



APPENDIX A:

ROCK HILL LOCAL SCHOOL DISTRICT

RHLSD ELECTRONIC TIMESHEET POLICY

Official Time

The RHLSD Electronic Timesheet System and associated work records will become the official basis for recording hours worked for employees of the Rock Hill Local School District (RHLSD). Handwritten timesheets will be replaced by RHLSD Time Detail Records based on the data in the Timesheet System. Absence records (e.g. vacation, sick days) must also be recorded in RHLSD Timesheet System by the employee.

In order to ensure consistency of treatment for employees, the data record in the RHLSD system shall be considered the "official" record of the workday. Any disputes of actual hours worked, or attendance will be resolved by referring to the official RHLSD records.

It is recognized that in certain situations (e.g. computer malfunctions), it will be necessary to correct or enter missing data. These changes will be carefully documented on the RHLSD TIME DETAIL AUTHORIZATION CHANGE FORM so that it will be possible at all times to determine how a time detail record was computed.

In order for the Electronic Timekeeping System to work as intended, all non-exempt employees must participate.

Daily Sign-in

It is a job requirement that ALL non-exempt employees MUST sign-in in the morning. It is the employee's responsibility to make sure the electronic timesheet is filled out correctly, as errors or falsification could result in disciplinary action. The employee's supervisor will establish a time by which employees must be signed in at the start of their day. (Under certain conditions, such as a training course at a different location, the employee shall sign-in upon returning or be signed in manually by their immediate supervisor).

BOARD ADOPTED NOVEMBER 8TH 2012

Falsification or Tampering

- Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense, subject to disciplinary action up to and including termination.
- Signing in for an absent employee (a.k.a. "buddy punching") will also be considered a serious offense, subject to disciplinary action up to and including termination.
- No employee shall be in possession of another employee's password for the RHLSD electronic Timekeeping System at any time.
- Anyone interfering with other employees' use of the Electronic Timesheet shall be subject to disciplinary action.
- Deleting or altering your account will be considered a serious offense, subject to disciplinary action up to and including termination.

To tamper with the RHLSD equipment, interfere with use of the clocks, or sign in for someone else will be considered a serious offense. Due to the severity of these infractions, there will be immediate discipline enforced, up to and including immediate termination.

The Supervisor and the Superintendent will review the specific details of such an infraction and develop an appropriate response.

Computer Problems

If any employee is unable to sign in because of Timesheet/Computer malfunction's, it is the employee's responsibility to inform their immediate supervisor without delay. In this situation, the Administrator will "manually" sign the employee in. The Supervisor will notify the appropriate personnel of any Timesheet/Computer problems.

PLEASE DISTRIBUTE TO ALL PERSONNEL

PURCHASE ORDER PROCEDURE

2023-2024

DO NOT PLACE AN ORDER WITHOUT A PURCHASE ORDER

- A. ALL REQUISITIONS MUST BE GENERATED USING SCVIEW. IF NECESSARY, PLEASE ATTACH THE ACTUAL ORDER (I.E., STOCK NUMBERS, ISBN NUMBERS, ETC.) TO THE REQUISITION. PLEASE INDICATE IF YOU WANT THE ORDER PLACED BY THE CENTRAL OFFICE OR IF THE REQUESTOR WILL PLACE THE ORDER. ALL REQUISITIONS MUST BE APPROVED BY THE PRINCIPAL, SUPERINTENDENT AND TREASURER BEFORE BEING CONVERTED INTO A PURCHASE ORDER BY THE ASSISTANT TO THE TREASURER. ONCE CONVERTED, THE PURCHASE ORDER WILL AUTOMATICALLY BE RETURNED TO THE PERSON DESIGNATED ON THE REQUISITION AS THE person PLACING THE ORDER.
- B. ONCE THE REQUISITION HAS BEEN RECEIVED BY THE CENTRAL OFFICE, PLEASE ALLOW AT LEAST TEN (10) DAYS FOR THE PURCHASE ORDER TO BE APPROVED BY THE SUPERINTENDENT AND TREASURER, PROCESSED AND RETURNED.
- C. ANY INVOICE RECEIVED BY THE CENTRAL OFFICE THAT INDICATES SERVICES OR MATERIALS WERE ORDERED OR OBTAINED PRIOR TO AN APPROVED PURCHASE ORDER WILL BECOME THE RESPONSIBILITY OF THE PARTY OBTAINING SUCH MATERIALS OR SERVICES.
- D. A COPY OF THE PURCHASE ORDER OR A PACKING SLIP MUST BE SIGNED IN FULL (NO INITIALS) AND DATED AND RETURNED TO THE CENTRAL OFFICE IMMEDIATELY UPON RECEIVING THE SERVICES OR MATERIALS.
- E. PLEASE REALIZE THAT WE CANNOT PAY AN INVOICE UNTIL WE HAVE RECEIVED A SIGNATURE FROM YOU INDICATING THAT THE SERVICES OR MATERIALS WERE RECEIVED BY YOU. ALL INVOICES SHOULD BE SENT TO THE CENTRAL OFFICE DIRECTLY FROM THE COMPANY. ANY INVOICES RECEIVED AT THE SCHOOL BUILDINGS MUST BE SENT TO THE CENTRAL OFFICE FOR PAYMENT TO BE PROCESSED.

- F. IF YOU NEED A CASH ADVANCE, PLEASE SUBMIT YOUR REQUISITION AT LEAST FOURTEEN (14) DAYS IN ADVANCE, WITH THE DATE THE CHECK IS NEEDED INDICATED. THE CHECK HAS TO BE PICKED UP AT THE CENTRAL OFFICE IN THE TREASURER'S OFFICE. AFTER MAKING YOUR PURCHASE, PLEASE BRING THE SIGNED RECEIPT(S) BACK TO THE CENTRAL OFFICE ALONG WITH ANY LEFTOVER CASH, IS APPLICABLE.
- G. FOR REIMBURSEMENTS, PLEASE FILL OUT A REIMBURSEMENT FORM (CAN BE OBTAINED EITHER IN THE BUILDING OFFICE OR AT THE CENTRAL OFFICE). ALL RECEIPTS MUST BE SIGNED IN FULL (NO INITIALS) AND ATTACHED TO THE REIMBURSEMENT FORM. PLEASE NOTE THAT WE CAN ONLY PAY \$50 PER DAY FOR MEALS OR \$0.58 PER DAY FOR MILEAGE.

Book	Policy Manual
Section	5000 Students
Title	HOMELESS STUDENTS
Number	po5111.01
Status	Active
Legal	42 U.S.C. 11431 et seq. (McKinney - Vento Homeless Act)
Adopted	January 25, 2018

5111.01 - HOMELESS STUDENTS

Definitions

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that impact homeless students or those who may be a member of any of the Protected Classes (Policy 2260).

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. have a primary night time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or
- F. live in a car, park, public space, abandoned building, substandard housing¹, bus or train station, or similar setting

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-F above are also considered homeless.

Services to Homeless Children and Youth

The District will provide services to homeless students that are comparable to other students in the District, including:

- A. transportation services;
- B. public preschool programs and other educational programs and services for which the homeless student meets eligibility criteria including:
 - 1. programs for children with disabilities;
 - 2. programs for English Learners (ELs) (i.e., students with Limited English Proficiency (LEP));
 - 3. programs in career and technical education;

4. programs for gifted and talented students;
5. school nutrition programs; and
6. before - and after-school programs.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

School Stability

Maintaining a stable school environment is crucial to a homeless student's success in school. To ensure stability, the District must make school placement determinations based on the "best interest" of the homeless child or youth based on student-centered factors. The District must:

- A. continue the student's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year even if the child or youth becomes permanently housed during an academic year; or
- B. enroll the student in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

When determining a child or youth's best interest, the District must assume that keeping the homeless student in the school of origin is in that student's best interest, except when doing so is contrary to the request of the student's parent or guardian, or the student if he or she is an unaccompanied youth. The school of origin is the school the student attended or enrolled in when permanently housed, including a public preschool. The school of origin also includes the designated receiving school at the next level for feeder school patterns, when the student completes the final grade level at the school of origin.

When determining the student's best interest, the District must also consider student-centered factors, including the impact of mobility on achievement, education, health, and safety of homeless students and give priority to the request of the student's parent or guardian, or youth (if an unaccompanied youth). The District also considers the school placement of siblings when making this determination.

If the District finds that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian, or unaccompanied youth, the District must provide the individual with a written explanation and reason for the determination in a manner and form understandable to the parent, guardian or unaccompanied youth. This written explanation will include appeal rights and be provided in a timely manner.

Immediate Enrollment

The District has an obligation to remove barriers to the enrollment and retention of homeless students. A school chosen on the basis of a best interest determination must immediately enroll the homeless student, even if the student does not have the documentation typically necessary for enrollment, such as immunization and other required health records, proof of residency, proof of guardianship, birth certificate or previous academic records. The homeless student must also be enrolled immediately regardless of whether the student missed application or enrollment deadlines during the period of homelessness or has outstanding fines or fees.

The enrolling school must immediately contact the school last attended by the homeless student to obtain relevant academic or other records. If the student needs immunization or other health records, the enrolling school must immediately refer the parent, guardian or unaccompanied youth to the local liaison, who will help obtain the immunizations, screenings or other required health records. Records usually maintained by the school must be kept so that they are available in a timely fashion if the child enters a new school or district. These records include immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs. Procedures for inter-state records transfer between schools should be taken into account in order to facilitate immediate enrollment.

