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STUDENT POLICIES GOALS

Through its policies that affect students, the Buckeye Joint Vocational Board of Education seeks to advance the following goals to:

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

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

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

EQUAL EDUCATIONAL OPPORTUNITIES

All students of the Buckeye Joint Vocational School District have equal educational opportunities

Students have the right to be free from discrimination on the basis of race, sex, marital status, pregnancy, national origin, citizenship status, handicap, disability, 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 are based on criteria reasonably related to that specific activity.

[Adoption date: September 18, 1990]

[Re-adoption date: July 19, 1994]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000d et seq.
Civil Rights Act, (Amended 1972), Title VII; 42 USC 2000e et seq.
Executive Order 11246, 1965, amended by Executive Order 11375
Education Amendments of 1972, Title IX, Pub. L. No. 92-318 (1972)
Individuals with Disabilities Education Act
Vocational Rehabilitation Act of 1973, § 504
ORC 3313.64
OAC 3301-35-02(a)(2)
Americans with Disabilities Act; 42 USC 12112 et seq.

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACB, Nondiscrimination on the Basis of Disability
GBA, Equal Opportunity Employment
IGBA, Programs for Students with Disabilities

SCHOOL ADMISSIONS

The Board of Education believes that the vocational programs of the District should be available to as many qualified and interested young people as existing resources allow.

All students, 16 years of age, having completed two years in high school, having earned nine credits and being on line for graduation at the end of two years at Buckeye, are eligible for admission providing they also meet the requirements of the particular program in which they wish to enroll in an occupational specific program. All students, 16 years of age, having earned less than nine high school credits, are eligible for admission to the Vocational Readiness Program only.

Students who are considered to be bona fide residents of communities or areas which are part of the taxing area of the District may participate tuition free.

Transfer from Member School to Buckeye

Every effort shall be made to complete the admission, registration and transfer procedures prior to the beginning of the school year. A student may be accepted at Buckeye at any time prior to the end of the second week of the school year if the student would otherwise qualify and an opening exists in the program in which the student is applying for admission. Transfers from the member schools to Buckeye immediately after the end of the second week of the school year, and for five school days only, will be approved only by mutual agreement of the Pupil Personnel Director and member school principal. A late enrolling student will decide on a vocational program or return to the home school at the end of the five-day period.

Transfer from Buckeye to the Member School

Any student who is enrolled and in attendance at Buckeye may, upon request, transfer to the home school at the end of the first week of the school year as established in the adopted Buckeye Career Center calendar. Transfers from Buckeye to the home schools will not be permitted at any other time except by the approval and mutual agreement of the Pupil Personnel Director and member school principal.

Students who fail any class related to the occupation cannot return in the same vocational program and have three options:

1. Return to the home school.
2. Withdraw and enter the GED program.
3. Go through vocational assessment to determine placement in another, more appropriate program at Buckeye.

[Adoption date: September 18, 1990]
[Re-adoption date: June 16, 1998]
[Re-adoption date: December 17, 2002]

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

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

ADMISSION OF HOMELESS STUDENTS

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

1. a supervised, publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill);
2. an institution that provides a temporary residence for individuals intended to be institutionalized or
3. a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

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

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

The Board ensures that:

1. it reviews and revises Board policies and regulations to eliminate barriers to the enrollment, retention and success in school of homeless students;
2. it appoints a District liaison who ensures that homeless students enroll and succeed in school and
3. homeless students are provided with transportation services that are at least comparable to the service provided to nonhomeless students.

If the District receives sub grants to implement this policy, the liaison ensures compliance with the sub grant and coordinates services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

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

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

The District complies with the Ohio Department of Education's Plan Ohio and federal law for the education of homeless children and youth.

[Adoption date: December 17, 2002]

LEGAL REF.: 42 USC Sections 11431 et seq.

