

Book Policy Manual

Section Update 42.2-Ready for Supt Review/Edit

Title Vol. 42, No. 2 - February 2024 Policy Disposition Sheet

Code 02 - Disposition Sheet

Status

**DISPOSITION OF NEW/REVISED/REPLACEMENT
POLICIES FOR BOARD ADOPTION**

VOL. 42, NO. 2 - FEBRUARY 2024

Coding for District-Specific Edits

*1 = drafted by District staff

*2 = if the material was a work for hire, that is, material the District paid someone else to develop but from whom the District purchased the rights to publish

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Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po2623				
po2623.02				
po3120.04				
po3140				
po4124				
po4140				
po5310				
po8600				
po8600.04				
po8640				
po8650				
po8660				

Book	Policy Manual
Section	April 2024-Ready for Board
Title	Vol. 42, No. 2 - February 2024 Revised STUDENT ASSESSMENT AND ACADEMIC INTERVENTION SERVICES
Code	po2623
Status	
Adopted	November 1, 1986
Last Revised	May 18, 2017

Revised Policy - Vol. 42, No. 2

2623 - STUDENT ASSESSMENT AND ACADEMIC INTERVENTION SERVICES

The Board of Education shall assess student achievement and needs in all program areas in compliance with State law and the rules adopted by the State Board of Education. The purpose of such assessments will be to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this District.

The Board shall administer the State-mandated tests (e.g., diagnostic assessments and achievement tests) to students at the times designated by the State Board of Education. The Board may, for medical reasons or other good cause, excuse a student from taking a State-mandated test on the date scheduled, but any such test shall be administered to such excused student not later than nine (9) days following the scheduled date. The Board shall annually report, not later than June 30th, the number of students who have not taken one (1) or more of the State-mandated tests to the State Board of Education.

The District shall require that all appropriate staff have knowledge of the prescribed standards of ethical assessment practice and shall monitor the assessment practices for compliance with these standards. These duties shall include:

- A. communicating standards of ethical assessment practice;
- B. communicating security procedures for assessment;
- C. establishing procedures for reviewing assessment materials and procedures and assessment preparation materials and procedures;
- D. establishing channels of communication that allow teachers, other educators, students, parents, and other members of the community to voice concerns about assessment practices;
- E. establishing written procedures for investigating complaints, allegations, and/or concerns about assessment practices, protecting the rights of an individual, the integrity of an assessment, and the results of an assessment.

The Board shall provide academic intervention services in pertinent subject areas to students who score below the proficient level in reading, writing, mathematics, social studies, or science achievement test, or who do not demonstrate academic performance at their grade level based on the results of a diagnostic assessment.

At least annually, staff members will assess the academic achievement and learning needs of each student. Procedures for such assessments may include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, and physical examinations.

The Superintendent shall develop a program of testing that includes:

- A. administration of State-mandated tests (e.g., diagnostic assessment and achievement tests), at no cost to students, in accordance with the provisions of A.C. 3301-13-02;

- B. performance-based tests at appropriate grade levels to measure achievement of performance objectives in composition, mathematics, science, social studies, and reading;
- C. District or teacher-made achievement or performance tests;
- D. tests of mental ability;
- E. ☒ norm referenced achievement tests.

"Achievement test" means "a test, aligned with the Ohio academic content standards and model curriculum, designed to measure a student's level of knowledge or skill in a specific subject area that is expected at the end of a designated grade and/or is required as part of the Ohio graduation requirement."

"Alternate assessment" means "the use of an assessment instrument, other than the Ohio achievement tests or diagnostic assessments, that meets the requirements of all applicable Federal and State laws and A.C. 3301-13-03."

"Diagnostic assessment" means "an assessment aligned with Ohio academic content standards and model curriculum, designed to measure student comprehension of academic content and mastery of related skills for a relevant subject area at each grade level, kindergarten through three, as defined in R.C. 3301.079."

~~"End-of-course examsOhio graduation tests"~~ means ~~"the college and work ready assessments selected by the Department of Education and Workforce and the Chancellor of Higher Education that are achievement tests, aligned with academic content standards and model curriculum and curriculum, designed to measure a student's level of academic achievement expected at the end of the tenth grade in writing, reading, mathematics, social studies, and science."~~

"Performance standards" means "a score adopted by the State Board of Education indicative of a particular level of academic achievement at a designated grade for each achievement test or alternate assessment."

~~"State-mandated assessments or Statewide tests"~~ means ~~"an achievement assessment prescribed under section 3301.0710 of the Revised Code or an end-of-course examination under section 3301.0712 of the Revised Code any assessment that is provided by the Ohio Department of Education (ODE) for use in all participating schools in the State."~~

The Superintendent shall develop:

- A. procedures for the regular collection of student performance data;
- B. a plan for the design of classroom-based intervention services to meet the instructional needs of individual students as determined by the results of diagnostic assessments; and
- C. procedures for using student performance data to evaluate the effectiveness of intervention services and, if necessary, to modify such services.

For any student who failed to demonstrate at least a score at the proficient level on an achievement test during the preceding school year, the Board shall provide appropriate intervention services commensurate with the student's test performance in each such test area, including intensive prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608, or R.C. 3313.6012.

The Board shall require that:

- A. ~~by June 30 each year, parents are provided with the score of any State-mandated assessment or test administered to their student;~~
~~Results will be sent via mail or email or, alternatively, will be posted to a secure portal that families can access on the District's or school's website. R.C. 3313.6029~~
- B. ☒ parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- C. ☒ data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the Board's student records policy;
- D. ☒ the aggregate results of each school-wide, program-wide, and District-wide test be made part of the public record.

Summer remediation services shall meet the following conditions:

- A. the remediation methods are based on reliable educational research
- B. testing will be conducted before and after students participate in the program to facilitate monitoring results of the remediation services
- C. the parents of participating student will be involved in programming decisions
- D. the services will be conducted in a school building or community center and not on an at-home basis

The Board shall keep records for each student including the following:

- A. a unique State student identification code or a student data verification code as required in accordance with R.C. 3301.0714(D)(2)
- B. a list or designation of which tests are required and which tests are not required
- C. a list or designation of which tests, required or not required, are taken and which are not taken at each test administration period
- D. score for each test taken, required or not
- E. whether each student attained the requisite performance standard designated for each required test
- F. what if any tests must still be taken
- G. whether or not intervention must be provided
- H. for each test required for graduation, the date passed must be recorded on the student's transcript

No information shall be on the student's transcript for a test not passed.

When a student who has taken State-mandated tests in one (1) school leaves that school to enroll in another school, the school previously attended shall provide, immediately upon request by a school official from the enrolling school, all applicable records set forth above.

For each student required to be offered intervention services, the Board shall involve the student's parent or guardian and classroom teacher in developing the intervention strategy, and shall offer to the parent or guardian the opportunity to be involved in the intervention services.

During the school year following the year in which the tests prescribed by R.C. 3301.0710(A)(1) are administered to any student, the Board shall provide appropriate intervention services, commensurate with the student's test performance, including any intensive prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608 or R.C. 3313.6012, in any skill in which the student failed to demonstrate at least a score of proficient level on an achievement test.

Except as authorized by State law, the Board shall not use any student's failure to attain a specified score on any State-mandated test as a factor in any decision to deny the student promotion to a higher grade level.

All identified students with disabilities in the School District shall be considered for participation in the State-mandated testing. The extent of the student's participation shall be determined by the IEP Team.