In addition, the District will also make sure that, once identified for services, the homeless student is attending classes and not facing barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs (if available).

Transportation

The District provides homeless students with transportation services that are comparable to those available to non-homeless students. The District also provides or arranges for transportation to and from the school of origin at the parent or guardian's request, or the liaison's request in the case of an unaccompanied youth. Transportation is arranged promptly to allow for immediate enrollment and will not create barriers to a homeless student's attendance, retention, and success.

- A. If the homeless student continues to live in the District, where the school of origin is located, transportation will be provided or arranged for the student's transportation to or from the school of origin.
- B. If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin (which is in the District), the District and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs will be shared equally.
- C. When the student obtains permanent housing, transportation shall be provided to and from the school of origin until the end of the school year.

The District determines the mode of transportation in consultation with the parent or guardian and based on the best interest of the student.

In accordance with Federal law, the above transportation requirements still apply during the resolution of any dispute. The District will work with the State to resolve transportation disputes with other districts. If the disputing district is in another State, the District will turn to the State for assistance as Federal guidance says that both States should try to arrange an agreement for the districts.

Dispute Resolution

Homeless families and youths have the right to challenge placement and enrollment decisions. If a dispute arises between a school and a parent, guardian or unaccompanied youth regarding eligibility, school selection, or enrollment of a homeless student, the District must follow its dispute resolution procedures, consistent with the State's procedures. If such a dispute occurs, the District will immediately enroll the homeless student in the school in which enrollment is sought pending final resolution of the dispute, including all appeals. The student will receive all services for which they are eligible until all disputes and appeals are resolved.

Pursuant to State, District and Board of Education policies, the District will provide the parent, guardian or unaccompanied youth with a written explanation of all decisions regarding school selection and enrollment made by the school, District, or State, along with a written explanation of appeal rights.

The District's notice and written explanation about the reason for its decision will include, at a minimum, an explanation of how the school reached its decision regarding eligibility, school selection, or enrollment, including 1) a description of the proposed or refused action by the school, 2) an explanation of why the action is proposed or refused, 3) a description of other options the school considered and why those options were rejected, 4) a description of any other relevant factors to the school's decision and information related to the eligibility or best interest determination such as the facts, witnesses, and evidence relied upon and their sources, and 5) an appropriate timeline to ensure deadlines are not missed. The District must also include contact information for the Liaison and the State Coordinator, and a brief description of their roles. The District will also refer the parent, guardian or unaccompanied youth to the Liaison, who will carry out the dispute resolution process.

The District ensures that all decisions and notices are drafted in a language and format appropriate for low-literacy, limited vision readers, and individuals with disabilities. For children and youth and/or parents or guardians who are English learners or whose dominant language is not English, the District will provide translation and interpretation services in connection with all phases of the dispute resolution process pursuant to federal laws. The District will also provide electronic notices via email if the parent, guardian or unaccompanied youth has access to email followed by a written notice provided in person or sent by mail.

Homeless Children in Preschool

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs, including Head Start programs, administered by the District. Additionally, the homeless child must remain in the public preschool of origin, unless a determination is made that it is not in the child's best interest. When making such a decision on the student's best interest, the District takes into account the same factors as it does for any student; regardless of age. It also considers pre-school age specific factors, such as 1) the child's attachment to preschool teachers and staff; 2) the impact of school climate on the child, including school safety; the quality and availability of services to meet the child's needs, including health, developmental, and social-emotional needs; and 3) travel time to and from school.

The District must also provide transportation services to the school of origin for a homeless child attending preschool. It is the District's responsibility to provide the child with transportation to the school of origin even if the homeless preschooler who is enrolled in a public preschool in the District moves to another district that does not provide widely available or universal preschool.

Public Notice

In addition to notifying the parent or guardian of the homeless student or the unaccompanied youth of the applicable rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school. In addition, the District shall post public notice of the McKinney-Vento rights in places that homeless populations frequent, such as shelters, soup kitchens, and libraries in a manner and form understandable to the parents and guardians and

unaccompanied youths.

Records

The local liaison will assist the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained, subject to the protections of the Family Educational Rights and Privacy Act (FERPA) and Policy 8330, and in such a manner so that they are available in a timely fashion and can be transferred promptly to the appropriate parties, as required. Pursuant to the McKinney-Vento Act, information regarding a homeless student's living situation is not considered directory information and must be provided the same protections as other non-directory personally identifiable information (PII) contained in student education records under FERPA. The District shall incorporate practices to protect student privacy in accordance with the provisions of the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA).

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Note:

Education for Homeless Children and Youth Programs, Non-Regulatory Guidance, U.S. Department of Education (ED), Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act, at A-3 (July 27, 2016).

¹ According to nonregulatory guidance from the U.S. Department of Education (ED), standards for adequate housing may vary by locality. Please see ED guidance for factors to consider when determining whether a child or youth is living in "substandard housing."

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Recommendations for Nonroutine Bus Trip Instructions for Passengers

Published 21 May 2007

The following items shall be reviewed with passengers prior to the onset of every nonroutine bus trip. This page contains an overview of the items to be reviewed, and the following page contains a sample script to assist bus drivers with the delivery of this information.

Completion of the following meets the requirements of OAC 3301-83-16 and ORC 4511.76(C).

Aisles and exits:

Drivers should point out the location of emergency exits in the bus including basic instructions on how to open the exits. Emergency exits and service doors may not be blocked – equipment may not be stored in the aisle or in any location that blocks an exit.

Emergency equipment:

Show the location of the first aid kit, body fluid cleanup kit, fire extinguisher, fusees (flares) and reflective triangles. Driver should also demonstrate the use of the emergency override switch for all air or electric service doors.

General rules:

Emphasize the requirement to remain seated; no eating and no drinking; silence at railroad crossings and the need to follow directions from the bus driver. This applies to coaches, chaperones and students equally.

Chaperones:

The bus driver is ultimately responsible for the vehicle and passengers but the chaperone plays an important role in avoiding unnecessary distractions and safety violations. Chaperones should space themselves throughout the bus in order to effectively monitor student behavior. Chaperones must make it a priority to remind students to (a) remain properly seated at all times, (b) keep noise to a minimum, (c) maintain complete silence at railroad crossings, (d) keep the aisles and exits clear at all times, and (e) keep the bus clean.

Chaperones should assist the bus driver in checking the bus for articles left behind by students.

BUS DRIVER'S SAMPLE SCRIPT:

Aisles and exits:

Ohio school bus safety rules require that we take a moment to explain some of the safety features of this bus before departing. First, please note the emergency exits nearest to your seat. There are *[number]* exits on this school bus. *[Demonstrate the use of the emergency exits.]*

No equipment may be stored in the aisle of a school bus. Equipment may not block emergency exits or the service door. If applicable: *This bus is equipped*

Pupil Transportation Operation and

Safety Rules – July 2013

with an air/electric door. The emergency switch is located [here] and allows the door to be opened manually by moving the switch in this manner [demonstrate switch].

Emergency equipment:

The first aid kit and body fluid cleanup kit are located [show location]. The fire extinguisher, fusees and reflective triangles are located [show location].

General rules:

All passengers are required to remain seated properly on Ohio school buses. Eating and drinking is not permitted. All passengers are required to remain silent at railroad crossings and at any other time I have requested silence.

Chaperones:

It is prudent to explain the chaperones' responsibilities in a manner that does not minimize their authority in front of the students. This might involve speaking to them separately prior to boarding the bus.

The chaperones are responsible for assisting the bus driver in preventing distractions and safety violations by the passengers – this is best accomplished by spreading out throughout the bus. Chaperones must remind students to remain properly seated at all times, to keep the noise inside the bus to a minimum, maintain complete silence at railroad crossings, to keep the aisle and exits clear at all times. Lastly, chaperones must assist the bus driver in keeping the bus clean, in checking for articles left behind by the passengers.

Chaperones are subject to all bus rules – just as the student passengers.



Rock Hill Local School District

• Board Of Education •

TO: BUILDING PRINCIPALS
FROM: KATHY BOWLING, ASSISTANT SUPERINTENDENT
SUBJECT: TEST SECURITY 2023-2024
DATE: AUGUST 9, 2023
CC: FILE

PLEASE COMPLETE THE FOLLOWING TRAINING WITH YOUR STAFF.

1. COPY THE ATTACHED INFORMATION PACKET FOR EACH TEACHER IN YOUR BUILDING THAT WILL BE ADMINISTERING OR ASSISTING WITH TESTING THIS YEAR.
2. CONDUCT THE MEETING PRIOR TO TESTING IN YOUR BUILDING.
3. MAKE SURE EACH PERSON ATTENDING THE MEETING SIGNS IN AND STAYS FOR THE ENTIRE MEETING.
4. MAKE SURE EACH TEACHER IS AWARE THAT ALTHOUGH YOU MAY NOT COVER EVERY DETAIL OF THE POLICY IN THE MEETING, EVERYONE IS STILL RESPONSIBLE FOR KNOWING THE CONTENT OF THE POLICY.
5. MAINTAIN A COPY OF THE SIGN IN SHEET AND RETURN THE ORIGINAL.
6. ONLY TEACHERS WHO HAVE ATTENDED THE TRAINING MAY ADMINISTER STATEWIDE ASSESSMENTS. KEEP IN MIND THAT SOME ASSESSMENTS MAY REQUIRE ADDITIONAL TRAINING (i.e Alternate Assessment, ACT)

SECTION 10048:

TEST SECURITY POLICY

- A. All test questions and all other materials which are considered part of the testing program such as off-grade years, high school proficiency tests, and any other state-mandated tests, including, but not necessarily limited to, reading passages, charts, graphs, and tables shall be considered secure and subject to the provisions of Section 3319.151 and 3319.99 of the Ohio Revised Code and to the provisions of this rule.
- B. No person shall teach students the answers to specific test questions, copy or otherwise reproduce secure test materials for use by students, change student's responses on the answer sheets, or in any other way cheat or assist a student to cheat.
- C. No unauthorized person shall have access to any secure test material at any time such materials are in the School District or school building.