CROSS REF.: AC, Nondiscrimination

ADMISSION OF NONRESIDENT/ADULT STUDENTS

Tuition or Service Fees

Youth and adults may seek admittance to high school courses offered at Buckeye to fulfill career goals or to complete requirements for a high school diploma. Although our prime responsibility is to provide vocational educational opportunities to the high school students and adults of this vocational district, the District will also accept adults and high school students from outside the vocational district into our high school programs under the following conditions.

Adult Students:

1. will be required to pay a service fee established by the Buckeye Joint Vocational Board of Education;
2. must provide own transportation;
3. will not be eligible to participate in extracurricular activities;
4. will be required to attend classes only; may leave the school grounds at all other times;
5. shall be permitted to enroll in those courses where regular student enrollment is not already too great. In other words, the students from within the District shall have first priority and
6. shall abide by the policies and regulations of the Board and school admission.

[Adoption date: September 18, 1990]

[Re-adoption date: June 16, 1998]

[Re-adoption date: December 17, 2002]

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

CONTRACT REF.: Negotiated Agreement

ADMISSION OF EXCHANGE STUDENTS

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

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

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

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

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

[Adoption date: September 21, 2010]

LEGAL REFS.: ORC 3313.20; 3313.535; 3313.615; 3313.64

CROSS REFS.: IGD, Cocurricular and Extracurricular Activities
IKFB, Graduation Ceremonies
JECB, Admission of Nonresident Students
JHCB, Immunizations

ADMISSION OF EXCHANGE STUDENTS

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

1. Exchange students must be associated with an organized foreign exchange program that is approved by the Board. Such programs must maintain either an office or a representative in Ohio.
2. The sponsoring parents and/or representatives of the approved sponsoring organization must contact the designated coordinator of the foreign exchange student program in the high school guidance office.
3. The Board reserves the right to restrict the number of foreign exchange students in any given academic year.
4. The school reserves the right to deny enrollment to foreign exchange students if approval by the high school guidance office has not been given by July 1 preceding the year of desired enrollment.
5. In order to provide a quality education and to minimize potential disruption, the high school will not accept foreign exchange students after the school year has begun. However, students who were accepted before the July 1 deadline will not be denied enrollment due to late arrival.
6. Exchange students must be full-time students carrying a full academic classload. Enrollment eligibility shall be determined on an annual basis. Exchange students shall receive pass/fail grades only for purposes of class GPA ranking. The coordinator shall keep a record of the students' actual grades for permanent records.
7. Exchange students will not be accepted on a part-time basis. Part-time is defined as less than a full school day or school year.
8. Exchange students completing grade 12 will receive an honorary diploma or certificate of attendance.
9. Exchange students are expected to share their cultural heritage to the fullest extent possible including topics such as government, economics, historical understanding and language.
10. Exchange students are subject to the same policies, rules, fees, fines and regulations of the Board that apply to all high school students.

(Approval date: September 21, 2010)

ADMISSION OF INTERDISTRICT TRANSFER STUDENTS
(Open Enrollment)

The Board shall operate the programs of the District for the benefit of school-aged youth who are resident to the member district. Out-of-District students will be admitted only if existing openings cannot be filled by resident students from the above described districts. Students accessing the Buckeye Career Center as a result of the open enrollment process shall be given second priority in the program registration.

Application for Admission

1. Applications for admission from students enrolling through the open enrollment policy may be submitted with other applications from the member districts. Such applications will be clearly identified as "open enrollment."
2. Applications from students through the open enrollment policy shall not be considered for admission to the Buckeye Career Center until May 1.
3. The number of openings in the Joint Vocational School for students enrolled in participating districts as a result of an open enrollment policy shall be determined annually by the enrollment in the program after May 1. The Board may exercise its discretion in limiting the number of open enrollment students and/or specific programs where open enrollment students are eligible to enroll.

Programs and Program Size

The number of programs and program size shall be determined by the Superintendent in accordance with District policies, state regulations and in consultation with participating district superintendents.