Accordingly, the student's IEP shall require that ~~the student~~ he take:

- A. the required assessments in the same manner as other students;
- B. the required assessments with accommodations appropriate for ~~the student's~~ his/her disability; or
- C. an alternate assessment that has been approved by the State Department of Education.

To the extent possible, and in accordance with law, a student with disabilities shall not be excused from taking a required assessment unless no reasonable accommodation can be made to enable the student to take the assessment.

The Superintendent shall implement administrative guidelines that comply with the State Department's regulations with regard to the administration of the State-mandated tests including the reporting of results.

Program evaluations will be reviewed and updated every five (5) years. A schedule for such will be developed and implemented by the Superintendent.

~~{DRAFTING NOTE: SELECT FROM FOLLOWING OPTIONS{SELECT}:}~~

~~8] {OPTION #1}~~

After July 1, 2017, no student will spend more than two percent (2%) of the school year taking state assessments, including the Ohio graduation tests, college and work ready assessment systems, and any District-wide assessment for all students in a specified subject area or grade level. Students will not spend more than one percent (1%) of the school year on diagnostic or practice assessments to prepare for the above assessments. Students with disabilities are exempt from this requirement, as are related diagnostic assessments for students who failed the English language arts achievement assessment, substitute examinations, or examinations to identify a gifted student.

~~{END OF OPTION #1}~~

~~{ } {OPTION #2}~~

~~The Board has held a hearing and adopted a resolution authorizing the District to exceed state diagnostic and practice testing time limits, and state assessment and District-wide subject and grade level testing time limits on the percentage of the school year that may be spent during the school year to prepare for and take those assessments.~~

~~{END OF OPTION #2}~~

This policy shall be reviewed and updated annually.

~~See Policy 2623.02—Third Grade Reading Guarantee~~

~~[Cross References
po2623.02]~~

A.C. 3301-13, 3301-35
R.C. 3301.079, .0710, .0711, .0712, .0714, .0715, .0729
R.C. 3313.608, 3313.608(D), 3313.6012, 3313.6029

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Legal	A.C. 3301-13, 3301-35 R.C. 3301.079, .0710, .0711, .0712, .0714, .0715, .0729 R.C. 3313.608, 3313.608(D), 3313.6012, 3313.6029
Cross References	po2623.02 - THIRD GRADE READING GUARANTEE

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Revised Policy - Vol. 42, No. 2

2623.02 - THIRD GRADE READING GUARANTEE

All students entering the third grade are expected to demonstrate a certain level of competency in reading before advancing to the fourth grade.

In accordance with State law, the Superintendent shall develop a program for the annual assessment of the reading skills of each student at the end of first, second, and third grade and identify those students who are reading below their grade level. Each student's classroom teacher shall be involved in the assessment and identification of those students who are reading below grade level. ~~(x) The assessment may be administered electronically using live, two-way video and audio connections whereby the teacher administering the assessment may be in a separate location from the student.~~

The District shall provide intervention services to students whose assessments show that they are failing to make satisfactory progress toward attaining the academic standards for their grade level.

Definitions

"On track" means ~~any student who~~ is reading at ~~or above the student's~~ grade level based on previous end-of-year standards expectations by September 30th.

"Not on track" means ~~any student who is not~~ reading ~~below the student's~~ grade level based on previous end-of-year standards expectations by September 30th.

Assessment of Reading Skills Program

- A. Diagnostic assessments in reading, as approved by the Ohio Department of Education and Workforce (DEW), shall be given by September 30th of each year for students in ~~grades one (1) through three (3)~~ ~~kindergarten through Grade Three (3)~~, with the exception of students with significant cognitive disabilities or other disabilities as authorized by the DEW on a case-by-case basis. For kindergarten students, the kindergarten readiness assessment shall be administered not earlier than the first day of ~~July of~~ the school year and not later than ~~the 20th day of instruction for that school year~~ ~~November 1st, except the language and readiness skills portion of the assessment shall be administered by September 30th.~~ For students enrolled in first, second, or third grade, the diagnostic assessments in reading shall be administered at least once annually ~~(R.C. 3313.608, 3313.0715).~~

The District shall administer each applicable diagnostic assessment to any student who transfers into the District or into a ~~different new~~ school within the District who did not take a diagnostic assessment at the ~~student's~~ previous school during the current school year unless the student is excused from taking the assessment as provided for in the preceding paragraph. The diagnostic assessment(s) shall be administered within thirty (30) days of transfer ~~(R.C. 3313.0715).~~

After the administration of any diagnostic assessment, the District shall provide to each student's parent a copy of the student's completed diagnostic assessment, the results of such assessment, and any other accompanying documents used during the administration of the assessment. The preceding documents and information shall be included in any reading improvement and monitoring plan(s) developed with respect to the student. The District shall also submit to the DEW the results of the diagnostic assessments administered pursuant to this section, ~~except~~

the results of the kindergarten readiness assessment shall be submitted to the Department of Children & Youth.

B. Diagnostic assessment results shall be translated to DEW's definitions of "on track" and "not on track". The District shall make the final determination regarding whether a student is "on track" or "not on track".

C. If the diagnostic assessment shows that a student is "not on track" to be reading at grade level by the end of the year, the parent will be notified, in writing, of the following:

1. that the school has identified the student as having a substantial deficiency in reading
2. a description of current services provided to the student
3. a description of proposed supplemental instructional services and supports that will be provided to the student that are designed to remediate the identified areas of reading deficiency
4. that the statutorily prescribed assessment is not the sole determinant of promotion and that additional evaluations and assessments are available to the student to assist parents and the District in knowing when a student is reading at or above grade level and ready for promotion
5. that the student will be retained in the third grade if the student does not attain a score in the statutorily prescribed level on the third grade English Language Arts assessment unless the student is exempt as delineated below, and
6. a statement that connects the child's proficiency level in reading to long-term outcomes of success related to proficiency in reading

D. For each student identified to be "not on track", the District shall:

1. provide intensive reading instruction services and regular diagnostic assessments immediately following the identification of a reading deficiency until the development of a reading improvement and monitoring plan;

The intervention services shall be aligned with the science of reading as defined under State law and include research-based reading strategies that have been shown to be successful in improving reading among low-performing readers and instruction targeted to the student's identified reading deficiencies.

2. develop a reading improvement and monitoring plan (RIMP) within sixty (60) days of learning of the reading deficiency, ~~which will be provided until the student achieves the required level of skill in reading for the child's current grade level;~~

The District shall involve the student's parent/guardian and classroom teacher in developing the plan.

3. assign a teacher who has at least one (1) year of teaching experience and satisfies one (1) or more of the following criteria:

- a. holds a reading endorsement and has attained a passing score on the corresponding assessment, as applicable
- b. has obtained a master's degree with a major in reading
- c. was rated "most effective" for reading instruction consecutively for the most recent two (2) years based on assessments of student growth measures developed by a vendor and that is on the list of DEW-approved student assessments
- d. was rated "above expected value added" in reading instruction, as determined by criteria established by the DEW, for the most recent consecutive two (2) years
- e. has earned a passing score on a DEW-approved rigorous test of principles of scientifically research-based reading instruction
- f. holds an educator license for teaching grades pre-kindergarten through three (3) ~~or~~ four (4) through nine (9) issued on or after July 1, 2017

The District may alternatively assign a teacher with less than one (1) year of teaching experience, provided the teacher meets at least one (1) of the criteria (a-f) set forth above and the teacher is assigned a qualified teacher mentor. The student ~~also~~ may receive reading intervention or remediation services from a duly licensed speech-language pathologist.