D. Responsibility for Test Security

The Local Superintendent shall be responsible for ensuring that all test security provisions are met while test materials are in the District. Furthermore, the Building Principal and/or guidance counselor shall be responsible for ensuring to the Local Superintendent that all test security provisions are met while test materials are in their building.

E. Test Access Authorization

The following personnel shall be authorized to have access to test materials during the time the test materials are in the District:

- 1. Local Superintendent
- 2. Curriculum Director
- 3. Testing Coordinator
- 4. Building Principal
- 5. Guidance Counselor
- 6. Teacher
- 7. Psychologist
- 8. Other personnel as directed by the Local Superintendent

F. Tracking and Handling

Upon receipt of test materials covered in this policy by the Local Superintendent, the following procedures shall be followed:

- 1. The Local Superintendent or his representatives will disseminate test materials to the Building Principals and/or guidance counselors.
- 2. Building test coordinators will disseminate test materials to teachers at selected grades or levels prior to the day of testing.
- 3. The actual test administration by the building test coordinator and/or teacher.
- 4. Test security during the testing period shall be the responsibility of the teacher or building test coordinator.
- 5. Collection of materials by the Building Principal and/or guidance counselor.
- 6. Organization of test materials for scoring by the Building Principal and/or guidance counselor.
- 7. Return of the organized test and scoring-related documents to the Central Office for shipment to scoring service provider.

G. Test Storage

All test materials shall be stored in the office of the Principal, guidance counselor, or at the Central Office.

H. Test Security Violations

Investigations of alleged violations of the test security provisions shall be conducted by a committee consisting of the Building Principal, guidance counselor, two teachers, and the Local Superintendent or his representative. The committee will review all evidence relevant to the alleged violation in reaching its findings. Penalties for cheating, or assisting a student to cheat by another student, shall include, but not be limited to, invalidation of test scores of all parties involved, suspension from school of all parties involved, and any other action deemed necessary and appropriate by the investigating committee. The decision will be written.

Cheating or assisting a student to cheat by persons other than students shall be referred to the Board of Education and/or appropriate civil authorities as prescribed in the Ohio Revised Code.

Notification of test security violation shall be made in writing within ten days of a final determination of such violations to the State Board of Education. Included in the report shall be the findings of the investigation and action taken.

I. Appeal Procedure

The student or individual involved has the right to file an appeal of a committee decision before penalties are imposed. The appeal must be in writing and be presented within three school days of the initial ruling. The request for the appeal shall be made directly to the Superintendent for a hearing before the Board of Education.

J. Additional Provisions of Test Security Policy

After determination that a test security violation has occurred, the School District Board and/or the State Board of Education may seek the maximum penalty or penalties pursuant to Section 3319.151 of the Ohio Revised Code.

The School District shall cooperate with the State Board of Education in any investigation of test security violations by a certified school employee, pursuant to Section 3319.151 of the Ohio Revised Code.

Prior to taking action as a result of a violation of test security provisions by a certified school employee, the State Board of Education shall give the individual notice of such action and provide an opportunity for the individual to respond and present a defense.

3301-13-05 Establishing security and security investigation provisions for assessments.

- (A) All assessment questions and all other assessment materials, which are considered part of an assessment, including, but not limited to, oral or written directions, reading passages, writing prompts or styles, charts, graphs, maps, and tables shall be considered secure and subject to the provisions of sections 3319.151 and 3319.99 of the Revised Code and to the provisions of this rule prohibiting any person from revealing any specific question and/or materials that a person knows are part of an assessment.
- (B) Except for diagnostic assessments, no assessment, achievement tests for grades three through eight or the Ohio graduation tests, shall be released as a public record.
- (C) The assessment materials that are specifically designated as "practice tests" and any assessment released by the department of education as a public record in accordance with division (N) of section 3301.0711 of the Revised Code and this rule are not considered secure.
- (D) Persons designated as test coordinators for districts or participating schools, in accordance with paragraph (M) of rule 3301-13-02 of the Administrative Code, shall ensure that all assessment security provisions are met while assessment materials remain in a school district or participating school.
- (E) Persons designated as examiners, in accordance with paragraph (N)(7) of rule 3301-13-02 of the Administrative Code, shall ensure that all assessment provisions are met while each assessment administration session, including makeup sessions, is in progress and account for all assessment booklets by serial number, all CDs containing English audio and foreign language translations of the assessments, all answer documents, and all tape recorded student responses from the translation sessions received from a building test coordinator, until such time that an examiner returns said assessment materials to the building test coordinator.
- (F) No person shall reveal, cause to be revealed, release, cause to be released, reproduce, or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral.
- (G) No unauthorized person shall be permitted to be in an assessment room during any assessment session or be permitted to have access to any secure assessment materials at any time such materials are in a school district or participating school.
- (H) Each school district and participating school shall establish written procedures to protect the security of the assessment materials from the time such materials are received in the school district or participating school until they are returned to the district's central collection location and from there shipped to the scoring contractor. Such procedures shall include, but not be limited to, the following:
- (1) Identification of each person by name with a designated title as being either a test coordinator, examiner, monitor, translator, or scribe in a school district or participating school who is authorized to be present in an assessment room during an assessment session, including a makeup session, and/or who is authorized to have access to the assessment materials;
 - (2) Specification of procedures for handling, tracking, and maintaining security of assessment materials from the time and point of receipt in a school district or participating school until the time and point of shipping to the district's central collection location and from there shipped to the scoring contractor;
 - (3) Specification of procedures for handling, tracking, and maintaining security of assessment materials at a site before, during, and after an assessment administration, including, but not limited to, procedures for accounting for and storing assessment booklets, answer documents, and all other assessment materials in a secure location before, during, after, and between assessment administration sessions;
 - (4) Specification of procedures for handling, tracking, and maintaining security of the assessment materials collected after the last regular assessment administration session until the return from the school building or

participating school to the district's central collection location and from then until the pickup by the shipping to the scoring service provider. These specifications should also include procedures for handling, tracking, and maintaining security of assessment materials collected after the last makeup assessment administration session until the return from the school building or participating school to the district's central collection location and from then until the pickup by the shipping to the scoring service provider;

(5) Specification of a procedure for investigating any alleged violation of an assessment security provision or any alleged unethical testing practice, a procedure ensuring due process for any individual accused, and a procedure for determining an action or actions to be taken in response to any confirmed violation of section 3319.151 of the Revised Code, rule 3301-7-01 of the Administrative Code, this rule, or the school's security procedures, including, but not limited to, cheating by a student and/or by any other person assisting a student to cheat;

(6) Specification of a procedure for determining whether or not to invalidate a student's assessment score, which is an action a school district or participating school may take in response to an assessment security violation of section 3319.151 of the Revised Code, rule 3301-7-01 of the Administrative Code, an ethical testing practice, this rule, or the school's security procedures, which was caused either by a student and/or by any other person;

(7) Specification of how the written procedures established in accordance with this rule shall be communicated in writing and discussed each school year with all employees of the school district or participating school who have access to the secure assessment materials, with all students enrolled in the school district or participating school who are being tested, and with any other person authorized to be present in an assessment room and/or to have access to any assessment materials.

(I) Any alleged assessment security violation of section 3319.151 of the Revised Code, rule 3301-7-01 of the Administrative Code, an ethical testing practice, this rule, or the school's security procedures must be reported to the department of education as soon as it becomes known to the school district or participating school.

(1) Upon receipt of information about an alleged assessment security violation of section 3319.151 of the Revised Code, rule 3301-7-01 of the Administrative Code, an ethical testing practice, this rule, or the school's security procedures, the department of education shall call the school district to request the opening of an investigation and shall follow up with a letter to the school district.

(2) All records furnished and information gathered or prepared by the department of education in connection with an investigation into an alleged assessment security violation of section 3319.151 of the Revised Code, rule 3301-7-01 of the Administrative Code, an ethical testing practice, this rule, or the school's security procedures shall be considered confidential information. However, this confidentiality does not prohibit the disclosure of records or information to the school district or participating school for the purpose of the district or school conducting the required investigation.

(3) Within ten days after the completion of the district's or participating school's investigation, a written report shall be filed with the department of education delineating the cause and results of the investigation including any corrective action taken.

(4) After a determination that an assessment security violation of section 3319.151 of the Revised Code, rule 3301-7-01 of the Administrative Code, an ethical testing practice, this rule, or the school's security procedures has occurred, a school district board or governing authority of a school and/or the state board of education may take any action or actions specified in section 3319.151 of the Revised Code or in this rule.

(5) Each school district and participating school shall ensure the cooperation of all of its employees in any investigation of any assessment security violation of section 3319.151 of the Revised Code, rule 3301-7-01 of the Administrative Code, an ethical testing practice, this rule, or the school's security procedures that are conducted by the department of education pursuant to any allegation or other indication that such an assessment security violation may have occurred.