Program size shall be determined by the following:

1. Enrollment in occupationally specific programs shall have a maximum enrollment of 25 students.
2. The District shall not be required to enroll students through an open enrollment policy if such enrollment will require the employment of any additional staff.
3. The District shall not be required to provide any services or adapt facilities for open enrolled students that are not already provided by the District to meet the needs of the current enrolled student body.
4. Enrollment in programs shall be subject to an agreement of the participating district to provide transportation to and from the Joint Vocational School District.

5. In compliance with the Ohio Revised Code and Board policy, the Board shall enroll students without differentiation on the basis of academic or proficiency in English. No person shall on the basis of race, color, creed, religion, age, national origin, marital status, sex, ancestry, social, economic or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational/vocational program.
6. Once admitted and successfully completing the first year of a program, a student shall be automatically accepted to the Level Two year of the program if he/she wishes to continue. No student shall be displaced because of the application of another student.
7. All students enrolled through the open enrollment policy shall be expected to meet the qualifications described for students from member districts. In addition, any student expelled or suspended more than 10 days in the last semester will not be considered for admission.
8. Any student enrolled through the open enrollment procedures shall be afforded the same rights, privileges and responsibilities of resident students from member districts.

[Adoption date: April 20, 1993]

[Re-adoption date: June 16, 1998]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3313.64; 3313.65; 3313.983
Chapter 3327

STUDENT WITHDRAWAL FROM SCHOOL
(Loss of Driving Privileges)

When the Superintendent of the District receives information that a student of compulsory school age has withdrawn from school, the Superintendent must, within two weeks after the withdrawal, notify the registrar of motor vehicles and the juvenile judge of the county in which the school district is located. Such notification is not necessary if a student has withdrawn because of a change of residence, or the student is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

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

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

[Adoption date: July 20, 1993]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3319.321
3321.13
4507.061
20 USC 1232g, 34 CFR Part 99

STUDENT ABSENCES AND EXCUSES

The parent of a child of compulsory school age shall cause such child to attend a school or participate in a special education program that conforms to the minimum standards prescribed by the State Board of Education for the full time the school or program attended is in session, or shall otherwise cause him/her to be instructed in accordance with law. Children of compulsory school age shall attend or participate in a special education program that conforms to the minimum standards prescribed by the State Board of Education.

Attendance and Tardy Procedures

Attendance is vital to success, both in school and on the job. Poor attendance will reflect directly upon student grades. Just as an employer will not permit poor attendance, neither can Buckeye Joint Vocational School.

Excused

Students are to be in school unless excused for:

1. illness
2. death in the family or close friend
3. doctor or dental appointments
4. subpoena to appear in court
5. religious holidays
6. quarantine of home
7. county fair (authorized by County Extension Office)
8. family planned vacation (prior approval)
9. school activities
10. medical appointments
11. as determined by the Superintendent

Unexcused

The student will be considered unexcused if the above conditions have not been met. An unexcused absence eliminates the opportunity to make up work missed. Tests missed carry an automatic zero. Examples of unexcused absences are the following: working at home, gainful employment, oversleeping, missing the bus, car trouble, running nonemergency errands of any kind, vacations without prior approval, senior pictures. All procedures will be reviewed at the discretion of the Attendance Director.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

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

CROSS REFS.: JHC, Student Health Services and Requirements
Student Handbook

STUDENT ABSENCES AND EXCUSES

Students Habitually Absent - Loss of Driving Privileges

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

1. The Superintendent will notify, in writing, the student and his parents, guardian or custodian and state 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 will be denied. Such notification will also state that the student and his parent, guardian or custodian may appear before the Superintendent or designee to challenge the information provided to the Superintendent.
2. The notice from the Superintendent to the student must include the scheduled time, place and date of the hearing, which must be scheduled between three and five days after the notification is given. An extension may be granted by the Superintendent upon the request of the student, parent, guardian or custodian. The Superintendent must then notify the student and the parent, guardian, or custodian of the new hearing time place and date.
3. At the hearing before the Superintendent or designee, the student will have an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. Ohio law defines "legitimate excuses" for absence from school to include, but not be limited to: enrollment in another school or school district in Ohio or another state, possession of an age and schooling certificate, a bodily or mental condition that prohibits attendance under ORC 3321.04, or participation in a home instruction program under ORC 3321.04.
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 of the county. Such notification must be given to the registrar and the juvenile judge without two weeks of the receipt of the information regarding habitual absences, or, if the hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of motor vehicles and the county judge must comply with ORC 3319.321 and with the U. S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

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 will remain in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by Ohio law. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he/she resides.