Finally, nothing in this Policy shall prevent a teacher, other than a student's classroom teacher (i.e., teacher of record), from providing the requisite reading intervention or remediation services to the student, so long as the assigned teacher has at least one (1) year of teaching experience, satisfies at least one (1) of the criteria (a-f) set forth above, and both the classroom teacher and the building ~~principal~~ ~~Principal~~ agree to the assignment. Such an assignment must be documented in the student's reading improvement and monitoring plan.

Reading Improvement and Monitoring Plan (RIMP)

A reading improvement and monitoring plan will be provided until the student achieves the required level of skill in reading for the student's current grade level. The RIMP developed for students identified as "not on track" shall include:

- A. identification of the student's specific reading deficiency;
- B. a description of ~~proposed~~ supplemental instructional services and support that will be provided to the student to remediate the identified reading deficiencies;
- C. opportunities for the student's parent/guardian to be involved in the instructional services ~~and support~~;
- D. a process to monitor the implementation of the student's instructional services ~~and support~~;
- E. a reading curriculum during regular school hours that assists students to read at grade level, provides scientifically based and reliable assessments, and provides initial and ongoing analysis of each student's reading progress;
- F. a statement that if the student does not attain at least the equivalent level of achievement ~~designated under pursuant to R.C. 3301.0710(A)(3) on the assessment prescribed to measure skill in English language arts expected by the end of third grade~~, the student may be retained in third grade; and
- G. high-dosage tutoring opportunities aligned with the student's classroom instruction through a State-approved vendor on the list of high-quality tutoring vendors, or a locally approved opportunity that aligns with high-dosage tutoring best practices. High-dosage tutoring shall include additional instruction time of at least three (3) days per week or at least fifty (50) hours over thirty-six (36) weeks.

Beginning with the 2024-2025 school year, the District will utilize evidence-based reading intervention programs that focus on intensive, explicit, and systematic instruction in phonetic awareness, phonics, vocabulary, fluency, comprehension, and writing from a list developed by the DEW. The District will not use and will not seek a waiver to use the three-cuing approach to teach students in grades pre-kindergarten to five (5) who have a RIMP except as permitted by law.

Reporting Requirements

All assessment results and determinations shall be compiled and maintained by the District. The District shall comply with all reporting requirements of Ohio's Third Grade Reading Guarantee.

Promotion/Retention

No student shall be promoted to the fourth grade who does not attain at least the equivalent level of achievement designated by R.C. 3310.0710(A)(3) on the assessment prescribed to measure skill in English language arts (ELA) expected at the end of third grade unless the student is excused from taking the assessment pursuant to R.C. 3301.0711(C), or one (1) of the following applies:

- A. the student is an English Learner who has been enrolled in United States schools for less than three (3) full school years and has had less than three (3) years of instruction in English as a second language program; or
- B. the student is a child with a disability entitled to special education and related services under R. C. Chapter 3323 and the student's individualized education program (IEP) exempts the student from retention under State law; or
- C. the student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education and Workforce (DEW); or
- D. all of the following apply:

1. The student is a child with a disability entitled to special education and related services under R.C. Chapter 3323.
 2. The student has taken the third grade English language arts achievement assessment, as prescribed.
 3. The student's IEP or Section 504 Plan shows that the student has received intensive remediation in reading for two (2) school years, but still demonstrates a deficiency in reading.
 4. The student previously was retained in any of grades kindergarten to three (3).
- E. the student received intensive remediation for reading for two (2) school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three (3); ~~or~~

Any such student shall continue to receive Intensive reading instruction in grade four (4). The instruction shall include an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies that have been successful in improving reading among low-performing readers; ~~or~~

- F. a student's parent or guardian, in consultation with the student's reading teacher and building principal, requests that the student, regardless of if the student is reading at grade level, be promoted to fourth grade. Any such student will continue to receive intensive reading instruction in the same manner as a student retained until the student is able to read at grade level.

A student retained under the provisions of the Third Grade Reading Guarantee and this policy shall be considered for mid-year promotion if that student demonstrates that the student is reading at or above grade level, in accordance with the provisions of Policy 5410 - Promotion, Academic Acceleration, Placement, and Retention. Such action shall be considered in consultation with the parent/guardian and the Student Intervention Team and with the concurrence of the building ~~principal~~ administrator.

Intensive Remediation Services

Remediation services for students on reading improvement and monitoring plans shall be aligned with the science of reading as defined by State law and include research-based reading strategies that have been shown to be successful in improving reading among low-performing readers.

If a student is retained by the Third Grade Reading Guarantee, the student must be provided intense remediation services until the student is able to read at grade level. The remediation services must include intense interventions and consist of at least ninety (90) minutes of reading instruction daily.

The District shall provide the option for students to receive reading intervention services from one (1) or more providers other than the District. Both the District and the DEW have the authority to screen and approve such providers.

Interventions for students who have been retained may include:

- A. small group instruction;
- B. reduced student-teacher ratios;
- C. more frequent progress monitoring;
- D. tutoring or mentoring;
- E. transition classes containing third and fourth grade students;
- F. summer reading camp; or
- G. extended school day, week, or year.

Intensive remediation services shall be targeted to the student's identified reading deficiency.

Nothing in this policy shall prevent the District from assigning a teacher to teach reading to any student who is an English Learner and has been in the United States for three (3) years or less, or to a student who has an individualized education program ("IEP"), if that teacher holds a DEW-approved alternative credential or has successfully completed DEW-approved training that is based on principles of scientifically research-based reading instruction.

This policy shall be reviewed and updated periodically as necessary.

A.C. 3301-13, 3301-35

R.C. 3301.079, .0710, .0711, .0714, .0715

R.C. 3313.608, 3313.608(D), 3313.6012, 3313.6028

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A.C. 3301-13, 3301-35

R.C. 3301.079, .0710, .0711, .0714, .0715

R.C. 3313.608, 3313.608(D), 3313.6012, 3313.6028

Book	Policy Manual
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Status	
Adopted	November 1, 1986
Last Revised	May 21, 2020

Revised Policy - Vol. 42, No. 2

3120.04 - EMPLOYMENT OF SUBSTITUTES

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The Superintendent shall recommend and the Board shall approve substitutes to replace temporarily absent regular staff members and fill new positions. Substitute teachers whose license limits them to teach for only one (1) semester in a class will be approved by the Board before the start of each semester. Employment of substitute teachers may be terminated when their services are no longer required.

Substitutes must possess a valid Ohio professional ~~license, license or substitute teaching license, or pre-service teaching permit~~ license to serve as a substitute. No professional staff member employed in a position for which licensure is required may be paid until evidence of such appropriate licensure for the subject area, grade level, ~~or~~ position, etc. has been received by the Superintendent and transmitted to the Treasurer.

Substitutes also must pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation (see Policy 3121).

Substitutes may be required to undergo a tuberculosis examination in accordance with the law and at the direction of the Ohio Department of Health or the local health department.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

A substitute employed for more than sixty (60) days in one (1) specific position will be placed at the minimum salary on the current teachers' salary schedule (e.g. BA/0) and will be eligible for fringe benefits provided to regular teachers, including sick leave.

Casual or daily substitutes shall not earn sick leave nor be paid for days when students are not required to attend school. They are also not entitled to receive notice of non-renewal.

