

Subject: Special Update - Ohio Student Handbook and Annual Notice 2023 - 2024

Annual Notice and Guide for the Development of Student/Parent Handbooks

Enclosed is the Annual Notice and the *Guide for the Development of Student/Parent Handbook* for the 2023-2024 school year with the changes marked. Please check the wording in the student handbook with the District's current policies and/or guidelines. If you have any questions, please contact the Coshocton Office at 800407-5815 or at production@neola.com.

Cross References

Ohio Student Handbook and Annual Notice 2023 - 2024 - Ohio Student Handbook and Annual Notice 2023 - 2024

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Required by Law

- Name and telephone number of Civil Rights Compliance Officer in student handbooks and District web site (see Generic Student Handbook, Policy 5517, or Form 2260 F2 and Form 2260.01A F3)

- Title IX Coordinator's(s') contact information, including name(s) and/or title(s), phone number(s), office address(es), and e-mail address(es) – and Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements

- Nondiscrimination in education (see Policy 2260) – newspapers, course catalogs
- Nondiscrimination in employment - staff handbooks, newspapers (see Policy 1422/3122/4122)
- Genetic Information Nondiscrimination posting and Safe Harbor notification (see Policy 1422.02/3122.02/4122.02)
- Annual review of the District/School Parent and Family Engagement Policy (Policy 2111) and the District's plan and each school's plan using evaluation findings to improve effectiveness
- Parent and Family Engagement Policy must be reviewed and approved annually and distributed to parents of children receiving Title I services (see Policy 2111/2261.01)
- Review and update, as necessary, Career Advising Policy at least once every two (2) years. Make available to students, parents/guardians/custodians, and local postsecondary institutions, residents of the District, and post on the District web site (Policy 2413)
- Parent's right to request educational program and professional qualifications of teacher and applicable paraprofessional assigned to provide instruction (Policy 3120/4120)
- Copy (to each student's parent) of student's diagnostic assessment, assessment results, and accompanying documents used in the assessment (see Policy 2623.02)
- Directory information on students (see Form 8330 F9) or Generic Student Handbook) - student/parent handbook, District newsletter, and/or local media
- Drug prevention memorandum to parents (see Form 5530 F2 or Generic Student Handbook) - student/parent handbook, District newsletter, or direct mailing
- Written statement describing the District's bullying policy (including cyberbullying) (5517.01) and the consequences for violations of the policy sent to each student's custodial parent/guardian
- Copy of Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion Policy (see Policy 5630.01) to all parents annually and published on District website; annual report to ODE regarding use of restraint and seclusion
- Memorandum to staff on Federal drug regulations (see Form 3122.01 F3/4122.01 F3) - pay envelopes or direct mailing

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Required by Law (cont'd)

- Submit summary reports of alcohol and controlled substances testing results as required by the Secretary of Transportation, any Department of Transportation (DOT) agency, or as required by law (Policy 4162)
- Copy of educational materials and a drug-free awareness program for each CDL license holder and other qualified employees who perform safety-sensitive functions (Policy 4162)
- Staff acknowledgement of information concerning toxic hazards (see Form 8431 F4) - staff orientation prior to the start of school
- Request for or waiver of vaccination for Hepatitis B (see Form 8453.01 F1 or F4) - new staff orientation prior to the start of school
- Acknowledgement of training in blood-borne pathogens (see Form 8453.01 F2) – new staff orientation prior to the start of school; annual training for identified staff
- Notification of pesticide application at times of application (see P8431/AG 8431A)
- Physician, and possibly parent, authorization for each staff member and any student who may be using a respirator (see Form 7430 F1, F2, and F3) – direct contact with appropriate staff members and mailing to appropriate parents
- Rules regarding entry on school grounds or premises by persons other than students, staff, and faculty (see Policy 9150) – at or near the entrance to school grounds or premises and at the main entrance to each school building
- Notice (prior to start of school year) to each enrolled student and his/her parent(s) of procedures to be used to notify parents in the event of an emergency or a serious threat to safety (Policy 8400, 8420)
- Notification to parent/guardian of student absence within 120 minutes of start of school day (Policy 5200)
- Student privacy and parental access to information including surveys, analyses, and evaluations (see Policy 2416 and Form 8330 F9) – notice to parents – special note: Policy 2416 also requires notification of any substantive changes to this policy as well as the schedule of any upcoming "activities" (surveys, etc.)
- Notice of nonemergency invasive physical examinations (see Policy 5310 and Form 8330 F9) – if such exams occur, notice to parents
- Notification to public regarding inspection of instructional materials (see Policy 9130, Policy 2416, Policy 5780, and Form 9130 F4) – notice of rights to inspect instructional materials
- Notice of opportunity for parents to review textbooks, reading lists, instructional materials, and academic curriculum used in the District