(Approval date: December 16, 1993)

(Re-approval date: December 17, 2002)

TRUANCY

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

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

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

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

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

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

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

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

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

Regarding "habitual" truants, the Board must take as an intervention strategy any appropriate action contained in the Board policy, or the Board may file a complaint in juvenile court jointly against the child and the parent. The complaint must state that the child is an "unruly child" by virtue of being a "habitual truant", and that the child's parent violated the School Attendance Law.

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

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

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

[Adoption date: August 15, 2000]

[Re-adoption date: December 17, 2002]

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

CROSS REF.: JED, Student Absences and Excuses

STUDENT ATTENDANCE ACCOUNTING
(Missing and Absent Children)

The Buckeye Joint Vocational Board of Education believes in the importance of trying to decrease the number of missing children; therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The District staff provides the assistance it can to parents and guardians with this responsibility.

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

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

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

CROSS REFS.: JEC, School Admission
JHF, Student Safety

PERMANENT EXCLUSION

The Board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses.

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

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

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

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

The Board will act upon the Superintendent's recommendation within 14 days. Among the items the Board will consider will be information on:

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

7. evidence regarding the possible danger to other pupils and employees if the student remains in the District;

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

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

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

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

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

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

Re-admission

If, in the opinion of the Superintendent, a permanently excluded student no longer represents either a danger to the health and safety of other students or staff, the District may, in some instances, seek the re-admission of the student.

On the recommendation of the Superintendent, the Board will consider a resolution requesting the State Superintendent to revoke the permanent exclusion. If the Board adopts the resolution it will be forwarded to the State Superintendent, along with the reasons for the resolution and all relevant information.

Probationary Admission Following Permanent Exclusion

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

If a student requests consideration of probationary admission into this District, the Superintendent may enter into discussions with the student and his/her parent, guardian, custodian or their designee to develop a probationary admission plan designed to meet the educational needs of the child and the disciplinary requirements of the District.

If a satisfactory plan is developed, then the Superintendent will recommend the Board allow the student to attend classes within the District. The Board will act on the recommendation within 14 days.

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

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

[Adoption date: August 17, 1993]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: JGD, Student Suspension
JGE, Student Exclusion

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: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REF.: OAC 3301-35-03

CROSS REFS.: BCE, Board Committees
JFC, Student Conduct
Student Handbook

STUDENT CONDUCT (Zero Tolerance)

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

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

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

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

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

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

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

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

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[Adoption date: September 18, 1990]
[Re-adoption date: June 16, 1998]
[Re-adoption date: September 18, 2001]
[Re-adoption date: December 17, 2002]

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

CROSS REFS.: ABC, Student Involvement in Decision Making (Also JFB)
EBC, Emergency Plans
JFCJ, Weapons in the Schools
JG, all subcodes
Student Handbook

HAZING AND BULLYING
(Harassment, Intimidation and Dating Violence)

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 or physical act 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 or at a school-sponsored activity.

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.

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.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any 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 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 of all verified incidents of hazing and/or bullying and post the report on the District's web site.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students.

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: September 18, 1990]

[Re-adoption date: December 17, 2002]

[Re-adoption date: September 21, 2010]

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

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

HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Procedures

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

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

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

- D. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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

Teachers and Other School Staff

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

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

Complaints

1. Formal Complaints

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

2. Informal Complaints

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

3. Anonymous Complaints

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

Intervention Strategies

1. Teachers and Other School Staff

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

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

2. Administrator Responsibilities

A. Investigation

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

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

B. Nondisciplinary Interventions

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

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

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

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

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

Report to the Parent or Guardian of the Perpetrator

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

Strategies are developed and implemented to protect students from additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/Her Parent or Guardian

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

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services

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

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

(Approval date: September 21, 2010)

TOBACCO USE BY STUDENTS

Health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board wishes to encourage good health practices among the students of this District. Therefore, the Board prohibits the smoking, use or possession of tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff and any other forms of tobacco by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District.

Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conduct is mandatory. Disciplinary measures taken against students for violations of this policy comply with the requirements of State law and related District policies.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

[Re-adoption date: January 16, 2007]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Goals 2000: Educate America Act; 20 USC 6081 through 6084
ORC 3313.66; 3313.661; 3313.751
3794.01; 3794.02; 3794.03(F); 3794.04; 3794.06
OAC 3301-35-02; 3301-35-04

CROSS REFS.: JFC, Student Conduct (Zero Tolerance)
JGD, Student Suspension
JGE, Student Expulsion
Student Handbooks

ALCOHOL USE/STUDENT DRUG ABUSE

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

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

The Board wishes to emphasize the following.

1. A student is required to obey existing laws on school grounds and 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, is determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.
2. Discipline is imposed independent of court action. Students are subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.
3. Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.
4. If conditions warrant, the administration refers the student for prosecution and offers full cooperation in a criminal investigation.
5. A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow-through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Director will establish, and the Board will consider for approval, detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures must be in keeping with applicable laws and will be observed by all staff members. It is the desire of the

Board for students with problems to 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.

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[Adoption date: September 18, 1990]
[Re-adoption date: December 17, 2002]

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

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

DANGEROUS WEAPONS IN THE SCHOOLS

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

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924.), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

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

Matters which might lead to a reduction of the expulsion period include: an incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

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

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

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

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

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

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

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

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

[Adoption date: April 20, 1993]
[Re-adoption date: September 19, 1995]
[Re-adoption date: September 18, 2001]
[Re-adoption date: December 17, 2002]

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

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

PREGNANT STUDENTS

Educational opportunities are part of the value system of a free society and education in our increasingly complex and technological society is a prerequisite for the opportunity to lead a full and productive life; therefore, the Board affirms the right of a pregnant student to continue her participation in the public school program.

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

Efforts are 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 to complete high school.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3321.01; 3321.04

INTERROGATIONS AND SEARCHES

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

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

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. This policy will be posted in every building.

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

[Adoption date: July 20, 1993]

[Re-adoption date: December 17, 2002]

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

CROSS REF.: JHG, Reporting Child Abuse

INTERROGATIONS AND SEARCHES

Searches of Student Property by School Personnel

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

1. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk or other storage space, possession of which constitutes a crime or rule violation.
2. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
3. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

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

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

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

Searches of Student Property by Police

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

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Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control, therefore:

1. Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact will be made out of the sight of others as much as possible.
2. The school principal must be notified before a student may be questioned in school or taken from a classroom.
3. If possible, a parent or legal guardian of the student to be interviewed should be notified by the police before the student is questioned so that the parents may be present if they so desire.
4. To avoid possible criticism, a school official will request to be present when an interrogation takes place within the school.
5. When it is necessary to remove a student from school, the discipline coordinator should notify the parents.
6. The police department should always be notified by the discipline coordinator whenever a student is involved in any type of criminal activity. When the discipline coordinator learns of this involvement, he/she should notify the juvenile officer or detective bureau of the police department. The school should not attempt to handle matters which are properly in the realm of the police department.

(Approval date: July 20, 1993)

(Re-approval date: December 17, 2002)

STUDENT DISCIPLINE

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education. The Buckeye Joint Vocational Board of Education delegates to school officials the authority to enforce District policies, regulations and school rules governing student conduct. Suspension, emergency removal and expulsion will be in accordance with state law.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3313.20; 3313.66; 3313.661; 3313.662
3319.41

CROSS REFS.: ECAB, Vandalism
IGD, Cocurricular Activities
JG, all subcodes
Student Handbook

STUDENT SUSPENSION

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

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

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

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

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. 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's decision may be made to the Court of Common Pleas.