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Legal	R.C. 3307.381(A), 3317.13, 3319.10, 3319.36, 3319.39, 3319.101
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Book	Policy Manual
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Last Revised	November 15, 2018

Revised Policy - Vol. 42, No. 2

3140 - TERMINATION AND RESIGNATION

Termination

The employment contract of a professional staff member may be suspended and/or terminated in accordance with law, upon a majority vote of the Board of Education, for good and just cause, including disclosing a question to a student on a State-mandated assessment. In such cases, the Board shall abide by due process, statutory procedures, and the applicable terms set forth in any collectively-bargained agreement.

Any professional staff member who fails to maintain a required license, certificate, or permit throughout the term of employment will be immediately suspended without pay and such failure is grounds for termination.

Notice of termination shall be given by regular mail with a certificate of mailing, electronic mail with proof of delivery, or other method with proof of delivery.

Resignation

A professional staff member may resign in accordance with law and the applicable terms of any collectively-bargained agreement.

[X] A resignation, once accepted by the Board, may not then be rescinded. ~~**{END-OF-OPTION**~~

Reporting Professional Misconduct

The Superintendent (or Board President where either the Superintendent and/or Treasurer has engaged in misconduct) will file a report to the Ohio Department of Education, on forms provided by the Department for that purpose, matters of professional misconduct on the part of licensed professional staff members in those specific circumstances set forth in State law and Policy 8141, including a conviction of the professional staff member of certain enumerated crimes and/or for conduct which is determined to be unbecoming to the teaching profession in conjunction with the non-renewal or termination of a professional staff member, or resignation by a professional staff member under threat of same and/or during the course of an investigation of conduct reasonably determined to be unbecoming the teaching profession.

Reports of any investigation regarding whether or not a professional staff member has committed an act or offense for which the Superintendent or Board President is required to make a report to the Ohio Department of Education shall be kept in the personnel file of the professional staff member. Should the Ohio Department of Education determine that the results of that investigation do not warrant initiating an action suspending, revoking, or otherwise limiting that professional staff member's license or permit, the report(s) of any investigation will be moved to a separate public file.

A.C. 3301-73-21

R.C. 3319.02, 3319.15, 3319.16, 3319.31, 3319.39, 3319.151, 3319.161, 3319.313

~~R.C. 3319.39~~

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A.C. 3301-73-21

R.C. 3319.02, 3319.15, 3319.16, 3319.31, 3319.39, 3319.151, 3319.161, 3319.313

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Revised Policy - Vol. 42, No. 2

4124 - EMPLOYMENT CONTRACT

~~{ } [CITY OPTION](City)~~

~~For classified employees newly hired into a position covered by the civil service laws, () but not a part of a bargaining unit represented by a recognized labor representative, [END OF OPTION] a probationary period of _____ () days will be served. Following successful completion of the said probationary period, such classified employees will become permanent employees and subject to removal in accordance with civil service law.~~

~~{ } For classified staff who are employed in positions within a recognized bargaining unit, employment contracts and sequence will be determined in accordance with the terms and conditions set forth in the collective bargaining agreement.~~

~~Unclassified civil servants are "at will" employees.~~

DRAFTING NOTE~~Drafting Note: If not already clearly established, to determine the number of days between sixty (60) and one (1) year for your District's probationary period, you will need to contact your municipal civil service commission. If you have opted out of civil service and/or there is no active civil service in your jurisdiction, the Board may choose to set that number within those parameters. Nothing precludes a board from setting the number of days for these employees in concert with the terms set forth in a collective bargaining agreement with a union; however, the parameters remain between sixty (60) days and one (1) year.~~

~~{END OF CITY OPTION}~~

[X] {LOCAL OPTION}(Local)

The Board requires for the mutual protection of the District and the classified staff member that every newly employed person in a classified position including regular hourly rate and per diem classified staff sign an initial employment contract for a period of not more than one (1) year.

The employment contract shall include the term for which employment is contracted, the salary, and such other matters as may be necessary to a full and complete understanding of the contract. In order to ensure employment, the applicant must sign the contract and abide by the policies of the Governing Board which pertain to the applicanthim/her.

If classified staff are rehired, their three (3) subsequent contracts shall be for a period of two (2) years each. At the end of the third of these two (2) year contracts, if the classified staff member is renewed, it will be under a continuing contract.

Notice of the Board's intention not to re-employ a classified staff member shall be given on or before the first day of June. Notice shall be given by regular mail with a certificate of mailing, electronic mail with proof of delivery, or other method with proof of delivery.

Annual salary notices for the succeeding contract year shall be provided to classified staff no later than the first day of July.

Salaries provided to classified staff by contract may not be reduced unless such reduction is part of a uniform plan affecting the nonteaching employees of the entire District.

~~**DRAFTING NOTE: Most collective bargaining agreements with non-teaching unions are silent on the issue of contract sequence and renewal/nonrenewal. If so, this policy provides local districts with concise language that parallels the law. However, if your agreement spells out a different sequence (for example, a probationary period followed by continuing contract status) then an additional sentence should be added.}}**~~

☒ For classified staff who are employed in positions within a recognized bargaining unit, employment contracts and sequence will be determined in accordance with the terms and conditions set forth in the collective bargaining agreement.

~~**{END OF LOCAL OPTION}**~~

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R.C. 3319.081, 3319.082, 3319.083

Book	Policy Manual
Section	April 2024-Ready for Board
Title	Vol. 42, No. 2 - February 2024 Revised TERMINATION AND RESIGNATION
Code	po4140
Status	
Adopted	November 1, 1986
Last Revised	November 15, 2018

Revised Policy - Vol. 42, No. 2

4140 - TERMINATION AND RESIGNATION

The employment of a classified staff member may, upon a majority vote of the Board of Education, be suspended and/or terminated for violation of Board policies and in accordance with the criteria and procedures set forth in the ~~(x)~~ Civil Service rules, ~~(x)~~ Ohio Revised Code, ~~(x)~~ applicable terms of any collectively-bargained agreement, ~~END OF OPTIONS~~ as appropriate.

[X] It is the policy of the Board that classified staff who are not going to be rehired be given an opportunity to resign.

~~Notice of the Board's intention to terminate a classified staff member shall be given by regular mail with a certificate of mailing, electronic mail with proof of delivery, or other method with proof of delivery.~~

Any classified employee who fails to maintain a required license, certificate, or permit throughout the term of employment will be immediately suspended without pay and such failure is grounds for termination.

A classified staff member under contract may resign by filing a written resignation with the Treasurer or the Superintendent at least thirty (30) days prior to the effective date of the resignation, unless an earlier date is permitted by the Board.

[X] A resignation, once accepted by the Board, may not then be rescinded.

Reporting Professional Misconduct

The Superintendent will file a report to the Ohio Department of Education, on forms provided by the Department for that purpose, matters of professional misconduct on the part of certain classified employees who are also licensed by the Ohio Department of Education (e.g., aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a Student Activity Permit), in those specific circumstances set forth in State law and Policy 8141, including a conviction of the staff member of certain enumerated crimes and/or in conjunction with the non-renewal or termination of a licensed staff member, or resignation by a licensed staff member under threat of same and/or during the course of an investigation, for conduct which is determined to be unbecoming to the teaching profession. Reports of any investigation regarding whether or not a licensed classified staff member has committed an act or offense for which the Superintendent is required to make a report to the Ohio Department of Education shall be kept in the personnel file of the classified staff member. Should the Ohio Department of Education determine that the results of that investigation do not warrant initiating an action suspending, revoking, or otherwise limiting that classified employee's license or permit, the report(s) of any investigation will be moved to a separate public file.