(6) Prior to commencing an Ohio department of education investigation and taking action as a result of an allegation of an assessment security violation of section 3319.151 of the Revised Code, rule 3301-7-01 of the Administrative Code, an ethical testing practice, this rule, or the school's security procedures by a licensed school

employee, the state board of education shall provide the individual with notice of the allegation and an opportunity to respond and present a defense.

(J) By the first of October of each school year, each school district and participating school shall communicate in writing and discuss with all employees who have access to the secure assessment materials and students who are being tested the applicable written security procedures and actions to be taken in response to any violations established pursuant to paragraph (H) of this rule. Students and staff shall be reminded orally of these provisions prior to the beginning of each assessment administration period by an assessment coordinator and examiner.

(K) Each joint vocational school district that has executed an agreement with a school district or participating school to administer any assessment pursuant to paragraph (I) of rule 3301-13-01 of the Administrative Code shall comply with all requirements of this rule.

Effective: 01/26/2013

R.C. 119.032 review dates: 11/01/2012 and 11/01/2017

Promulgated Under: 119.03

Statutory Authority: 3301.07, 3301.0710, 3301.0711

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Prior Effective Dates: 1-29-90; 12-1-92; 8-10-00; 8-22-02; 12/21/2007

3301-7-01 Standards for the ethical use of tests.

(A) These standards of ethical assessment practice shall be used in determining whether or not a practice related to assessment is consistent with the principles of performing one's duties with honesty, integrity, due care, and fairness to all and ensuring the integrity of the assessment process and the reliability and validity of any inference made from any result of an assessment. Except as otherwise specified, the following definitions shall be used in this rule:

(1) "Assessment" shall include secure and non-secure standardized achievement tests, the Ohio graduation tests, state proficiency tests, the English language proficiency test, diagnostic tests as required by section 3301.0715 of the Revised Code, and secure alternate measurement instruments provided by the department of education. Assessment shall also include district and school-wide standardized assessment including norm referenced tests. Assessment shall include the test instrument itself and any part of the process of assessing or testing a student;

(2) "Participating school" shall mean any city, exempted village, local, cooperative education, or joint vocational school districts any community or any chartered nonpublic school which participates in assessment; the state school for the blind; the state school for the deaf; or any school operated by the departments of youth services or rehabilitation and corrections; or any entity that tests its students with the statewide assessments;

(3) "Appropriate staff" shall include any designated certificated or non-certificated employee of a participating school who has direct access to an assessment or participates in any activity related to preparing a student for an assessment, administering or scoring an assessment, and/or interpreting or using any result of an assessment;

(4) "Secure assessment" shall include any assessment, whether state or national, that is administered to the entire or a portion of the entire state student population and/or that is provided by the state, the results of which are included in Ohio's accountability system, are included as part of a student's course, are part of the pre-college admission process, or are required by state and/or federal law. Secure assessments shall be treated as secure materials until released by the test developer and/or the department of education. They do not include any diagnostic assessment required to be administered pursuant to section 3301.0715 of the Revised Code, any practice Ohio graduation test required to be prescribed by the state board of education pursuant to section 3301.0710 of the Revised Code, any practice achievement test, or any assessment that already has been released to the public by the test developer or by the department of education as a public record following the school year that the assessment actually was administered; and

(5) "Statewide tests" means any assessment that is provided by the department of education for use in all participating schools in the state.

(B) Each participating school and district shall ensure that all appropriate staff have knowledge of these standards of ethical assessment practice and shall monitor the practices of all appropriate staff to ensure compliance with these standards. Each participating school's and district's duties shall include, but not be limited to, the following:

(1) Communicate in writing to all appropriate staff at least once annually the standards defining what is an unethical and/or inappropriate practice that are contained in paragraphs (C) to (E) of this rule as well as any additional standards of ethical assessment practice adopted by a participating school and district;

(2) Clearly define and communicate in writing at least once annually to all appropriate staff how the standards shall be monitored and what sanctions shall apply for any violations of the standards and under what circumstances such sanctions will apply;

(3) Clearly define and communicate to all appropriate staff prior to each assessment the purpose(s) for each assessment;

(4) Clearly define and communicate in writing to all appropriate staff at least once annually all security procedures established by a participating school for each type of secure assessment identified in paragraph (A) of this rule,

which shall include, but not be limited to, the test security provisions required by rule 3301-13-05 of the Administrative Code;

(5) Provide any other information and training as may be necessary to ensure that all appropriate staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering and/or scoring an assessment, and/or interpreting and/or using any result of an assessment;

(6) Establish written procedures for reviewing what materials and practices shall be used in a participating school to prepare students for an assessment, and clearly communicate in writing these procedures, materials, and practices at least once annually to all appropriate staff;

(7) Periodically review materials and practices related to preparing students for an assessment, administering and/or scoring an assessment, and/or interpreting and/or using any result of an assessment in order to ensure that the materials and practices are up-to-date, and clearly communicate in writing any additions or changes at least once annually to all appropriate staff;

(8) Provide channels of communication that allow teachers, other educators, students, parents, and/or other members of the community to voice any concern about any practice they consider unethical and/or inappropriate; and

(9) Establish written procedures for investigating any complaint, allegation, and/or concern about an unethical and/or inappropriate practice, ensuring protection of the rights of an individual, the integrity of an assessment, and any result of an assessment.

(C) In monitoring practices related to preparing students for a state-wide assessment, each participating school shall use, but not be limited to, the following standards that define the types of practices that are unethical and/or inappropriate:

(1) Any preparation activity that undermines the reliability and/or validity of an inference made from any result of an assessment;

(2) Any preparation practice that results solely in raising scores or performance levels on a specific assessment without simultaneously increasing a student's achievement level as measured by other tasks and/or assessments designed to assess the same content domain;

(3) Any practice involving the reproduction of any secure assessment materials, through any medium, for use in preparing a student for an assessment;

(4) Any preparation activity that includes a question, task, graph, chart, passage, or other material included in an assessment, and/or material that is a paraphrase or highly similar in content to what is in an assessment;

(5) Preparation for an assessment that focuses primarily on the assessment, including its format, rather than on the objectives being assessed;

(6) Any preparation practice that does not comply with, or has the appearance of not complying with any statutory and/or regulatory provision related to security of an assessment; and

(7) Any practice that supports or assists others in conducting unethical or inappropriate preparation activities.

(D) Except as specifically permitted by written instructions provided by the developer of an assessment, by the department of education, or by Chapter 3301-13 of the Administrative Code pertaining to accommodations and/or alternate assessment, each participating school shall use, but not be limited to, the following standards that define the types of practices related to administering and/or scoring assessments that are unethical and/or inappropriate:

(1) Any assessment used for purposes other than that for which it was intended;

(2) Any practice that results in a potential conflict of interest or one that exerts undue influence on a person administering and/or scoring an assessment, either making or appearing to make an assessment process unfair

to some examinees;

(3) Except for accommodations and/or alternate assessments expressly permitted under Chapter 3301-13 of the Administrative Code, any change in procedures for administering and/or scoring an assessment that results in a nonstandard condition for one or more students;

(4) Any practice that allows a person without sufficient and appropriate knowledge, skills, and/or training to administer and/or score an assessment;

(5) Any administration and/or scoring practice that may produce a result contaminated by a factor not relevant to the purpose(s) of an assessment;

(6) Any practice of excluding one or more students from an assessment solely because a student has not performed well, or may not perform well, on the assessment and/or because the aggregate performance of a group may be affected;

(7) Any practice immediately preceding and/or during an assessment including, but not limited to, the use a gesture, facial expression, body language, language, or any other action and/or sound that may guide a students' response;

(8) Except for the directions for administration as prescribed by the test developer and/or by the department of education, any practice such as providing to a student, immediately preceding and/or during administration of an assessment, any definition and/or clarification of the meaning of a word or term contained in an assessment;

(9) Any practice that corrects or alters any student's response to an assessment either during and/or following the administration and/or scoring of an assessment; and

(10) Any practice that supports or assists any person in unethical and/or inappropriate practices during administration and/or scoring of an assessment.

(E) In monitoring practices related to interpreting and/or using any result of an assessment, each participating school shall use, but not be limited to, the following standards that define the types of practices that are unethical and/or inappropriate:

(1) Providing interpretations of and/or using any result of an assessment in a manner and/or for a purpose that was not intended;

(2) Making false, misleading, or inappropriate statements and/or unsubstantiated claims that may lead to false and/or misleading conclusions about any result of an assessment;

(3) Any practice that permits appropriate staff without the necessary knowledge and skills to interpret and/or use any result of an assessment;

(4) Any practice that violates, or places at risk, the confidentiality of personally identifiable information pursuant to section 3319.321 of the Revised Code;

(5) Any practice that provides an interpretation or suggests a use of any result of an assessment without due consideration of the purpose(s) for the assessment, the limitations of the assessment, an examinee's characteristics, any irregularities in administering and/or scoring the assessment, and/or other factors that may affect any result; and

(6) Any practice that supports or leads any person to interpret and/or use any result of an assessment in unethical and/or inappropriate ways.

(F) Each participating school shall cooperate with the state board of education in conducting an investigation of any alleged unethical and/or inappropriate assessment practice as defined in this rule.

Replaces: 3301-7-01

7/25/2016

Lawriter - OAC - 3301-7-01 Standards for the ethical use of tests.