[Adoption date: August 17, 1993]

[Re-adoption date: September 18, 2001]

[Re-adoption date: December 17, 2002]

[Re-adoption date: September 18, 2007]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: 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

EMERGENCY REMOVAL OF STUDENT

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

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

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

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

[Adoption date: August 17, 1993]

[Re-adoption date: December 17, 2002]

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

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

STUDENT EXPULSION

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

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

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

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

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

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

Permanent Exclusion

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

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 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 20 days or into the following semester or school year is referred to an agency, which works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

[Adoption date: August 17, 1993]

[Re-adoption date: September 18, 2001]

[Re-adoption date: December 17, 2002]

[Re-adoption date: September 18, 2007]

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

CROSS REFS.: ECAB, Vandalism
JFC, Student Conduct (Zero Tolerance)
JEGA, Permanent Exclusion
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

STUDENT HEALTH SERVICES AND REQUIREMENTS

The Board believes that the health and safety of students and school personnel should have top priority in the daily operation of the school; therefore, the administration shall organize the total staff to include health and safety in the instructional program and to be prepared for natural disasters, medical emergencies, epidemics, fire, explosions, etc.

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.

The school will have on file for each student an emergency medical authorization form providing information from the parent/guardian on how he/she wishes the school to proceed in the event of a health emergency involving the student and a release for the school in case emergency action must be taken.

Special Services

The Board believes that some students may need special care; therefore, the services of a school nurse should be available at all times and the services of a school psychologist and speech and hearing therapist should be available on an on-call basis.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

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

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

ADMINISTERING MEDICINES TO STUDENTS

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

1. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
4. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
6. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

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

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine autoinjector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

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 the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

[Re-adoption date: October 15, 2010]

LEGAL REFS.: ORC 2305.23; 2305.231
3313.64; 3313.712; 3313.713; 3313.716; 3313.718
3314.03; 3314.141
OAC 3301-35-06

CROSS REFS.: EBBA, First Aid
JFCH, Alcohol Use by Students
JFCI, Student Drug Abuse

ADMINISTERING MEDICINES TO STUDENTS

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

1. The person or persons designated as a trained licensed health professional are to administer medication after receiving a written request, signed by the parent(s) having care or charge of the student, that the drug be administered to the student.
2. Each person designated to administer medication receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:
 - A. the name and address of the student;
 - B. the school and class in which the student is enrolled;
 - C. the name of the drug and the dosage to be administered;
 - D. the times or intervals at which each dosage of the drug is to be administered;
 - E. the date on which the administration of the drug is to begin;
 - F. the date on which the administration of the drug is to cease;
 - G. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency and
 - H. special instructions for administration of the drug, including sterile conditions and storage.
3. The parent(s) agree to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe medication as described above changes.
4. The school nurse or an employee of the Board who is a licensed health professional, or who has completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board, may administer to a student a drug prescribed for the student, pursuant to requirements established under this policy.

5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional.

The trained licensed health professional designated by the Board establishes a location in each school building for the storage of drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs which require refrigeration may be kept in a refrigerator in the school nurse's office.

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

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

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

(Approval date: September 18, 1990)

(Re-approval date: December 17, 2002)

(Re-approval date: October 15, 2010)

ADMINISTERING MEDICINES TO STUDENTS
(Use of Asthma Inhalers)

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

The school nurse or an employee of the Board who is a licensed health professional, or who has completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board, may administer to a student a drug prescribed for the student, pursuant to requirements established under this policy.