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Legal A.C. 3301-73-21
R.C. 3319.31, 3319.39, 3319.081, 3319.313

Book	Policy Manual
Section	April 2024-Ready for Board
Title	Vol. 42, No. 2 - February 2024 Revised HEALTH SERVICES
Code	po5310
Status	
Adopted	November 1, 1986
Last Revised	April 20, 2023

Revised Policy - Vol. 42, No. 2

5310 - HEALTH SERVICES

The Board of Education may require students of the District to submit to periodic health examinations to:

- A. ☒ protect the school community from the spread of communicable disease;
- B. ☒ verify that each student's participation in health, safety, and physical education courses meets the student's individual needs;
- C. ☐ ~~verify that the learning potential of each child is not lessened by a remediable physical disability.~~

The District may provide or request parents to provide:

- A. ☒ general physical examinations for athletics;
- B. ☒ dental examinations;
- C. ☒ tests for communicable disease;
- D. ☒ vision and/or audiometric screening;
- E. ☒ scoliosis tests.
- F. ☐ **[OTHER]** _____.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body but does not include a hearing, vision, or scoliosis screening.

Unless the physical examination or screening is permitted or required by an applicable State law, parents may refuse to allow the Board to administer a nonemergency, invasive physical examination or screening upon written notification to the Board within ☐ **ten (10)** days after receipt of the Board's annual public notice.

Concussion

Any student who has been removed from a physical education class, athletic practice, or competition by a teacher, coach, or referee because the student is exhibiting signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any physical education class, athletic practice, or competition for which the

teacher, coach, or referee is responsible on the same day the student is removed. Thereafter, the student shall not be permitted to return to the activity for which the teacher, coach, or referee is responsible until both of the following occur:

- A. The student's condition is assessed by (1) a physician; (2) a licensed healthcare professional authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student; or (3) a licensed health care professional, each of whom must meet the minimum education requirements established by rules adopted under R.C. 3707.521 by the professional's licensing agency.
- B. The student receives written clearance that it is safe to return to physical education class, athletic practice, or competition from the physician or the licensed healthcare professional who assessed the student's condition.

Provision of Feminine Hygiene Products

~~{ } {OPTION #1}~~

~~The District shall provide access to free feminine hygiene products in school buildings serving grades six (6) through twelve (12).~~

~~{END OF OPTION #1}~~

~~X }~~ {OPTION #2}

~~{DRAFTING NOTE: The District is required to provide free feminine hygiene products to students in grades six (6) through twelve (12). The District may choose to provide free feminine hygiene products to students below grade six (6).}~~

~~The District shall provide access to free feminine hygiene products in all school buildings.~~

~~{END OF OPTION #2}~~

~~All such products shall be intended for use on school premises.~~

~~X }~~ Each school ~~{ The District } END OF OPTION~~ shall determine where feminine hygiene products are to be kept.

A.C. 3301-35-03(D)

R.C. 2305.231, 3707.521, 3313.50, 3313.68 et seq., 3313.539, ~~3313.6413~~

20 U.S.C. 1232(h)

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A.C. 3301-35-03(D)

R.C. 2305.231, 3707.521, 3313.50, 3313.68 et seq., 3313.539, 3313.6413

20 U.S.C. 1232(h)

Book	Policy Manual
Section	April 2024-Ready for Board
Title	Vol. 42, No. 2 - February 2024 Revised TRANSPORTATION
Code	po8600
Status	
Adopted	November 1, 1986
Last Revised	September 27, 2023

Revised Policy - Vol. 42, No. 2

8600 - TRANSPORTATION

~~It is the policy of the~~ Board of Education ~~will~~ provide transportation for those students whose distance from their school makes this service necessary within the limitations established by State law. Such laws and rules shall govern any question not covered by this policy.

School buses ~~(x) and vehicles other than school buses~~ **END OF OPTION** shall be purchased, housed, and maintained by the Board for the transportation of resident students between their home areas and the schools of the District to which they are assigned or to their nonpublic or community schools. The Superintendent may substitute smaller buses for reasons of economy or efficiency of operation.

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

- A. Kindergarten ~~one (1) mile~~ at Noon = _____ mile(s)
- B. Kindergarten in Morning, or afternoon = _____ mile(s)
- C. Grades one (1) through six (6) ~~one (1) mile~~ = _____ mile(s)
- D. Grades seven (7) through ~~twelve (12); eight (8) one (1) mile~~ ~~twelve (12)~~ = _____ mile(s)
- E. ~~Grades nine (9) through twelve (12)~~ = _____ mile(s)

Exceptions to the foregoing limits may be made in the case of a ~~student who is~~ temporarily or ~~permanently disabled~~ ~~permanently disabled child who has been so certified by a physician~~ and in the case of adverse safety conditions. Transportation for students who are not entitled to transportation under State law will not be reduced after the start of the school year.

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

Transportation to and from school shall be provided for each student residing in the District and attending a State-chartered nonpublic school on the same basis as established for resident students as set forth above, subject to the following limitation. Transportation will only be provided if it requires thirty (30) minutes or less of direct travel by a school bus during normal travel times as measured from the school building to which the student would be assigned in the District. Transportation shall be provided each day in which the nonpublic school is open with students in attendance (excluding Saturdays and Sundays except by agreement between the entities entered into by July 1st in any year). Chartered nonpublic school students who are transported by the Board may be assigned to ride on buses upon which resident students are also assigned. Notwithstanding the above, the District will provide transportation as a related service to students with disabilities who live in the District and attend a nonpublic school if the School District is provided with

supporting documentation from the child's individualized education program ("IEP") or an individual service plan ("ISP") developed by the county board of developmental disabilities pursuant to R.C. 5126.41 for county residents who receive supported living services.

Furthermore, transportation to and from school shall be provided for each native student (i.e., student entitled to attend school in the District under R.C. 3313.64 or R.C. 3313.65) attending a chartered community school for each day in which the school is open and students are in attendance (excluding Saturdays and Sundays except by agreement between the entities entered into by July 1st each year). However, if that community school is located outside the District, the Board will only provide transportation if it requires thirty (30) minutes or less of direct travel by a school bus during normal travel times as measured from the school building to which the student would be assigned in the District. Native students attending an approved community school located within the District will be provided transportation on the same basis as established for resident students set forth above. Students transported to an approved community school may be assigned to ride on buses upon which resident students are also assigned.

Transportation of eligible nonpublic or community school children between their home areas and schools shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner. The Board will not provide or arrange for transportation of students enrolled in kindergarten through eighth grade using mass transit system vehicles unless the Board and the community/nonpublic school have entered into an agreement authorizing this mode of transportation which is approved by both entities in advance. Students enrolled in ninth grade or above may be transported on vehicles operated by a mass transit system provided that the route does not require more than one (1) transfer.

Upon receipt from the community/nonpublic school of the official start and end times of school for the upcoming year, the District will develop and provide a transportation plan ~~that~~ which includes transportation routes and schedules for eligible students. The plan will be provided within sixty (60) days after receiving the start and end time, or when possible, by the first day of August in the event the Board is not notified of start and end times by the deadline of April 1st. For eligible students who enroll after July 1st but before the start of the school year, a transportation plan will be developed within fourteen (14) business days after receiving a request for transportation. The transportation plan provided to community/nonpublic schools pursuant to this policy and State law is tentative and subject to change.