R.C. 119.032 review dates: 09/05/2012 and 09/05/2017

Promulgated Under: 119.03

Statutory Authority: 3301.07, 3301.0710, 3301.0711

Rule Amplifies: 3301.0711

Prior Effective Dates: 2/1/95, 12/1/07

TEST ADMINISTRATOR AGREEMENT FORM

This is to document that the test administrator is aware of and understands the district's security policy and all possible consequences and is aware of other resources regarding test security.

Test Procedures Agreement for Test Administrators

The test administrator acknowledges that:

1. All Ohio state tests are secure tests (except Ohio Diagnostic Tests, released tests and practice tests);
2. Procedures shall be implemented to ensure maximum test security;
3. Training on Revised Code 3301.0710 State Board Policy on Test Security has been provided prior to the test administration;
4. Training on Ohio Administrative Code (OAC) Rule 3301-13-05 Rule on Test Security has been provided prior to the test administration;
5. Training on Ohio Administrative Code (OAC) Rule 3301-7-01 Standards for the Ethical Use of Tests has been provided prior to the test administration;
6. Training on the district's security policy, including possible consequences of test security violations, has been provided prior to the test administration;
7. Copies of the *Rules Book* are available and access to information has been provided and reviewed prior to the test administration;
8. Copies of the Guidelines and Procedures for Test Security have been provided and reviewed prior to test administration;
9. Test security or the accuracy of the test data score results will not knowingly be violated in any manner;
10. Student test scores or test performance data shall not be disclosed to unauthorized persons;
11. Any breach of security, loss of materials or other deviation from acceptable security and administration procedures shall be reported immediately to the school/building test coordinator;
12. Secure test materials shall not be released to the school before the signed Test Procedures Agreement has been collected from the test administrator.

DO NOT fax or send form to the department.

I have read, understand, and with my signature agree to comply with statutory and regulatory (OAC) requirements, requirements stated in the *Rules Book*, and the Guidelines and Procedures for Test Security. I also understand that I must return this signed agreement to the school/building test coordinator before test booklets/materials are released to the school. By signing this form and returning it to the school/building test coordinator, I verify that the above conditions have been met.

Test Administrator Signature

Name of District

Name of School

Date



Ohio Department of Education, Office of Curriculum and Assessment, 25 S. Front St., MS 507, Columbus, OH 43215
Phone: 614.466.1317

ROCK HILL LOCAL SCHOOLS
CHEMICAL ABUSE STANDARDS
HANDBOOK



EVERYONE WORKING TOGETHER
TO MAKE ROCK HILL DRUG FREE

ROCK HILL LOCAL SCHOOLS
CHEMICAL ABUSE STANDARDS
(DRUGS, TOBACCO, ALCOHOL)

BOARD APPROVED APRIL 20, 1999
REVIEWED AND REVISED MARCH 23, 1999

PRESIDENT BUSH'S NATIONAL DRUG CONTROL STRATEGY ISSUED IN SEPTEMBER 1989 PROPOSED THAT THE CONGRESS PASS LEGISLATION TO REQUIRE SCHOOLS TO IMPLEMENT AND ENFORCE FIRM DRUG PREVENTION PROGRAMS. SUCH LEGISLATION WAS ENACTED IN 1986 AND THE DRUG FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS WERE ENACTED IN 1989.

PHILOSOPHY AND RATIONALE

THE ROCK HILL BOARD OF EDUCATION, THE SUPERINTENDENT, AND ALL THOSE WORKING IN THE SCHOOL SYSTEM STRONGLY SUPPORT MEASURES THAT ARE DESIGNED TO PREVENT STUDENTS FROM BECOMING INVOLVED WITH DRUGS AND ALCOHOL. SCHOOL PERSONNEL WANT TO ASSIST AND SUPPORT THOSE WHO ARE WILLING TO DEAL WITH THEIR PROBLEMS, AND TO PROVIDE A CONSISTENT DISCIPLINE CODE FOR THOSE WHO VIOLATE THE SCHOOL DRUG AND ALCOHOL ABUSE POLICY.

WE FEEL THAT SCHOOLS SHOULD BECOME INVOLVED BECAUSE CHEMICAL ABUSE AND CHEMICAL DEPENDENCY PROBLEMS OFTEN INTERFERE WITH SCHOOL BEHAVIOR, STUDENT LEARNING, AND THE DEVELOPMENT OF EACH STUDENT. USE OF ILLICIT DRUGS AND THE UNLAWFUL POSSESSION AND USE OF ALCOHOL IS WRONG AND HARMFUL.

WE BELIEVE THE KEY TO PREVENTION OF CHEMICAL ABUSE IS COMPREHENSIVE EDUCATION IN GRADES K-12, AND WANT TO HELP IMPLEMENT APPROPRIATE EDUCATIONAL MATERIALS BEGINNING AT THE KINDERGARTEN LEVEL.

DEFINITIONS

THE FOLLOWING ARE DEFINITIONS OF SOME OF THE TERMS USED:

1. UNDER THE INFLUENCE IS DEFINED AS MANIFESTING SIGNS OF CHEMICAL USE SUCH AS STAGGERING, REDDENED EYES, ODOR OF CHEMICALS, NERVOUSNESS, RESTLESSNESS, FALLING ASLEEP IN CLASS, MEMORY LOSS, ABUSIVE LANGUAGE OR ANY OTHER BEHAVIOR NOT NORMAL FOR THAT PARTICULAR STUDENT.
2. PRESCRIPTION DRUGS, DEFINED AS DRUG AUTHORIZED BY A MEDICAL PRESCRIPTION FROM A LICENSED PHYSICIAN SHALL NOT BE CONSIDERED A VIOLATION OF THIS RULE AS LONG AS A PARENT'S STATEMENT, SIGNED PHYSICIAN'S STATEMENT, AND/OR PRESCRIPTION LABEL IS PRESENT IN THE OFFICE OF THE SCHOOL NURSE OR PRINCIPAL. SUCH MEDICATION SHALL BE KEPT IN A SECURE PLACE BY SCHOOL PERSONNEL.

3. PARAPHERNALIA - A STUDENT SHALL NOT POSSESS, USE, HANDLE, GIVE, STORE, ACQUIRE, CONCEAL, OFFER TO SELL, SELL, DELIVER, TRANSMIT, BUY OR MAKE ANY INSTRUMENT USED FOR DRUG ABUSE, OR PARAPHERNALIA (INCLUDES, BUT NOT LIMITED TO HYPODERMIC NEEDLES, SYRINGES, PIPES, ROACH CLIPS, ROLLING PAPERS, ETC.). STUDENTS MAY BE SUSPENDED FOR THIS OFFENSE.
4. COUNTERFEIT CONTROLLED SUBSTANCES OR "LOOK ALIKES".
 - (A) ANY DRUG THAT BEARS, OR WHOSE CONTAINER OR LABEL BEARS A TRADE MARK, TRADE NAME, OR IDENTIFYING MARK.
 - (B) ANY UNMARKED OR UNLABELED SUBSTANCE THAT IS REPRESENTED TO BE A CONTROLLED SUBSTANCE MANUFACTURED, PROCESSED, PACKED, OR DISTRIBUTED BY A PERSON OTHER THAN THE PERSON THAT MANUFACTURED, PROCESSED, PACKED, OR DISTRIBUTED IT.
 - (C) ANY SUBSTANCE THAT IS REPRESENTED TO BE A CONTROLLED SUBSTANCE OR IS A DIFFERENT CONTROLLED SUBSTANCE.
 - (D) ANY SUBSTANCE OTHER THAN A CONTROLLED SUBSTANCE BECAUSE OF ITS SIMILARITY IN SHAPE, SIZE, COLOR, OR IN MARKING, LABELING, PACKAGING, DISTRIBUTION, OR THE PRICE FOR WHICH IT IS SOLD, OR OFFERED FOR SALE.

PREVENTION STANDARDS

THE FOLLOWING STATEMENTS MAKE UP THE ROCK HILL DRUG PREVENTION STANDARDS:

A. PROHIBITED ACTIVITIES

A STUDENT SHALL NOT KNOWINGLY POSSESS (INCLUDES, BUT NOT LIMITED TO, PURSES, WALLETS, LOCKERS, DESKS, CARS, ETC.), CONSUME, USE, HANDLE, GIVE, STORE, CONCEAL, OFFER TO SELL, TRANSMIT, ACQUIRE, BUY, REPRESENT, MAKE, APPLY, OR BE UNDER THE INFLUENCE OF ANY NARCOTIC, DRUG, HALLUCINOGENIC DRUG, AMPHETAMINE, BARBITURATE, MARIJUANA, TRANQUILIZER, PRESCRIPTION DRUG, ALCOHOLIC BEVERAGE, INTOXICANT, SOLVENT, GAS, OR ANY MOOD-ALTERING CHEMICAL, DRUG OF ABUSE, OR ANY COUNTERFEIT CONTROLLED SUBSTANCE OF ANY KIND ON SCHOOL PREMISES OR AS PART OF ANY OF ITS ACTIVITIES.

B. PROHIBITIONS RELATING TO COUNTERFEIT DRUGS

1. NO PERSON SHALL KNOWINGLY POSSESS ANY COUNTERFEIT CONTROLLED SUBSTANCE.
2. NO PERSON SHALL KNOWINGLY MAKE, OFFER TO SELL, OR DELIVER ANY SUBSTANCE THAT HE/SHE KNOWS IS A COUNTERFEIT CONTROLLED SUBSTANCE.