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Required by Law (cont'd)

- Provide information about the College Credit Plus (CCP) Program prior to February 1st to all students enrolled in grades six through eleven and their parents (AG 2271). Post CCP program information on District website, including the details of current agreements with partnering IHEs, potential exposure to mature subject matter and materials, and Selective Service System registration requirement
- Parents' rights to inspect, review and request amendments to student educational records (see Policy 8330 and Form 8330 F9)
- Address where parents and students can file a complaint if they believe their rights under Federal law (Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) have been violated (see Form 8330 F9)
- Posting of tobacco prohibition in accordance with R.C. 3794.06
- Prohibition on carrying a deadly weapon or dangerous ordnance in a school safety zone – paragraph from Policy 3217/4217/5772/7217 – conspicuously posted at each entrance of a school or building and in areas inside the building where visitors are required to report; at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land; in each school bus and other Board owned vehicle, including a school van
- Notify the public, using regular channels of communication if the Board has authorized one or more persons to go armed within a school operated by the Board; submit current list of qualified individuals authorized to carry weapons to the Ohio School Safety and Crisis Center (OSSCC) (Department of Public Safety)
- Posting and Distribution of Public Records Policy (see Policy 8310); approve and submit signed Records Retention Schedule State Archives and State Auditor's Office (AG 8310A)
- Employee Rights & Responsibilities under FMLA (see Policy 1630.01/3430.01/4430.01)
Check for current forms on U.S. Department of Labor website - <http://webapps.dol.gov/>
- Employee notification of the Uniformed Services Employment and Reemployment Rights Act (USERRA) rights and benefits – Federal law posters should include this information
- Participant notification (by group health plan) of privacy practices to each new health plan participant upon enrollment and every participant within sixty (60) days of a material revision to the notice (see AG 1619.01/3419.01/4419.01)
- Notification of valid license confirmation prior to employee payment
- Employee notification of the Fair Labor Standards Act (FLSA) rights (see Policy 6700); Minimum Wage Notification; Employee Polygraph Protection Act (EPPA) – Federal law posters include this information
- Employee notification of "rebuttable presumption" (see Policies 3170/4170) – notification that the results of, or the employee's refusal to submit to, an alcohol or other drug test may affect the employee's right to receive workers' compensation benefits – posting document provided by the Bureau of Workers' Compensation

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Required by Law (cont'd)

- ___ Annual review of District Professional Development Plan (Policy 3220, 3223)
- ___ Annual report of State certification and licensure status for every teacher and applicable paraprofessional (Policy 3120/4120)
- ___ Annual report to ODE regarding teacher evaluation utilizing ODE-prescribed guidelines (Policy 3220)
- ___ Annual report to ODE regarding the procurement of asthma inhalers (Policy 5330.03)
- ___ Annual report to ODE, by December 31, information prescribed by ODE regarding students with diabetes (Policy 5336)
- ___ Annual review and update of Student Assessment and Academic Intervention policy (Policy 2623)
- ___ Annual report to the State Board of the number of students who have not taken one (1) or more of the State-mandated tests
- ___ Report required information regarding student attendance/absence and absence intervention team actions to the Ohio Department of Education in a format and manner determined by the Department (Policy 5200)
- ___ Written notification to all designated staff regarding Standards of Ethical Assessment Practice and Assessment Security Procedures (see AG 2623D)
- ___ A copy of Ohio's Ethics Law to all new employees within fifteen (15) days of employment
- ___ Information about the Ohio fraud-reporting system (Auditor of State) and the means of reporting fraud to each new employee at the time of employment
- ___ A minimum of two (2) food safety inspections per school year; posting of most recent inspection report
- ___ Review adopted Emergency Management Plans (EMPs) and certify in writing to the Ohio Department of Public Safety (ODPS)~~ODE~~ that the EMPs are current and accurate. Submit an electronic copy of each EMP developed and adopted to ODPS~~ODE~~ and specified local law enforcement and related agencies not less than once every three (3) years (Policy 8400)
- ___ Conduct mandatory fire drills (at least six (6)) and school safety drills (at least three (3)); provide advance written notice and follow-up certification of such drills to firefighting/law enforcement agencies having jurisdiction
- ___ Annual report to the Board detailing all rewards received based on the use of the District's credit card account.
- ___ Annual review and report to the Board regarding District Wellness Policy; assessment of the policy at least once every three (3) years, with results published (Policy 8510)
- ___ File Business Advisory Council plan with the Ohio Department of Education and file with the Ohio Department of Education compliance statement by March 1st each year