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

1. the student's name and address;
2. the name of the medication contained in the inhaler;
3. the date the administration of the medication is to begin;
4. the date, if known, that the administration of the medication is to cease;
5. written instructions which outline the procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack;
6. any severe adverse reactions that may occur to the student using the inhaler that should be reported to the physician;
7. any severe reactions that may occur to another student for whom the inhaler is not prescribed, should he/she receive a dose of the medication;
8. at least one emergency telephone number for contacting the physician;
9. at least one emergency telephone number for contacting the parent, guardian or other person having care or charge of the student in an emergency and
10. any other special instructions from the physician.

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

(Approval date: October 15, 2010)

ADMINISTERING MEDICINES TO STUDENTS
(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, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

The school nurse or an employee of the Board who is a licensed health professional, or who has completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board, may administer to a student a drug prescribed for the student, pursuant to requirements established under this policy.

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 possessing 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 medication is used by a student for whom it was not prescribed.

All immunities granted to schools under the sovereign immunity law or any other law apply.

(Approval date: October 15, 2010)

STUDENT SAFETY

Safety is an important part of every function here at Buckeye Joint Vocational School District as well as away from Buckeye Joint Vocational School. Each program has different safety requirements for the protection of everyone. Students who fail to conform to these safety regulations will be subject to normal disciplinary procedures.

The objectives of safety instruction in the District include:

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

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

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

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

REPORTING CHILD ABUSE

All employees of the District who know or suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered or is suffering any type of abuse or neglect are required to report such information to the Public Children Services Agency or the local law enforcement agency. Procedures for reporting to ensure prompt reports are made known to the school staff.

Procedures for reporting will be made known to the school staff and reports will be made promptly. A person who participates in making such reports is immune from any criminal liability.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 2151.421
3319.072

NOTIFICATION ABOUT SEX OFFENDERS

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

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

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

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

[Adoption date: December 17, 2002]

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

CROSS REF.: GBQ, Criminal Record Check

STUDENT GIFTS AND SOLICITATIONS

There are differences in the economic status of families represented by the students in the District and the Buckeye Joint Vocational Board of Education wishes to avoid any embarrassment of students or hardship on families that lack financial resources; nor does the Board wish to burden the community with numerous, repeated solicitations by the students.

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.
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, the school scholarship fund or to present a gift that will have long-lasting benefit to all students in the District.
5. Permission will never be given for the school to sponsor nonschool fund raisers.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REF.: ORC 3313.20

CROSS REFS.: GBI, Staff Gifts and Solicitations
IGDF, Student Fund-Raising Activities
KI, Public Solicitations in the Schools
KJ, Advertising in the Schools

STAFF-STUDENT RELATIONS

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

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

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

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

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

10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.

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

[Adoption date: December 17, 2002]

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

CONTRACT REF.: Negotiated Agreement

STUDENT FEES, FINES AND CHARGES

Materials Fees

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

The Board directs the Superintendent/designee to prepare a schedule of fees for materials to be used in courses of instruction and a schedule of charges that may be imposed for damage to school property.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction.

Textbooks

It is important that good records are kept concerning textbooks. All texts must be assigned to students and the condition of the book is noted. This assignment must be made even if a book is shared. The purpose of this is to hold students accountable at the end of the school year. Textbooks are not to be sold except by permission of the Director.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

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

All fines collected are sent to the Treasurer for deposit in the General Fund of the Board.

Collection of Student Fees and Fines

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

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

Collection Process

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

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

[Re-adoption date: October 20, 2009]

LEGAL REFS.: National School Lunch Act of 1946, 42 USC 1751
Child Nutrition Act of 1966, 42 USC 1771
ORC 3313.642
3329.06

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

STUDENT RECORDS

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

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

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

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

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

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

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act (FERPA) and

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

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

1. student's name
2. student's address
3. student's date of birth
4. student's extracurricular participation
5. student's achievement awards or honors
6. student's weight and height, if a member of an athletic team

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

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

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

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

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

[Adoption date: August 17, 1993]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC § 1232g
ORC 149.41; 149.43
1347.01 et seq.
3317.031
3319.32; 3319.321; 3319.33
3321.12; 3321.13
3331.13
OAC 3301-35-02(B)(4)(b); 3301-35-03(E)

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