3. NO PERSON SHALL MAKE, POSSESS, SELL, OFFER TO SELL, OR DELIVER ANY PUNCH, DIE PLATE, STONE, OR ANY OTHER DEVICE KNOWINGLY OR HAVING REASON TO KNOW THAT IT WILL BE USED TO PRINT OR REPRODUCE A TRADE MARK, TRADE NAME, OR OTHER IDENTIFYING MARK UPON A COUNTERFEIT CONTROLLED SUBSTANCE.
4. NO PERSON SHALL SELL, OFFER TO SELL, GIVE, OR DELIVER A COUNTERFEIT CONTROLLED SUBSTANCE TO ANOTHER PERSON.
5. NO PERSON SHALL DIRECTLY OR INDIRECTLY REPRESENT A COUNTERFEIT CONTROLLED SUBSTANCE AS A CONTROLLED SUBSTANCE BY DESCRIBING ITS EFFECTS AS THE PHYSICAL OR PSYCHOLOGICAL EFFECTS ASSOCIATED WITH THE USE OF A CONTROLLED SUBSTANCE.
6. NO PERSON SHALL DIRECTLY OR INDIRECTLY FALSELY REPRESENT OR ADVERTISE A COUNTERFEIT CONTROLLED SUBSTANCE.
7. WHOEVER VIOLATES ANY OR ALL OF ITEMS (1) THROUGH (6) OF THIS SECTION IS GUILTY OF A FELONY AND MAY BE REPORTED TO THE PROPER AUTHORITIES.

PRESCRIPTION FOR DISCIPLINARY ACTION

PROCEDURES FOR DEALING WITH STUDENTS IN VIOLATION OF THE ABOVE RULE:

THE STANDARDS OF CONDUCT LISTED ABOVE ARE MANDATORY AND THE FOLLOWING PROCEDURES WILL BE USED IN DEALING WITH STUDENTS VIOLATING THE ABOVE STANDARDS.

- A. THE BUILDING PRINCIPALS WILL MAINTAIN RECORDS ON ALL STUDENTS INVOLVED IN THESE PROCEDURES.

B. PENALTIES:

1. FIRST OFFENSE:

THE PRINCIPALS MAY USE SOME DISCRETION WHEN DEALING WITH FIRST TIME OFFENDERS.

DISCIPLINE MAY INVOLVE REHABILITATION OR EDUCATION ACTIVITIES, SHORT TERM SUSPENSION (1-10 DAYS) FROM SCHOOL, COURT REFERRAL, ALTERNATIVE SCHOOL, OR OTHER APPROPRIATE MEASURES.

2. SECOND OFFENSE:

STUDENTS GUILTY OF A SECOND OFFENSE WILL RECEIVE A FIVE (5) TO TEN (10) DAY SUSPENSION AND A COURT REFERRAL BY THE BUILDING PRINCIPAL. THE SUSPENSION MAY BE REDUCED IF THE STUDENT AND THE PARENT AGREE TO REFERRAL TO A RESOURCE APPROVED BY THE PRINCIPAL. A LIST OF LOCAL RESOURCES WILL BE PROVIDED.

3. THIRD OFFENSE:

A STUDENT GUILTY OF A THIRD OFFENSE WILL BE SUSPENDED (OR EXPELLED). IF GUILTY OF A THIRD OFFENSE THE STUDENT SHALL BE REFERRED FOR PROSECUTION AND/OR EXPELLED BY THE SUPERINTENDENT OF SCHOOLS.

- C. ANY STUDENT SELLING ILLEGAL SUBSTANCES OR COUNTERFEIT SUBSTANCES WILL BE SUSPENDED FOR TEN DAYS AND RECOMMENDATIONS MADE TO EXPEL SAID STUDENT.

PROHIBITIONS RELATING TO USE OF TOBACCO AND PREVENTION STANDARDS.

- A. THE ROCK HILL BOARD OF EDUCATION PROHIBITS THE USE OF TOBACCO IN ANY FORM, BY ANY STUDENT, ON ANY SCHOOL PREMISES DURING THE REGULARLY SCHEDULED SCHOOL DAY AND WITHIN ANY BOARD FACILITY DURING ANY SCHOOL SPONSORED ACTIVITY.

- B. VIOLATION OF THE TOBACCO USE RULE ABOVE WILL RESULT IN THE FOLLOWING:

1. FIRST OFFENSE: RELATED TOBACCO MATERIALS WILL BE DESTROYED AND EITHER A THREE DAY NOON OR AFTER SCHOOL DETENTION, ALTERNATIVE SCHOOL PLACEMENT, OR UP TO THREE (3) DAYS SUSPENSION WILL BE ADMINISTERED. PARENTS SHALL BE NOTIFIED.
2. SECOND OFFENSE: THE OFFENDER WILL RECEIVE FIVE DAYS OF DETENTION, AFTER SCHOOL OR AT NOON, ALTERNATIVE SCHOOL PLACEMENT OR A THREE (3) TO FIVE (5) DAY SUSPENSION FROM SCHOOL AND ALL RELATED TOBACCO MATERIALS WILL BE DESTROYED. PARENTS WILL BE NOTIFIED.
3. THIRD OFFENSE: CONTINUED ALTERNATIVE SCHOOL PLACEMENT OR A THREE (3) TO TEN (10) DAY SCHOOL SUSPENSION WILL BE ISSUED FOR THIS AND EACH SUCCEEDING OFFENSE. STUDENT MAY BE REFERRED TO COURT.

INTERVENTION PROCEDURES FOR STAFF

TEACHING CHILDREN SKILLS TO COPE WITH TODAY'S INCREASE PEER PRESSURE IS CRUCIAL TO THE SUCCESS OF ANY SCHOOL SUBSTANCE ABUSE PREVENTION PROGRAM. TEACHERS IN ROCK HILL LOCAL WILL PRESENT A STRONG MESSAGE TO THE CHILDREN THEY INSTRUCT THAT DRUGS AND ALCOHOL ABUSE IS LIFE THREATENING. THE ROCK HILL BOARD OF EDUCATION FEELS THAT A KEY ELEMENT IN THE SUBSTANCE ABUSE PROGRAM IS PARENTAL AND COMMUNITY INVOLVEMENT.

THE FOLLOWING INTERVENTION PROCEDURES WILL BE IMPLEMENTED IN THE ROCK HILL DISTRICT:

1. PROGRAMS IN GRADES K-8 WILL BE LED BY TRAINED TEACHERS AND GUIDANCE COUNSELORS TO HELP YOUNGSTERS DEAL WITH DIVORCE, DEATH AND OTHER TRAUMAS AFFECTING CHILDREN.
2. ESTABLISHMENT OF PARENTING CLASSES AS THE NEED INDICATES. THESE CLASSES WILL EMPHASIZE THE NEED FOR GOOD COMMUNICATION SKILLS AND APPROPRIATE DISCIPLINE.
3. GRADE 6-8 LEVEL STUDENTS WILL RECEIVE ASSISTANCE IN BUILDING SELF ESTEEM AND IMPROVING COMMUNICATION SKILLS.
4. GRADE 6-8 LEVEL STUDENTS WILL BE PROVIDED OPPORTUNITIES TO ATTEND DRUG EDUCATION CLINICS AND RECEIVE THE BENEFITS OF SUPPORT GROUPS AVAILABLE IN THE COMMUNITY.
5. DEVELOPMENT OF A STAFF REFERRAL GROUP AT THE HIGH SCHOOL LEVEL WHO WILL HELP STUDENTS FOUND USING DRUGS OR ALCOHOL AND CLOSELY EXAMINE THEIR LIFE STYLES.
6. PROGRAMS IN GRADES K-12 THAT PRESENT THE MESSAGE DETAILING THE EVILS OF ALCOHOL AND DRUG ABUSE WILL BE IMPLEMENTED AS A PART OF DRUG AWARENESS WEEK.
7. DEVELOPMENT OF A PEER LEADERSHIP GROUP TO TRAIN STUDENTS TO SERVE AS PEER LISTENERS AND COMMUNICATE ANTI-DRUG MESSAGES TO YOUNGER STUDENTS.
8. SUPPORT THE ORGANIZATION AND OPERATION OF A STUDENTS AGAINST DRUNK DRIVING CHAPTER.
9. DEVELOPMENT OF AN AGE APPROPRIATE, DEVELOPMENTALLY BASED DRUG AND ALCOHOL EDUCATION AND PREVENTION CURRICULUM WHICH PROVIDES INFORMATION FOR ALL STUDENTS IN ALL GRADES SERVED BY THE ROCK HILL SCHOOL DISTRICT.

