised Code Requirements

With any public record request, the School District and the Public Records Custodian reserve the right to consult with legal counsel prior to the release of such public records. This is to allow the School District the opportunity to comply with the laws prohibiting the release of certain records and permitting the denial of release of certain records.

¹ Unless the redaction is otherwise required by federal or state law. [R.C. 149.43 (B)(1)]

² “Infrastructure record” is defined by R.C. 149.433 as “any record that discloses the configuration of a public office’s or chartered nonpublic school’s critical systems including, but not limited to, communication, computer, electrical, mechanical ventilation, water, and plumbing systems, security codes, or the infrastructure or structural configuration of the building in which a public office or chartered nonpublic school is located. “Infrastructure record” does not include “a simple floor plan that discloses only the spatial relationship of components of a public office or chartered nonpublic school or the building in which a public office or chartered nonpublic school is located.” R.C. 149.433.

Miscellaneous

As required by House Bill 9, a poster summarizing the main points of this policy shall be developed and prominently displayed in each department at or near the place where the public is invited and would likely present a public records request.

Ohio House Bill 9

R.C. 9.01, 102.03 (B), 149.41, 149.43, 1347 et seq., 3313.26

R.C. 3315.07 (B), 3319.32, 3319.321

20.U.S.C. 1232g

Adoption Date November 17, 1997

Revised 4/15/02

Revised 2/3/03

Revised 1/28/08

PERSONNEL FILES

It is necessary for the orderly operation of the District to prepare a personal information system for the retention of appropriate papers bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board requires that sufficient records exist to ensure an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with District rules, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Ohio.

The Board delegates the maintenance of an employee personal information system to the Human Resources Office.

Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file.

A copy of each such entry shall be given to the employee upon request except for matters pertaining to pending litigation.

The employee shall have access to his/her file upon request in accordance with the Administrative Guidelines.

R.C. 149.41, 149.43, 1347 et seq.

Adopted as Amended February 3, 2003
Adoption Date November 17, 1997

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, who have a legitimate educational interest in the information or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students (individuals eighteen (18) and older), parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The term "school official" includes a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or a support staff member; a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task (including volunteers).

The Board authorizes the administration to:

- A. forward student records on request to a school or school district in which a student of this District seeks or intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- D. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information;
- E. provide "personally-identifiable" information to recognized administrative support organizations as authorized by school building principals. These groups may include PTA, academic co-curricular or extra-curricular support organizations.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/adult student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the Board's Policy and Administrative Guidelines and/or those specified in the law.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.”
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designates as student “directory information”: a student’s name; address; telephone number (unlisted numbers shall remain confidential); date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; or scholarships.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and adult students may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board within thirty days after receipt of the Superintendent’s annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request that the student’s name, address, and telephone listing not be released without prior parental consent. The recruiting officer is to sign a form indicating that “any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces.” The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever parental consent is required for the inspection and/or release of a student’s health or educational records or for the release of directory information, either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose “directory information” on former students without student or parental consent.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information with the exception of State and Federal mandates for military recruitment, secondary schools, or as authorized by approval from the Board.

The Superintendent shall, with the advice and consent of the Board, prepare Administrative Guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student’s educational records;

- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;

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- C. consent to disclosures of personally-identifiable information contained in the student's educational records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the Department of Education;
- F. obtain a copy of the Board's policy and Administrative Guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of record;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

R.C. 9.01, 149.41, 149.43, 1347 et seq., 3113.33, 3319.321
34 C.F.R. Part 99
20 U.S.C., Section 1232f through 1232 i (FERPA)
26 U.S.C. 152
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act
20 U.S.C. 7908

Adoption Date November 17, 1997
Revised Date April 17, 2000
Revised 4/15/02
Revised 8/5/02
Revised 12/16/02
Revised 6/4/08

EMERGENCY SITUATIONS AT SCHOOLS

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, natural and man-made disasters do occur. Such emergencies are best met by preparedness and planning.

The Board directs that a system of emergency preparedness be developed that addresses the following goals and/or objectives:

- the health and safety of students and staff are safeguarded
- students are helped to learn self-reliance and trained to respond sensibly to emergency situations
- minimum disruption to the educational program occurs

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The Board also directs that fire, tornado, and school safety drills be conducted during the school year in accordance with State law. Fire drills shall be conducted nine (9) times a school year at the times and frequency prescribed by the State Fire Marshal. However, no fire drills are required to be conducted in any month that a school safety drill is conducted. Tornado drills shall be conducted on a regular basis during the tornado season in the spring.