The Superintendent may determine that it is impractical to transport a student to a community or nonpublic school after considering the factors enumerated under State law. The determination for payment-in-lieu of transportation will be made at least thirty (30) calendar days prior to the District's first day of student instruction, or no later than fourteen (14) calendar days if a student is enrolled less than thirty (30) days prior to the first day of instruction or after the start of the school year, and must be formalized through a resolution passed by the Board at its next scheduled meeting. If transportation is determined to be ~~impractical~~ ~~impracticable~~, the Board will issue a letter to the student's parent/guardian, the community or nonpublic school, and the Department of Education & Workforce ("DEW") detailing the reason(s) why the determination was made. Parent(s)/guardians shall be provided payment-in-lieu of transportation at the amount established by State law unless otherwise directed by action of the ~~DEW Department of Education~~. Parents/guardians may authorize the community or nonpublic school where their student is enrolled to act on their behalf at any time after requesting transportation.

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

Likewise, the Board is not required to provide transportation for any native student enrolled in an approved community school if the governing authority of the community school submits a written notification to the Board, by a date prescribed by the ~~DEW Department of Education~~, stating that the governing authority will accept responsibility for providing or arranging for the transportation of the District's native students to and from the community school. The governing authority's unilateral acceptance of the responsibility to provide transportation must cover the entire school year and shall remain in effect for subsequent school years unless the governing authority submits written notification to the Board relinquishing the transportation responsibility. However, the governing authority cannot relinquish the transportation responsibility before the end of the school year and shall submit such notice by a date prescribed by the ~~DEW Department of Education~~ in order to allow the District a reasonable period of time to prepare for the transportation of its native students

enrolled in the community school. If the governing authority unilaterally accepts the transportation responsibility, the ~~DEW Department of Education~~ shall make payments to the community school for each student actually transported calculated in accordance with existing State law governing the calculation of transportation payments to the District from the State and any rules implemented by the ~~DEW Department of Education~~ and that otherwise would be paid to the District.

§] The Board is not required to provide transportation to students enrolled in a chartered nonpublic or community school that has offered to provide transportation in lieu of the District providing it.

§] The Board is not responsible for providing transportation to students who receive transportation from an educational service center participating in the Pupil Transportation Pilot Program.

Bus routes shall be established so that an authorized bus stop is available within reasonable walking distance of the home of every transported resident student, but not more than one-half (1/2) mile for students in grades PK through eight (8). The Board shall approve the bus routes and time schedule annually no more than ten (10) days after the start of the school year. The Superintendent is authorized to make any necessary changes in the approved route ~~and shall inform the Board at the next regular meeting.~~ Students receiving transportation will be delivered to school no sooner than thirty (30) minutes before the start of school and will be picked up no later than thirty (30) minutes after dismissal.

The Board authorizes the installation and use of video recording devices in ~~the school buses (x) and vehicles other than school buses.~~ ~~[END OF OPTION]~~ to assist the drivers in providing for the safety and well-being of the students while on ~~the vehicle bus.~~

The Board authorizes the use of a ~~school vehicle other than a school bus (e.g., a van)~~ ~~van~~ designed to carry nine (9) passengers or less plus a driver instead of a school bus to transport students to a chartered nonpublic or community school if all of the following apply:

- A. the number of students in the vehicle does not exceed nine (9);
- B. the District regularly transports students to that chartered nonpublic or community school;
- C. the driver has a valid driver's license, is accustomed to driving the vehicle, and meets statutory and administrative requirements ~~to drive that vehicle for a bus or motor van driver (with the exception of having a commercial driver's license);~~
- D. the driver may not stop on the roadway to load or unload passengers;
- E. the driver and all passengers are expected to comply with State laws regarding child and occupant restraint devices and safety while in the motor vehicle.

~~**[DRAFTING NOTE: School bus drivers meet the qualifications to drive vehicles other than school buses. Districts may require that the driver complete other training modules, such as school van driver training. An individual does not need a CDL to drive vehicles other than school buses.]**~~

~~School vehicles other than school buses~~ ~~vans~~ will be inspected not less than two (2) times each year by a qualified mechanic who will determine whether the ~~vehicle~~ ~~van~~ is safe to transport students.

Transporting Homeless Students

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

Travel Times for the Transportation of Children with Disabilities

~~The Transportation Department, in consultation with the Department of Student Services/Special Education, shall generally be responsible for determining reasonable travel times for the transportation of children with disabilities. Travel time shall begin upon initial pickup of the child and end with the final arrival at the school or home destination. The Board directs that the determination of reasonable travel time shall be made on a case-by-case basis. In determining the reasonable travel time applicable to a child, the Transportation Department shall consider the following factors: age of child, condition of disability, geographic size of the District, location of special education class or service, traffic patterns, and roadway~~

conditions. The Transportation Department's initial determination is subject to review by a child's IEP team, which ultimately is responsible (as part of the development/amendment of a child's IEP) for considering the individualized transportation needs of each child with a disability so that the District fulfills its obligation to provide the child with a free appropriate public education. Generally, travel time for children with disabilities will be comparable with in-District transportation for children without disabilities. Different standards may apply if a child attends a community school.

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

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

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

R.C. ~~4511.01(F)~~, 4511.75 et seq.

42 U.S.C. 11431 et seq.

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

R.C. 3313.66, 3314.09, 3314.091, 3319.41, 3327.01 et seq.

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

42 U.S.C. 11431 et seq.

Book	Policy Manual
Section	April 2024-Ready for Board
Title	Vol. 42, No. 2 - February 2024 Revised BUS DRIVER CERTIFICATION
Code	po8600.04
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Adopted	January 28, 2008
Last Revised	April 19, 2018

Revised Policy - Vol. 42, No. 2

8600.04 - BUS DRIVER CERTIFICATION

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

A copy of each new school bus driver's complete driving record must be obtained from the Ohio Department of Education and Workforce ("DEW") prior to allowing the school bus driver to operate a school bus or school vehicle for the first time. In accordance with State transportation regulations, the Superintendent shall request the administrator in charge of transportation to conduct at least a semi-annual review of each school bus driver's (i.e., current bus drivers and those newly hired bus drivers who remain employed with the Board) driving record through the DEW Ohio Department of Education to determine that such drivers have:

- A. no more than six (6) points within the last twenty-four (24) month period;
- B. not been convicted of driving while under the influence of alcohol and/or a controlled substance during the past ten (10) years (i.e., not been convicted of a violation of R.C. 4511.19) or a substantially equivalent municipal offense;
- C. not received two (2) (or more) of the following serious traffic violations as defined in R.C. 4506.01 (II) during the last twenty-four (24) month period:
 1. a single charge of any speed in excess of the posted speed limit by fifteen (15) miles per hour or more;
 2. violation of R.C. 4511.20 (i.e., operation in willful or wanton disregard of the safety of persons or property) or R.C. 4511.201 (i.e., operation off street or highway in willful or wanton disregard of the safety of persons or property) or any similar ordinance or resolution, or of any similar law of another state or political subdivision of another state;
 3. violation of a law of this State or an ordinance or resolution relating to traffic control, other than a parking violation, or of any similar law of another state or political subdivision of another state, that results in a fatal accident;
 4. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license with the proper class or endorsement for the specific vehicle group being operated for the passengers or type of cargo being transported;
 5. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license being in the person's possession;

6. violation of R.C. 4511.33 (i.e., driving in marked lanes) or R.C. 4511.34 (i.e., space between moving vehicles) or any municipal ordinance or county or township resolution substantially similar to either of those sections, or any substantially similar law of another state or political subdivision of another state;
 7. violation while operating a commercial motor vehicle of a law of the state, any municipal ordinance, any county or township resolution, or any substantially similar law of another state or political subdivision of another state, which prohibits texting while driving or using a handheld mobile device (except when a person is texting or using a mobile device to contact law enforcement or other emergency services);
 8. violation of any other law of this State or ordinance or resolution relating to traffic control, other than a parking violation, that is determined to be a serious traffic violation by the United States Secretary of Transportation and the Director designates such by rule; and
- D. no railroad crossing violations during the last twelve (12) months (as evidenced by a conviction, video, or report by a railroad official);
- E. (X) not received any violations that render the bus driver uninsurable by the District's Fleet Insurance Carrier;
- F. () _____ [other].