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Required Posting

- ___ Policy and guidelines on sexual and other forms of harassment (see Policies 1662, 2266, 3362, 4362, and 5517)
- ___ Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities (Title IX) training materials
- ___ Title IX training materials must be posted to the District's website
- ___ Policy on bullying/aggressive behavior toward students (including cyberbullying) (see Policy 5517.01)
- ___ Report on verified incidents of harassment, intimidation or bullying (including cyberbullying) (semi-annual) (Policy 5517.01)
- ___ Notice of use of video surveillance/electronic monitoring of school facilities (see Policy 7440.01)
- ___ Code of conduct/student discipline code
- ___ Warning regarding steroids (revised notice AG 5530A) (must be posted in locker rooms of school buildings with students in grades 7 or above)
- ___ Removal, suspension, expulsion and permanent exclusion of students (see Policies 5610 and 5610.01)
- ___ Suspension of bus riding/transportation privileges (see Policy 5610.04)
- ___ Prohibition from extra-curricular activities (see Policy 5610.05)
- ___ Due process rights (see Policy 5611)
- ___ Locker searches (see Policy 5771)
- ___ Handicapped Access (Policy 9160)
- ___ Meal charge procedures (AG 8500D); copy to all households at the start of the school year and to transfer/new enrollees during the school year

Recommended by Board Policy or District's AG's

- ___ Post information about enrollment requirements and procedures. Access to such information shall be available on the District's web site (Policy 5111)
- ___ Emergency medical authorization - Students (see Form 5341 F1) - send home or direct mailing
- ___ Emergency medical authorization – Staff (see Form 1460 F1/3160 F1/4160 F1) – back-to-school orientation or school memo; keep in office and/or personnel files

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Recommended by Board Policy or District's AG's (cont'd)

- ___ Parent signatures authorizing student early dismissal (see Form 5230 F1) and access to student records (see Form 8330 F4) – send home or direct mailing
- ___ Denial of Permission to Release Student Directory Information to Military Recruiters (see Form 8330 F9a)
- ___ Parent/student acknowledgement of risk when participating in interscholastic athletics (see Form 2431 F1/F2) - during sign-up or send home
- ___ Parent/student acknowledgement of receipt of concussion and head injury information as prepared by the Ohio Department of Health (see Form 2431 F1/F2)
- ___ Annual review and report to the Board regarding Food/Nutrition Services Policy and program
- ___ Blanket authorization by parents for child to go on trips associated with a co-curricular or extra-curricular activity such as football, band, etc. (see Form 2340 F2/F2A) – during sign-up or send home
- ___ Notice to Parents Regarding Waiver of Fees (see Policy 6152.01)
- ___ Verification of insurance coverage for student accidents (see Form 8760 F1) – during sign-up or send home
- ___ Parent notification regarding blood-borne pathogens (see Form 8453.01 F5 - District newsletter or student/parent handbook)
- ___ Reminders to staff on student supervision/health/safety matters (Policy/AG 3213/4213)
- ___ Board policy on zero tolerance, violence, disruptive behavior, and excessive truancy - student/parent handbook
- ___ Designation of District-approved social media platforms/sites

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