R.C. 3737.73

A.C. 1301:7-7-1-01, 3301-35-03 (D), 3301-83-15

Adoption Date November 17, 1997

Revised 2/3/03

Revised 2/12/07

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PANDEMICS AND OTHER MEDICAL EMERGENCIES

A pandemic is an outbreak of an infectious disease. The Board of Education directs the Superintendent to set up a Pandemic Response Team (“PRT”) to develop a Pandemic Plan in coordination with local government and law enforcement officials.

The Pandemic Plan should include:

- A. a communication method for school schedule changes, busing changes and school closure;
- B. an educational pandemic prevention program for staff and students;
- C. provision for the business office to maintain continuity of operations during a pandemic;
- D. provision for distance-based learning for students (i.e., Internet instruction, community channel broadcast) to maintain continuity of education;
- E. policies and procedures for staff and student absences and extended leaves of absence due to a pandemic;
- F. policies and procedures for isolation and possible transportation of students and staff who become ill at school due to a pandemic;
- G. a plan of communication regarding pandemic status to students, parents and staff;
- H. a plan for operating the District with less staff due to a pandemic;
- I. a designee responsible for establishing timelines within the Pandemic Plan and ensuring that such timelines are met and implementation of the plan occurs; and
- J. other emergency procedures necessary for the District to deal with a pandemic.

The pandemic plan should be reviewed annually by the PRT and updated as appropriate.

Adoption Date February 26, 2007

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BIOTERRORISM

A bioterrorist attack is the deliberate release of a biological agent used to cause illness and death in people. The Board of Education directs the Superintendent to develop, in conjunction with local government and law enforcement officials, a Bioterrorism Response Plan (“BRP”). The BRP should include:

- A. a communication method for school schedule changes, busing changes and school closure;
- B. an educational bioterrorism prevention program for students and parents;
- C. a bioterrorism training and identification program for staff;
- D. provision for the business office to maintain continuity of operations during a bioterrorist attack;
- E. provision for distance-based learning for students (i.e., Internet instruction, community channel broadcast) to maintain continuity of education;
- F. policies and procedures for staff and student absences and extended leaves of absences due to a bioterrorist attack;
- G. policies and procedures for isolation and possible transportation of students and staff who become ill at school due to a bioterrorist attack;
- H. a plan of communication to students, parents and staff regarding the status of a bioterrorist attack;
- I. a plan for operating the District with less staff due to a bioterrorist attack;
- J. a designee responsible for establishing timelines with the BRP and verifying that such timelines are met and implementation of the plan occurs; and
- K. other emergency procedures necessary for the District to deal with an attack of bioterrorism.

The BRP should be reviewed annually and updated as appropriate.

Adoption Date February 26, 2007

CONTROL OF HAZARDOUS MATERIALS

The Board seeks to protect its employees who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies.

The Superintendent shall implement Administrative Guidelines and will:

- A. develop a written Hazard Communication Program;
- B. provide appropriate Material Safety Data Sheets (MSDSs) at each facility and make them available upon request to all employees and their representatives; contractors or employees of other companies doing work in and around our facility and appropriate state administrative agencies;
- C. provide MSDSs to employees for any hazardous materials prior to material being brought to any facility by anyone, including other employers and their employees, and employee-owned materials and sample materials.
- D. provide employee training in detection, use and exposure prevention of these hazardous substances;
- E. provide for record keeping of above items to comply with the Hazardous Communications Standard 29 CFR 1910.120 and other city, State, and Federal laws.

A.C. 3701-34-06

40 C.F.R. 763.92

Asbestos Hazard Emergency Response Act of 1986 (AHERA)

15 U.S.C. 2601, 20 U.S.C. 4022, 20 U.S.C. 4014, 20 U.S.C. 4011 et seq.

Asbestos School Hazard Abatement Act of 1984

Asbestos School Hazard Abatement Reauthorization Act of 1990, 20 U.S.C. 4011

Adopted as Amended February 3, 2003

Adoption Date November 17, 1997

REPORTING ACCIDENTS

The Board directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this District. To that end, and so that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the District business office. Injured persons shall be referred immediately to the appropriate personnel for such medical attention as may be appropriate.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the principal or job supervisor, as appropriate, within twenty-four (24) hours following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action.