The records obtained from the annual records check will be maintained for a minimum of ten (10) years. **DRAFTING NOTEDrafting note: It is recommended that a District maintain the annual records check for ten (10) years because a conviction of Operating a Vehicle While Under the Influence has a ten (10)ten-year look back period.**

A driver having any of the above-referenced violations will be disqualified from operating a bus. The driver will also be notified that ~~the driver's~~his/her school bus certification will be reviewed by the Superintendent and ~~the driver's~~his/her employment as a school bus driver may be terminated.

A driver involved in a preventable school bus accident, or judged guilty of a minor traffic violation, shall be subject to the disciplinary action established in the Superintendent's administrative guidelines. Further, no driver who is convicted of a traffic violation or has ~~their~~his/her commercial driver's license (CDL) suspended will be permitted to operate a school bus or school ~~vehicle~~van until the driver files a written notice of the conviction or suspension. Such written notice must be immediately filed with the Superintendent or administrator in charge of transportation, irrespective of whether the traffic violation occurred while operating a Board-owned vehicle or a private vehicle or during school or non-school hours. Failure to file the required written notice of conviction or suspension will result in the revocation of the driver's certificate and/or disciplinary action, up to and including termination.

If a school bus driver has an interruption in driving a school bus or school ~~vehicle~~van for a period of one (1) year or longer, ~~the school bus driver~~he will not be permitted to resume operating a school bus or school ~~vehicle~~van until a copy of the school bus driver's complete driving record has been obtained.

In addition to the required driving record check, the administrator in charge of transportation shall obtain a satisfactory BCII report prior to hiring an individual as a new school bus or school ~~vehicle~~van driver, along with an FBI background check (i.e., an FBI background check will also be required prior to hiring new employees). An updated, satisfactory criminal background check report shall be obtained for each school bus driver every six (6) years with driver re-certification. Each six (6) year criminal records check request shall be made to the Superintendent of the Bureau of Criminal Identification and ~~Investigation~~Investigation and include both a BCII and FBI report unless both of the following conditions apply so that only records of the FBI are required:

- A. a BCII report was obtained at the time of hire; and
- B. the employee presents proof that ~~the employee~~he/she has been a resident of this state for the ~~five (5) year~~five-year period immediately prior to the date the recertification is requested.

Satisfactory shall be defined by the same standards applied to other public school employees. Such records shall also be maintained for a minimum of six (6) years (see Policy 4121 for criminal history record check requirements). Any driver who has been convicted of or pleaded guilty to any disqualifying offense shall not be hired or shall be released from employment. ~~(??) unless the person meets the rehabilitation standards prescribed for non-licensed school employees.~~

No bus driver will be permitted to drive a school bus or school ~~vehicle~~van unless ~~the bus driver~~he meets all other requirements contained in the rules adopted by the ~~DEW~~Ohio Department of Education prescribing qualifications of drivers of school buses and other student transportation. In addition, no bus driver will be permitted to drive a school bus or school ~~vehicle~~van unless:

- A. information pertaining to the bus driver has been submitted to the ~~DEW~~Ohio Department of Education, including the name of the Board, name of the bus driver, ~~driver's~~ driver license number, date of birth, date of hire, status of physical evaluation and status of training; and
- B. the most recent criminal records check, including information from the Federal Bureau of Investigation, has been completed and received by the Superintendent.

The Superintendent

[OR]

~~**[] The Educational Service Center Superintendent (if transportation is contracted through the ESC)**~~

shall provide for an annual physical examination conforming to ~~DEW~~ Ohio Department of Education standards to determine the driver's physical fitness for employment.

Drivers of ~~school buses, vans, or other school vehicles, who are~~ school buses or vans employed by entities other than the District ~~and who are~~ not subject to ~~DEW rules, Ohio Department of Education rules~~ must receive the certificate described by R.C. 3327.10(B) from the school administrator to contractor prior to being employed. These drivers also must have an annual physical conforming to State Highway Patrol rules performed in accordance with R.C. 3327.10(B). Any bus driver not employed by ~~The School District~~ school district, who drives a bus or ~~vehicle~~ even owned by the ~~District~~ District, must give satisfactory and sufficient bond.

Cross References

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008640

bo86501

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Legal A.C. 3301-51-10, 3301-83-01 et seq., 3301-83-05, 3301-83-06, 3301-83-07
R.C. 3327.10, 3327.01 et seq., 4511.01(F), 4511.75 et seq.

Cross References	po8600 - TRANSPORTATION
	po8640 - TRANSPORTATION FOR NON-ROUTINE TRIPS
	po8650 - TRANSPORTATION BY VEHICLES OTHER THAN SCHOOL BUSES

Book	Policy Manual
Section	April 2024-Ready for Board
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Code	po8640
Status	
Adopted	June 4, 1992
Last Revised	September 11, 2008

Revised Policy - Vol. 42, No. 2

8640 - TRANSPORTATION FOR ~~NON-ROUTINE~~FIELD AND OTHER DISTRICT-SPONSORED TRIPS

~~It shall be the policy of the Board of Education~~ ~~shall to use school buses and/or vehicles other than school buses (e.g., vans) regular or special purpose school vehicles for transportation of passengers for purposes other than regularly scheduled routes to and from school (e.g.,~~ on field ~~trips~~ and other District-sponsored ~~trips~~ trips.

The transportation for all field ~~trips~~ and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

☒] The Board shall assume transportation costs for ~~(-) all field trips~~ ☒) a certain number of approved field trips as specified in the Superintendent's administrative guidelines **END OF OPTIONS.**

~~☐] The Board shall will also assume the transportation costs for all other trips including co-curricular, athletic, and other extra-curricular trips.~~

☒] The Board ~~shall will~~ assume the vehicle cost for all other trips including co-curricular, athletic, and other extra-curricular trips, but the cost of the driver shall be paid ~~(-)~~ ☒) by the sponsoring organization ☒) from the designated fund **END OF OPTIONS.**

~~☐] The Board shall will provide the vehicles for all other trips including co-curricular, athletic, and other extra-curricular trips, but a mileage charge and personnel charge shall will be assessed to cover the cost of the driver and fuel. This charge is to be paid ~~(-)~~ by the sponsoring organization ~~(-)~~ from a designated fund **END OF OPTIONS**.~~

☒] Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

☒] All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.