CONFIDENTIALITY OF DRUG RELATED ACTIVITIES

- A. THE RECORDS OF STUDENTS INVOLVED IN DRUG RELATED ACTIVITIES WILL BE PROVIDED THE SAME PROTECTION AS OTHER STUDENT RECORDS UNDER THE FAMILY EDUCATION RIGHT AND PRIVACY ACT (FERPA). ACCESS TO STUDENT RECORDS AND THEIR RELEASE ARE PROHIBITED IN CERTAIN CIRCUMSTANCES WITHOUT THE PERMISSION OF THE STUDENT OR GUARDIAN. UNDER THE OHIO PRIVACY ACT, STUDENTS SHOULD BE NOTIFIED WHENEVER PERSONAL INFORMATION IS PLACED INTO AN INTERCONNECTED SYSTEM.
- B. SCHOOL EMPLOYEES WILL ASSURE THAT THE CONFIDENTIALITY RIGHTS OF ALL STUDENTS ARE PROTECTED DURING THE IMPLEMENTATION OF THIS POLICY. DRUG RELATED ACTIVITIES INVOLVING STUDENTS SHOULD NOT BE DISCUSSED OUTSIDE A PROFESSIONAL CONTEXT.
- C. THE ROCK HILL LOCAL SCHOOL DISTRICT WILL PROVIDE NOTICE TO THE PARENT OR STUDENT WHENEVER PERSONAL INFORMATION IS PLACED IN A COMBINED OR INTERCONNECTED INFORMATION SYSTEM AND WILL COLLECT ONLY SUCH INFORMATION AS IS NECESSARY FOR THE PERFORMANCE OF ITS DUTIES AND WILL MAINTAIN ONLY INFORMATION THAT IS ACCURATE AND TIMELY.

HANDLING OF DRUG RELATED EMERGENCIES

- A. IF A PUPIL REQUIRES EMERGENCY MEDICAL TREATMENT, THE SCHOOL AUTHORITIES WILL MAKE A REASONABLE ATTEMPT TO NOTIFY THE PARENTS OR GUARDIAN PRIOR TO GIVING TREATMENT. PARENTS WHO DO NOT CONSENT TO EMERGENCY MEDICAL TREATMENT MUST INDICATE THE PROCEDURE TO BE FOLLOWED IN THE EVENT OF A MEDICAL EMERGENCY INVOLVING THEIR CHILD.

SUPPLYING STUDENTS WITH INFORMATION ON ILLICIT DRUGS, COUNTERFEIT CONTROLLED SUBSTANCES, LOOK ALIKE/DRUGS AND ALCOHOL EDUCATION PROGRAMS

- A. IT SHALL BE THE POLICY OF THE ROCK HILL BOARD OF EDUCATION TO INFORM ITS STUDENTS OF THE SERIOUS PERSONAL AND LEGAL CONSEQUENCES OF THE USE AND/OR POSSESSION OF ILLICIT DRUGS, COUNTERFEIT CONTROLLED SUBSTANCE, AND/OR LOOK ALIKES.

THE BOARD, THEREFORE, DIRECTS THE ROCK HILL LOCAL SUPERINTENDENT OF SCHOOLS TO SUPPLY THE APPROPRIATE WRITTEN INFORMATIONAL MATERIALS ON THIS MATTER TO THE STUDENTS IN THE ROCK HILL SCHOOLS, WITH PARTICULAR ATTENTION TO "AM. H.B. 535 AND O.R.C. SECTIONS 2925.01 AND 2925.37", AS REQUIRED BY THE OHIO STATUTES. THE SAME SHALL BE DONE BY JUNE 1, 1983 AND ONCE EACH YEAR THEREAFTER.

DRUG FREE SCHOOLS POLICY

- A. THE ROCK HILL LOCAL BOARD OF EDUCATION, THROUGH THIS POLICY, ESTABLISHES ITS PLAN TO PROVIDE ENFORCEMENT PROCEDURES AIMED AT ERADICATING ALCOHOL AND OTHER DRUG ABUSE IN THE SCHOOL DISTRICT. THIS POLICY MAY ALSO SERVE AS A USEFUL STARTING POINT FOR DEVELOPING ALCOHOL AND OTHER DRUG PREVENTION PROGRAMS.
- B. THE ADMINISTRATION IN COOPERATION WITH STAFF AND TEACHERS ARE DIRECTED TO DEVELOP A DRUG PROGRAM THAT WILL INCLUDE THE FOLLOWING:
 1. AGE APPROPRIATE, DEVELOPMENTALLY BASED DRUG AND ALCOHOL EDUCATION AND PREVENTION PROGRAMS WHICH ADDRESS THE LEGAL, SOCIAL, AND HEALTH CONSEQUENCES OF DRUG AND ALCOHOL USE AND WHICH PROVIDE INFORMATION ABOUT EFFECTIVE TECHNIQUES FOR RESISTING PEER PRESSURE TO USE ILLICIT DRUGS OR ALCOHOL FOR ALL STUDENTS IN ALL GRADES OF SCHOOLS OPERATED BY THE ROCK HILL LOCAL BOARD OF EDUCATION.
 2. A PREPARED STATEMENT ISSUED TO STUDENTS THAT THE USE OF ILLICIT DRUGS AND THE UNLAWFUL POSSESSION AND USE OF ALCOHOL IS WRONG AND HARMFUL.
 3. A SET OF STANDARDS OF CONDUCT THAT APPLY TO THE STUDENTS OF THE ROCK HILL SCHOOLS THAT CLEARLY PROHIBIT THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL BY STUDENTS ON SCHOOL PREMISES OR AS PART OF ANY OF ITS ACTIVITIES.
 4. A CLEAR STATEMENT THAT DISCIPLINARY PROCEDURES CONSISTENT WITH LOCAL, STATE AND FEDERAL LAW, UP TO AND INCLUDING EXPULSION AND REFERRAL FOR PROSECUTION, WILL BE IMPOSED ON STUDENTS WHO VIOLATE THE STANDARDS OF CONDUCT REQUIRED BY PARAGRAPH (3) OF THIS POLICY AND A DESCRIPTION OF THOSE PROCEDURES. FOR THE PURPOSE OF THIS POLICY, A DISCIPLINARY PROCEDURE MAY INCLUDE THE COMPLETION OF AN APPROPRIATE REHABILITATION PROGRAM.
 5. INFORMATION ABOUT ANY DRUG AND ALCOHOL COUNSELING AND REHABILITATION AND RE-ENTRY PROGRAMS THAT ARE AVAILABLE TO STUDENTS.
 6. THE ISSUANCE TO ALL PARENTS AND STUDENTS A COPY OF THE STANDARDS OF CONDUCT REQUIRED BY PARAGRAPH (3) OF THIS POLICY AND THE STATEMENT OF DISCIPLINARY PROCEDURES DESCRIBED IN PARAGRAPH (4) OF THIS POLICY.
 7. THE ISSUANCE OF A NOTICE TO PARENTS AND STUDENTS THAT COMPLIANCE WITH THE STANDARDS OF CONDUCT REQUIRED BY PARAGRAPH (3) OF THIS POLICY IS MANDATORY.

8. A PROVISION FOR A BIENNIAL REVIEW OF ITS DRUG FREE SCHOOL PROGRAM BY THE ROCK HILL SCHOOL DISTRICT TO:

- (A) DETERMINE ITS EFFECTIVENESS AND IMPLEMENT CHANGES TO THE PROGRAM IF THEY ARE NEEDED; AND
- (B) ENSURE THAT THE DISCIPLINARY PROCEDURES DESCRIBED IN PARAGRAPH (4) OF THIS POLICY ARE CONSISTENTLY ENFORCED.

DRUG FREE POLICY

- A. IN SUPPORT OF THE DRUG FREE WORKPLACE ACT OF 1988 AND THE DRUG FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1989, THE ROCK HILL BOARD OF EDUCATION HEREBY AFFIRMS ITS POSITION THAT NO EMPLOYEE OR CONTRACTOR WILL UNLAWFULLY MANUFACTURE, DISTRIBUTE, DISPENSE, POSSESS OR USE ANY CONTROLLED SUBSTANCE. "CONTROLLED SUBSTANCE" MEANS A CONTROLLED SUBSTANCE IN SCHEDULES I THROUGH V (SECTION 202 OF THE CONTROLLED SUBSTANCES ACT U.S.C. 812).
- B. THE BOARD HEREBY ESTABLISHES A DRUG FREE AWARENESS PROGRAM BY DISSEMINATING NOT LESS THAN ANNUALLY APPROVED BROCHURES AND OTHER EDUCATION MATERIAL ON THE PROBLEM OF DRUG ABUSE AND FURTHER, TO DISSEMINATE NOT LESS THAN ANNUALLY, APPROPRIATE MENTAL HEALTH COMMUNITY RESOURCES TO ASSIST INDIVIDUALS WITH SAID PROBLEMS.
- C. EACH EMPLOYEE OF THE BOARD WILL RECEIVE A COPY OF THIS POLICY AND SIGN AN ACKNOWLEDGMENT OF RECEIPT OF SAME.
- D. AS A CONDITION OF EMPLOYMENT EACH EMPLOYEE WILL ABIDE BY THIS POLICY AND WILL NOTIFY THE SUPERINTENDENT OF ANY CRIMINAL DRUG STATUTE CONVICTION NO LATER THAN FIVE DAYS AFTER SUCH CONVICTION.



Rock Hill Local School District

Model Policy- Ohio School Boards Association

STAFF-STUDENT RELATIONS

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

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

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

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

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol, or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
8. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
9. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is



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not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

Social Networking Websites

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information on any website that might result in a disruption of classroom activity. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff is prohibited from providing personal social networking website passwords to students.
3. Fraternization between District staff and students via the Internet, personal email accounts, personal social networking websites and other modes of virtual technology is also prohibited.
4. Access of personal social networking websites during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the Staff and Student Codes of Conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social networking websites created for curricular, co-curricular or extracurricular purposes.

ADOPTED- SEPTEMBER 13, 2012

LEGAL REF.: ORC 3313.20

Book	Policy Manual
Section	5000 Students
Title	POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION
Number	po5630.01
Status	Active
Adopted	January 25, 2018

5630.01 - POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION

The Board of Education is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential conflicts. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this policy.