R.C. 4123.01 et seq.

Adopted as Amended February 3, 2003
Adoption Date November 17, 1997

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

The Board recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include but not be limited to pediculosis, diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Ohio Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

On the recommendation of the school nurse, the teacher may remove from the classroom and the principal may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease, except that the principal may act independently if the school nurse is not present in the building when the decision needs to be made.

The Superintendent shall develop Administrative Guidelines for the control of communicable disease.

R.C. 3313.67, 3313.671, 3313.68
A.C. 3301-35-03 (D)

Adopted as Amended February 3, 2003
Adoption Date November 17, 1997

STUDENTS WITH PEDICULOSIS
(Head Lice)

Pediculosis (Head Lice) is a nuisance disease. Most students, at some time during their school years, are exposed to the possibility of contracting it. Once identified, exclusion from school and treatment of infested individual are the most important factors in controlling head lice.

The building principal or his/her designee will exclude from school and transportation services all suspected cases of head lice. The parent or legal guardians/custodians will be provided with treatment information.

Upon return to school, all students who had pediculosis (head lice) must report to the school office where the student will be inspected by the designated school personnel to ascertain that all nits are gone. No student will be permitted in school or on transportation until s/he is free of head lice and nits (eggs).

The building principal or designee will fulfill the Board-adopted procedure when a case of pediculosis (head lice) is suspected.

Adopted as Amended February 3, 2003

CONTROL OF BLOOD-BORNE PATHOGENS

The Board seeks to protect those staff members who may be exposed to blood-borne pathogens and other potentially-infectious materials in their performance of assigned duties.

The Superintendent shall implement Administrative Guidelines which will:

- A. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;
- C. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. provide for record-keeping of all of the above which complies with both Federal and State laws;
- F. develop an exposure control plan.

29 C.F.R. 1910.1030

Adopted as Amended February 3, 2003
Adoption Date November 17, 1997

STUDENT ABUSE AND NEGLECT

The Board is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Each employee of this District who knows or suspects child abuse or neglect shall be responsible for reporting the suspected abuse or neglect in accordance with the Superintendent's guidelines. Such reporting shall be required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused or neglected or faces the threat of being abused or neglected.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the Administrative Guidelines established by the Superintendent.

R.C. 2151.421, 3313.60, 3319.073

Adopted as Amended February 3, 2003
Adoption Date November 17, 1997

FOOD SERVICES

The food-service program participates in the National School Lunch Program which mandates regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program. All policies and procedures are found in the annual National School Lunch contract which is reviewed by the Superintendent/designee. The operation and supervision of the food-service program shall be the responsibility of the Business Manager.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours or during hours when food is served. The District shall serve only nutritious food as determined by the Food Service Department and shall not purchase with food-service funds and shall not serve, in any food service area during meal-serving hours, carbonated beverages, water ices, chewing gum, hard candy (including breath mints and cough drops), jellies and gums, marshmallow candies, fondant (creamy sugar candy), licorice, spun candy and candy-coated popcorn.

The Superintendent shall implement Administrative Guidelines for the management of the food program and for food sales that occur during non-meal times.

R.C. 3313.81, 3313.811-814,
A.C. 3301-91
7 CFR 210, 215, 220, 240

Adopted as Amended February 3, 2003
Adopted as Amended Date June 26, 2000
Adoption Date November 17, 1997

WELLNESS

As required by law, the Board of Education establishes the following wellness policy for the Parma City School District.

The Board recognizes that good nutrition and regular physical activity affect the health and well being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education:

- Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.
- Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
- Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
- The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
- Nutrition education shall extend beyond the school by engaging PTA and involving families and the community.
- Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
- Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach.
- Nutrition materials shall be provided in the schools to create an awareness of healthy living choices.

B. With regard to physical activity:

- A sequential, comprehensive physical education program shall be provided for students in K-12.
- Planned instruction in physical education shall require students to be engaged in moderate to vigorous /physical activity.
- Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
- Planned instruction in physical education shall include cooperative as well as competitive games.

- Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities.
- Schools shall discourage extended periods of student inactivity.

C. With regard to other school-based activities:

- The schools shall provide at least twenty (20) minutes daily for students to eat.
- The school shall provide clean environments in which the students eat.
- An organized wellness program shall be available to all staff.