☒] All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

☒] District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle. ☒) without prior approval of the principal. **END OF OPTION**

☒] No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student's parent(s) provides written authorization and release from liability using Form 5515 F2 - Parental Authorization and Release From Liability Form. ☒) and does not transport any other student. ☒) and does not transport any other student without the parent(s) of the student to be transported in such vehicle providing written authorization and release from liability using Form 5515 F2 - Parental Authorization and Release From Liability Form. In addition, the parent(s) of the approved student driver must provide written authorization for the student to transport others and release from liability using Form 5515 F2 - Parental Authorization and Release From Liability Form. **END OF OPTIONS**

The Superintendent shall prepare administrative guidelines consistent with this policy.

[Cross References]**po8600****po8600.04****po8650****po8660****© Neola 2024****Legal****A.C. 3301-83-16****R.C. 3327.08, 3327.13, 3327.14, 3327.013****Cross References****po8600 - TRANSPORTATION****po8600.04 - BUS DRIVER CERTIFICATION****po8650 - TRANSPORTATION BY VEHICLES OTHER THAN SCHOOL BUSES****po8660 - INCIDENTAL TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE**

Book	Policy Manual
Section	April 2024-Ready for Board
Title	Vol. 42, No. 2 - February 2024 Revised TRANSPORTATION BY VEHICLES OTHER THAN SCHOOL BUSES
Code	po8650
Status	
Adopted	December 13, 2007
Last Revised	September 27, 2023

Revised Policy - Vol. 42, No. 2

8650 - TRANSPORTATION BY ~~VEHICLES OTHER THAN SCHOOL BUSES~~SCHOOL VAN

~~It is the policy of the Board of Education shall~~ provide transportation to students via Board owned and operated school ~~vehicles other than school buses (hereinafter, "school vehicles")~~ vans when the use of school buses is not reasonable. School ~~vehicles~~ vans shall only be used for the transportation of nine (9) or fewer passengers, not including the driver, in accordance with the original design and construction of the vehicle. Students shall not be transported in larger passenger ~~vehicles~~ vans (e.g., non-conforming extended van-type vehicles) carrying ten (10) passengers or more (particularly twelve (12) to fifteen (15) passenger vans).

Similar to school buses, school ~~vehicles~~ vans shall be purchased, housed, and maintained by the Board for the transportation of resident students between their home areas and the schools of the District to which the students are assigned or to their nonpublic or community schools. However, such use shall generally be limited to preschool children, special needs children, children inaccessible to school buses, ~~and~~ students placed in alternative schools, and children enrolled in nonpublic or community schools in certain circumstances. School ~~vehicles~~ vans may also be used to transport students to and from field trips and/or other Board-approved school-related activities.

The Board authorizes the use of a ~~vehicle~~ van designed to carry nine (9) passengers or less plus a driver instead of a school bus to transport students to a chartered nonpublic or community school if all of the following apply:

- A. the number of students in the vehicle does not exceed nine (9);
- B. the District regularly transports students to a chartered nonpublic or community school;
- C. the driver has a valid driver's license, is accustomed to driving the vehicle, and meets statutory and administrative requirements for a ~~bus or~~ motor van driver (with the exception of having a commercial driver's license);
- D. the driver may not stop on the roadway to load or unload passengers;
- E. the driver and all passengers are expected to comply with State laws regarding child and occupant restraint devices and safety while in the motor vehicle.

~~Individuals who meet statutory requirements to drive a school bus are qualified to drive school vehicles. Vehicles~~ vans shall ~~will~~ be inspected not less than two (2) times each year by a qualified mechanic who will determine whether the ~~vehicle~~ van is safe to transport students.

Students who are transported by school ~~vehicle~~ van are expected to conduct themselves in the same manner required of students transported by school bus and shall be subject to all applicable disciplinary rules.

All school ~~vehicle~~ van drivers employed by the Board shall complete the required Ohio School Van Driver training program prior to transporting students, meet all other qualification requirements, and comply with the Ohio Pupil Transportation and Safety Rules and applicable Board policies and guidelines relative to student transportation. No individual shall be employed as a school ~~vehicle~~ van driver if the individual has not received a certificate certifying that the driver is at least twenty-one (21) years of age with a minimum of two (2) years of driving experience, and is qualified physically and otherwise (O.A.C.

3301-83-06(F)) for the position. (X) Only authorized Board employees (X) or contractors employed by an agency that provides services to the Board ~~[END OF OPTION]~~ may operate and transport students via school vehicle. (X)
Vehicle drivers do not need a commercial driver's license.

The Superintendent is responsible for developing and implementing the appropriate administrative guidelines for this policy.

A.C. 3301-83-19, 3301-83-06(F)

R.C. 3327.01, 3327.10, 4511.01, 4511.76

[Cross References]

po8600

po8600.04

po8640

po8660

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Legal A.C. 3301-83-19, 3301-83-06(F)
 R.C. 3327.01, 3327.10, 4511.01, 4511.76

Cross References po8600 - TRANSPORTATION
 po8600.04 - BUS DRIVER CERTIFICATION
 po8640 - TRANSPORTATION FOR NON-ROUTINE TRIPS
 po8660 - INCIDENTAL TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

Book	Policy Manual
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Revised Policy - Vol. 42, No. 2

8660 - INCIDENTAL TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

The Board of Education authorizes the incidental transportation by private vehicle of students of the District. ~~This includes occasional transportation for field trips, outings, and the like.~~ Routine ~~and non-routine~~ transportation, however, shall be subject to all requirements listed in ~~A.C. 3301-83-19, Board Policy 8600 - Transportation, Board Policy 8640 - Transportation for Non-Routine Trips, Board Policy 8650 - Transportation by Vehicles Other Than School Buses,~~ and relevant administrative guidelines.

This policy does not apply to parents who privately arrange transportation for their own children. No District staff shall organize such arrangements or assist parents in doing so.

~~Any such incidental transportation must be approved, approved in advance and in writing, writing by the building administration in accordance with the Superintendent's administrative guidelines.~~

The parent of the participating student will be given, upon request, the name of the driver, the owner of the vehicle, and the description of the vehicle. The District will maintain on file the amount of liability insurance on the vehicle and the name of the insurance company.

No person shall be approved for the incidental transportation of students in a private vehicle who is not ~~()~~ an employee of this Board; ~~(x) an approved volunteer;~~ ~~()~~ the parent of a student enrolled in this District; ~~END OF OPTIONS~~ and the holder of a currently-valid license to operate a motor vehicle in the State of Ohio.

No person shall be permitted to transport students if ~~the person~~ he does not possess and maintain automobile liability and personal injury insurance in the amount required by District administrative guidelines. The Superintendent ~~CHOOSE AN OPTION:~~ ~~()~~ may ~~(x) shall~~ ~~END OF OPTIONS~~ withdraw the authorization of any private vehicle driver who fails to maintain the required amount of automobile liability insurance. ~~() shall withdraw the authorization of any private vehicle driver who fails to maintain the required amount of automobile liability insurance.~~

Any private vehicle used for the incidental transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to ~~the~~ registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their incidental transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

~~[] Expenses incurred by drivers of private vehicles in the course of transporting students will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.~~

A.C. 3301-83-19

Cross Referenced

po8600

po8640

po86501

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Legal

A.C. 3301-83-19

Cross References

po8600 - TRANSPORTATION

po8640 - TRANSPORTATION FOR NON-ROUTINE TRIPS

po8650 - TRANSPORTATION BY VEHICLES OTHER THAN SCHOOL BUSES