Nutrition Guidelines for all foods available on campus during the school day:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
 - The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
 - The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
 - The school shall prepare and distribute to staff, parents, and after-school program personnel a list of snack items that comply with the current USDA Dietary Guidelines for Americans.
 - The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
 - All food service personnel shall receive pre-service training in food service operations.
 - Continuing professional development shall be provided for all staff of the food service program.

42 U.S.C. 1751, Sec. 204
42 U.S.C. 1771

Adoption Date June 6, 2006

FREE AND REDUCED-PRICE MEALS

The Board recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide eligible children with lunch at a reduced rate and/or no charge to the student and may provide breakfast when required by law.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program and National School Lunch Act. These criteria are issued annually by the Federal government through the State Department of Education.

The Board designates the Business Manager to determine in accordance with Board standards, the eligibility of students for free and reduced-price meals.

The schools shall annually notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

The Superintendent shall prepare and implement the necessary arrangements and guidelines to ensure proper operation of this program. S/He shall ensure that the appropriate policy attachments for Free and Reduced-Price Meals or Free Milk are properly completed and submitted for approval to the School Food Service Division of the State Department of Education by the beginning of each school year.

R.C. 3313.81, 3313.812-814
42 U.S.C. 1751 et seq.
42 U.S.C. 1771 et seq.

Adopted as Amended February 3, 2003
Adoption Date November 17, 1997

POLICY

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TRANSPORTATION

It is the policy of the Board of Education to provide transportation for those students whose distance from their school makes this service necessary within the limitations established by State law. Such laws and rules shall govern any question not covered by this policy. Policies of the Board are aimed at providing a safe, efficient and economical method of getting students to and from school.

School buses shall be purchased, housed, and maintained by the Board for the transportation of resident students between their home areas and the schools of the District to which they are assigned or to their nonpublic or community schools. The Superintendent may substitute smaller buses for reasons of economy or efficiency of operation.

WALKERS AND RIDERS

Children living beyond the following walking limits shall be entitled to bus transportation:

- | | | |
|----|---------------------------------------|-----------|
| A. | Kindergarten at Noon | 1.5 miles |
| B. | Kindergarten in Morning, or afternoon | 1.5 miles |
| C. | Grades 1 through 6 | 1.5 miles |
| D. | Grades 7 through 8 | 1.5 miles |

Mileage requirements for students in grades kindergarten through eight (8) as determined by State Law and the Board shall be determined as follows:

“Measurement of distance originates at a point on the traveled portion of the roadway nearest the primary entrance to the place of residence and then along the most direct route transferal by motor vehicle to the school bus loading area nearest or opposite the entrance door used by students transported.”

Exceptions to the foregoing limits may be made in the case of a temporarily or permanently-disabled child who has been so certified by a physician.

The Board may also make exceptions to the established areas for the following reasons:

- A. where, in the judgement of the Board, walking conditions to the student’s school are extremely hazardous and/or;

- B. walking conditions are inadequate at the present time due to construction or other temporary safety hazard;
- C. transportation will be provided at noon for afternoon kindergarten students who are going to school and for morning kindergarten students who are returning to their homes if the student resides at least 1.5 miles from the school.
- D. baby-sitters, daycare centers, etc.

Transportation to alternate sites will be provided based on the following:

1. alternate site must be within the attendance zone;
2. alternate site must be in an eligible transportation zone for school attendance;
3. alternate site must be consistent/five (5) days per week.

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.

Transportation of eligible vocational or special education children between their home areas and schools outside the District shall be arranged through the use of Board-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner. The governing authority of a community school shall provide or arrange for transportation free of charge for any eligible special education student enrolled in the community school for whom the student's individualized education program specifies transportation.

Transportation to and from school shall be provided for each student residing in the District and attending a State-chartered nonpublic school that is located within the thirty (30) minute travel limitation established by State law on the same basis as established for resident students as set forth above. Chartered nonpublic school students who are transported by the Board may be assigned to ride on buses upon which resident students are also assigned.

Furthermore, transportation to and from school shall be provided for each native student (i.e., student entitled to attend school in the District under R.C. 3313.64 or 3313.65 attending an approved community school. However, if that community school is located outside the District, transportation will only be provided consistent with the thirty (30) minute travel limitations

established by State law. Native Students attending an approved community school located within the District will be provided transportation on the same basis as established for resident students set forth above. Students transported to an approved community school may be assigned to ride on buses upon which resident students are also assigned.

Transportation of eligible nonpublic or community school children between their home areas and schools shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner. However, if the Board determines that said transportation is impracticable, then the parent(s) shall be provided payment-in-lieu of transportation at the amount established by State law, unless otherwise directed by action of the State Board of Education.

The Board will not be required to provide transportation for any native student enrolled in a community school if the Board has entered into an agreement with the governing authority of the community school that designates the community school as responsible for providing or arranging the transportation of the District's native students to and from the community school and is certified by the State Board of Education as having met certain requirements established by State law. The governing authority of a community school must provide or arrange for transportation in a manner that is comparable to the transportation that the District provides or arranges for its native students of the same grade level and distance from school who are enrolled in the District. Also, the governing authority must provide or arrange for the transportation under such agreement free of charge for each of its enrolled students who are eligible to be transported in accordance with R.C. 3327.01 or who would otherwise be transported by the agreement with the governing authority regarding the transportation of the District's native students, the State Board of Education shall make payments to the community school in accordance with the terms of the agreement for each student actually transported.

Likewise, the Board will not be responsible for providing transportation for any native student enrolled in an approved community school if the governing authority of the community school submits a written notification to the Board, by a date prescribed by the State Board of Education, stating that the governing authority will accept responsibility for providing or arranging for community school. The governing authority's unilateral acceptance of the responsibility to provide transportation must cover the entire school year, and shall remain in effect for subsequent school years unless the governing authority submits written notification to the Board relinquishing the transportation responsibility. However, the governing authority cannot relinquish the transportation responsibility before the end of the school year, and shall submit such notice by a date prescribed by the State Board of Education in order to allow the District a reasonable period of time to prepare for the transportation of its native students enrolled in the community school. If the governing authority unilaterally accepts the transportation responsibility, the State Board of Education shall make payments to the community school for each student actually transported calculated in accordance with existing State law governing the calculation of transportation

District from the State and any rules implemented by the State Board of Education and that otherwise would be paid to the District.

Bus routes shall be established so that an authorized bus stop is available within reasonable walking distance of the home of every transported resident student. The Board shall approve the bus routes annually. The Superintendent is authorized to make any necessary changes in the approved route and shall inform the Board at the next regular meeting.

The Board authorizes the installation and use of video recording devices in the school buses to assist the drivers in providing for the safety and well-being of the students while on a bus.

Students meeting the Federal definition of “homeless” will be transported from their temporary place of residence to their school of assignment, at the request of the parent, guardian or unaccompanied minor, to the same extent as all other students of the District and consistent with this Policy. If the homeless student's temporary residence is located outside the boundaries of the District, the Liaison for Homeless Children will coordinate with the Director of Transportation to contact the district in which the student temporarily resides to arrange for joint transportation of the student and to seek inter-district agreement on a method for apportioning the cost of such joint transportation. In no event will a homeless student be denied enrollment based on issues related to student transportation.

The Superintendent shall be responsible for developing and implementing appropriate administrative guidelines for this policy.

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of all student riders will be the first consideration in all matters pertaining to transportation. Safety precautions should include the following:

- A. The District’s transportation program shall meet all State requirements regarding the approval of bus drivers, standards for buses and safe speeds.
- B. Special walk limits may be set for students if terrain, age of student, traffic, lack of sidewalk, or student’s health has a bearing on the student’s safety.
- C. Bus stops shall be limited to corners so that students from several homes can meet safely at a central point for group pick up.
- D. Emergency evacuation drills will be conducted annually to thoroughly acquaint student riders with procedures in emergency conditions.

- E. All vehicles used to transport children shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delay and disruption of service due to mechanical or equipment failure.
- F. Students in kindergarten through grade three (3) shall be given instruction on school bus safety and behavior within the first two (2) weeks of the school year.

STUDENT CONDUCT ON SCHOOL BUSES

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

Once a student boards the bus she/he becomes the responsibility of the school authorities. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

Students on the bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. A bus incident report will be submitted to the appropriate administrator.

Regulations regarding conduct on school buses, as well as general information about the school transportation program, will be made available to all parents and students.

DRUG TESTING FOR DRIVERS

The Board will maintain a school bus driver drug testing program in compliance with Federal and State Laws and regulations and negotiated agreements.

R.C. 3313.66, 3314.09, 3314.091, 3319.41, 3327.01 et seq., 4511.01 (F),

R.C. 4511.75 et seq.

A.C. 3301-51-10, 3301-83-01 et seq., 3301-8.-08

42 U.S.C. 11431 et seq.

Adoption Date November 17, 1997

Revised 2/3/03

Revised 4/28/08

POLICY

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BUS DRIVER CERTIFICATION

It is the policy of the Board of Education that all bus drivers obtain and hold proper certification under standards for school bus drivers established within the Ohio Revised Code. It is also the purpose of this Board to protect its students from drivers whose certification is invalidated by the Ohio Point Law or point standards of this District.

A copy of each new school bus driver's abstract driver record for at least the prior seven (7) year period must be obtained from the Bureau of Motor Vehicles prior to allowing the school bus driver to operate a school bus or school van for the first time. In addition, the Superintendent shall request the administrator in charge of transportation to conduct a semi-annual review of each school bus driver's abstract driver record through the Bureau of Motor Vehicles (or Ohio Department of Education) to determine that such driver have:

- A. no more than six (6) points within the last twenty-four (24) month period;
- B. no six (6) point violations during the last seven (7) year period;
- C. not been convicted of driving while under the influence of alcohol and/or a controlled substance during the past six (6) years;
- D. not received two (2) (or more) of the following serious traffic violations as defined in R.C. 4506.01 (DD)(1) through (DED)(7) during the last twenty-four (24) month period:
 1. a single charge of any speed in excess of the posted speed limit by fifteen (15) miles per hour or more;
 2. violation of R.C. 4511.20 (i.e., operation in willful or wanton disregard of the safety of persons or property) or 4511.201 (i.e., operation off street or highway in willful or wanton disregard of the safety of persons or property) or any similar ordinance or resolution, or of any similar law of another state or political subdivision of another state;
 3. violation of a law of this state or an ordinance or resolution relating to traffic control, other than a parking violation, or of any similar law of another state or political subdivision of another state, that results in a fatal accident;

4. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license with the proper class or endorsement for the specific vehicle group being operated for the passengers or type of cargo being transported;
 5. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license being in the person's possession;
 6. violation of R.C. 4511.33 (i.e., driving in marked lanes) or 4511.34 (i.e., space between moving vehicles) or any municipal ordinance or county or township resolution substantially similar to either of those sections, or any substantially similar law of another state or political subdivision of another state;
 7. violation of any other law of this state or ordinance or resolution relating to traffic control, other than a parking violation, that is determined to be a serious traffic violation by the United States Secretary of Transportation and the Director designates such by rule; and
- E. no railroad crossing violations during the last year (i.e., twelve (12) month period);
- F. not received any violations that render the bus driver uninsurable by the District's Fleet Insurance Carrier.

The records obtained from the annual records check will be maintained for a minimum of six (6) years.

A driver convicted of a traffic violation which has an assessment of six (6) points (Motor Vehicles Laws of Ohio-Six Point Violations), a driver accumulating more than six (6) points by four (4) or two (2) point violations, or a driver having any of the above-referenced violations will be disqualified from operating a bus. The driver will also be notified that his/her school bus certification will be reviewed by the Superintendent and his/her employment as a school bus driver may be terminated.

However, no school bus driver will be allowed to drive a school bus or school van for a period of seven (7) years after the date of a violation for which six (6) points are assessed.

A driver involved in a preventable school bus accident, or judged guilty of a minor traffic violation, shall be subject to the disciplinary action established in the Superintendent's administrative guidelines.

If a school bus driver has an interruption in driving a school bus or school van for a period of one (1) year or longer, she/he will not be permitted to resume operating a school bus or school van until a copy of the school bus driver's abstract driver record for at least the period since the administrator last obtained the school bus driver's driving record, provided a seven (7) year driving record has been previously obtained. If the administrator has never obtained a seven (7) year driving record, the school bus driver will not be permitted to resume operating a school bus or school van until his/her abstract driver record is obtained for at least the prior seven (7) year period.

R.C. 3327.10, 3327.01 et seq., 4511.01 (F), 4511.75 et seq.

A.C. 3301-51-10, 3301-83-01 et seq., 3301-83-05, 3301-83-06

A.C. 3301-83-07

Adoption Date April 28, 2008

NONROUTINE USE OF SCHOOL BUSES

Buses owned by the Board 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 attendance with the following:

- A. The transportation of students to and from school has priority in the use of buses and drivers.
- B. Adequate adult supervision will be provided by sponsoring group or class.
- C. The use of District-owned buses will be scheduled through the Transportation Department.
- D. Fees for the use of District-owned buses will be established and made available through the Transportation Department.
- E. The drivers of the District-owned buses will ensure (1) that the buses are not overloaded, (2) that the students conduct themselves in a safe and orderly manner while in the buses and (3) that the District-owned buses are operated in a safe and lawful manner.
- F. The drivers of the District-owned buses will be responsible for reporting in writing to the Transportation Department the condition of buses, particularly any need for repair or servicing.

A.C. 3301-83-16

Adopted as Amended February 3, 2003
Adoption Date November 17, 1997

TRANSPORTATION BY PRIVATE VEHICLE

School bus transportation will be provided for all officially approved transportation requests 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; however, if the need arises, transportation by private vehicles will be permitted only if previously approved by the Superintendent.

If it is necessary to use private vehicles, the appropriate form or forms, the Student Transportation Permission and Release form and the Volunteer Driver Disclosure form, which shall include evidence that the vehicle and driver are covered for liability, medical payments, physical damage, and uninsured motorist liability, must be completed prior to the private vehicle being used. The Board will maintain excess insurance through a non-ownership liability endorsement to its bus fleet insurance policy covering all private vehicles use for transportation to and from student activities.

Adoption Date November 17, 1997
Adopted as Amended February 3, 2003
Adopted as Amended April 20, 2009

INSURANCE

The Board has the responsibility to maintain an adequate and comprehensive insurance program covering its buildings and grounds, fleet of school buses, other Board-owned vehicles and individuals discharging responsibilities for the District.

The Superintendent will have the responsibility of administering the total insurance program.

The District will make efforts to obtain insurance at the most economical cost, consistent with required coverage and service, through the Board-adopted insurance program.

Adopted as Amended February 3, 2003
Adoption Date November 17, 1997

BONDING

The Board recognizes that prudent trusteeship of the resources of this District dictate that employees responsible for the safekeeping of District monies be bonded.

The District shall be indemnified against loss of money by bonding of employees holding the positions and in the amounts determined by the Board.

All other employees and volunteers handling money shall be covered under a blanket bond to an amount determined by the Board.

The Board shall bear the cost of bonding.

R.C. 3313.25, 3313.83, 5705.412

Adopted as Amended February 3, 2003
Adoption Date November 17, 1997

STUDENT ACCIDENT INSURANCE

The Board recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the schools. Therefore, at the beginning of each school year, the Board may offer parents the opportunity to participate in group accident insurance at the expense of the parents.

A signed statement of insurance coverage on the part of the student's parent or guardian shall be a prerequisite for student registration in any school activity having a potential for personal injury.

The Superintendent shall recommend suitable and qualified insurance carriers and notify all parents of its availability.

R.C. 3315.062, 3327.09

Adopted as Amended February 3, 2003
Adoption Date November 17, 1997

RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. The District shall not act as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on District property by any party shall be in accordance with Policy and Administrative Guidelines 7510 - Use of District Facilities and 9700 - Relations with Special Interest Groups.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting.

Pursuant to Section 3313.602 of the Ohio Revised Code, the Board requires that a minimum of one hour, or one full class period, of observance be scheduled each year on or about Veterans Day to convey the meaning and significance of that day to all students and staff.

The Board believes one's appreciation of country is promoted by the ceremonies and observances held in the schools and that the United States Flag is a symbol of our democratic heritage, ideals, and freedom.

The Board believes oral recitation of the Pledge of Allegiance helps students learn and reinforce these principals; therefore:

- A. All students in grades kindergarten through 12 will orally recite the Pledge of Allegiance daily as determined by the building administrator;

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- B. the Board recognizes that beliefs of some persons prohibit participation in the Pledge of Allegiance; therefore, persons holding such beliefs are excused.

R.C. 3313.601, 3313.602, 3313.76, 3313.77

20 U.S.C. 4071 et seq.

Gregoire vs. Centennial School District 907 F.2d 1366, (3rd Circuit, 1990)

Lee vs. Weisman, 112 S. Ct. 2649, 120 L. Ed.2d 467 (1992)

Adopted as Amended February 3, 2003

Adopted as Amended Date August 21, 2000

Adopted as Amended Date May 8, 2000

Adoption Date November 17, 1997