The Board shall annually notify parents of this policy, and publish it on the District's website.

DEFINITIONS

Aversive behavioral interventions means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as application of noxious, painful, and/or intrusive stimuli, including any form of noxious, painful or intrusive spray, inhalant, or taste.

Chemical restraint means a drug or medication used to control a student's behavior or restrict freedom of movement that is not:

- A. Prescribed by a licensed physician, or other qualified health professional acting under the scope of the professional's authority under Ohio law, for the standard treatment of a student's medical or psychiatric condition; and
- B. Administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional's authority under Ohio law.

De-escalation techniques are strategically employed verbal or non-verbal interventions used to reduce the intensity of threatening behavior before a crisis situation occurs.

Functional behavior assessment ("FBA") is a collaborative problem-solving process that is used to describe the "function" or purpose that is served by a student's behavior. Understanding the "function" that an impeding behavior serves for the student assists directly in designing educational programs and developing behavior plans with a high likelihood of success.

Mechanical restraint means any method of restricting a student's freedom of movement, physical activity, or normal use of the student's body, using an appliance or device manufactured for this purpose. Mechanical restraint does *not* mean devices used by

trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed, including:

- A. restraints for medical immobilization;
- B. adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; or
- C. vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Parent means:

- A. a biological or adoptive parent;
- B. a guardian generally authorized to act as the child's parent, or authorized to make decisions for the child (but not the State if the child is a ward of the State);
- C. an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare;
- D. a surrogate parent who has been appointed in accordance with Ohio Administrative Code 3301-51-05(E); or
- E. any person identified in a judicial decree or order as the parent of a child or the person with authority to make educational decisions on behalf of the child.

Physical escort means the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

Physical restraint means the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical restraint does *not* include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does not include brief physical contact for the following or similar purposes to:

- A. break up a fight;
- B. knock a weapon away from a student's possession;
- C. calm or comfort;
- D. assist a student in completing a task/response if the student does not resist the contact; or
- E. prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

Positive Behavior Intervention and Supports ("PBIS") means a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

Positive Behavior Support Plan means the design, implementation, and evaluation of individual or group instructional and environmental modifications, including programs of behavioral instruction, to produce significant improvements in behavior through skill acquisition and the reduction of problematic behavior.

Prone restraint means physical or mechanical restraint while the student is in the face-down position for an extended period of time.

Seclusion means the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier. It does not include a timeout.

Student means a child or adult aged three (3) to twenty-one (21) enrolled in the District.

Student Personnel means teachers, principals, counselors, social workers, school resource officers, teacher's aides, psychologists, bus drivers, or other District staff who interact directly with students.

Timeout means a behavioral intervention in which the student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

Positive Behavior Intervention and Supports ("PBIS") creates structure in the environment using a non-aversive effective behavioral system to improve academic and behavior outcomes for all students.

The PBIS prevention-oriented framework or approach shall apply to all students and staff, and in all settings.

PBIS shall include:

- A. school staff trained to identify conditions such as where, under what circumstances, with whom, and why specific inappropriate behavior may occur;
- B. preventative assessments that include:
 1. review of existing data;
 2. interviews with parents, family members, and students; and
 3. examination of previous and existing behavioral intervention plans.
- C. development and implementation of preventative behavioral interventions, and the teaching of appropriate behavior, including:
 1. modification of environmental factors that escalate inappropriate behavior;
 2. supporting the attainment of appropriate behavior; and
 3. use of verbal de-escalation to defuse potentially violent dangerous behavior.

SECLUSION

Seclusion may be used only when a student's behavior poses an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible. Seclusion may be used only as a last resort safety intervention that provides the student with an opportunity to regain control of his/her actions. Seclusion must be used in a manner that is age and developmentally appropriate, for the minimum amount of time necessary for the purpose of protecting the student and/or others from physical harm, and otherwise in compliance with this policy and the Ohio Department of Education's ("ODE") corresponding policy.

Seclusion shall be implemented only by Student Personnel who have been trained in accordance with this policy to protect the care, welfare, dignity and safety of the student.

Additional requirements for the use of seclusion:

If Student Personnel use seclusion, they must:

- A. continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
- C. remove the student from seclusion when the immediate risk of physical harm to the student and/or others has dissipated;
- D. assess the student for injury or psychological distress after the use of seclusion, and monitor the student as needed following the incident;
- E. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- F. complete all required reports and document their observations of the student.

Requirements for a room or area used for seclusion:

A room or area used for seclusion must provide for adequate space, lighting, ventilation, clear visibility, and the safety of the student.

A room or area used for seclusion *must not be locked* or otherwise prevent the student from exiting the area should staff become incapacitated or leave the area.

Additional prohibited seclusion practices:

Seclusion shall never be used as a punishment or to force compliance.

Seclusion shall not be used:

- A. for the convenience of staff;
- B. as a substitute for an educational program;
- C. as a form of discipline or punishment;
- D. as a substitute for less restrictive alternatives;
- E. as a substitute for inadequate staffing;
- F. as a substitute for staff training in positive behavior supports and crisis prevention and intervention;
- G. as a means to coerce, retaliate, or in a manner that endangers a student; or
- H. if it deprives the student of basic needs.

Seclusion of preschool-age children is prohibited, except that a preschool-age child may be secluded from his or her classmates, either in the classroom or in a safe, lighted, and well-ventilated space, for an amount of time that is brief in duration and appropriate to the child's age and development, if the child is always within sight and hearing of a preschool staff member.

RESTRAINT

There are different types of restraint, as defined above, including physical restraint, prone restraint, mechanical restraint, and chemical restraint. The use of restraint other than physical restraint is prohibited.

Physical restraint may be used only when the student's behavior poses an immediate risk of physical harm to the student and/or others and no other safe and/or effective intervention is possible. The physical restraint must be implemented in a manner that is age and developmentally appropriate, does not interfere with the student's ability to communicate in his/her primary language or mode of communication, and otherwise in compliance with this policy and the ODE's corresponding policy.

Physical restraint shall be implemented only by Student Personnel who have been trained in accordance with this policy to protect the care, welfare, dignity and safety of the student, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Additional requirements for the use of physical restraint:

If Student Personnel use physical restraint, they must:

- A. continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
- C. remove the student from physical restraint immediately when the immediate risk of physical harm to the student and/or others has dissipated;
- D. assess the student for injury or psychological distress after the use of physical restraint, and monitor the student as needed following the incident;
- E. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- F. complete all required reports and document their observations of the student.

Physical restraint shall not be used for punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control.

Prohibited Restraint Practices

The following restraint practices are prohibited under all circumstances, including emergency safety situations:

- A. prone restraint as defined in Executive Order 2009-13 (which defines prone restraint to mean "all items or measures used to limit or control the movement or normal functioning of any portion, or all, of an individual's body while the individual is in a face-down position for an extended period of time");
- B. physical restraint that restricts the airway of a student or obstructs the student's ability to breathe;
- C. physical restraint that impacts the student's primary mode of communication;
- D. restraint of preschool-age students, except for holding a child for a short period of time, such as in a protective hug, so that the child may regain control;
- E. restraint that deprives the student of basic needs;
- F. restraint that unduly risks serious harm or needless pain to the student, including physical restraint that involves the intentional, knowing, or reckless use of any of the following techniques:
 - 1. using any method that is capable of causing loss of consciousness or harm to the neck or restricting/obstructing respiration in any way;
 - 2. pinning down the student by placing knees to the torso, head and/or neck of the student;
 - 3. using pressure points, pain compliance, or joint manipulation;
 - 4. dragging or lifting of the student by the hair or ear or by any type of mechanical restraint;
 - 5. using other students or untrained staff to assist with the hold or restraint; or
 - 6. securing the student to another student or to a fixed object.
- G. mechanical restraint (that does not include devices used by trained Student Personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed); or
- H. chemical restraint (which does not include medication administered as prescribed by a licensed physician).

ADDITIONAL PROHIBITED PRACTICES

The following practices are prohibited under all circumstances, including emergency safety situations:

- A. corporal punishment;
- B. child endangerment as defined in Ohio Revised Code 2919.22; and
- C. aversive behavioral interventions.

CONTACT LAW ENFORCEMENT AND/OR EMERGENCY RESPONSE PERSONNEL

In accordance with the Board's Emergency Management Plan (see Policy 8400), District personnel shall contact law enforcement and/or appropriate emergency response personnel if at any point they determine that an intervention (either a restraint or seclusion) is insufficient to maintain the safety of all involved.

FUNCTIONAL BEHAVIORAL ASSESSMENT AND BEHAVIOR INTERVENTION PLAN

If a student repeatedly engages in dangerous behavior that leads to instances of restraint and/or seclusion, District personnel shall conduct a functional behavioral assessment to identify the student's needs and more effective ways of addressing those needs. If necessary, District personnel shall also develop a behavior intervention plan that incorporates positive behavioral interventions.

TRAINING AND PROFESSIONAL DEVELOPMENT

The District shall provide training as follows:

- A. All Student Personnel, as defined in this policy, shall be trained annually on the requirements of the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion; Ohio Administrative Code 3301-35-15; and this policy.
- B. The Superintendent, in consultation with each school building's principal and/or assistant principal, shall identify which District employees should receive additional training so that an adequate number of personnel in each building are trained in crisis management and de-escalation techniques, including the use of restraint and seclusion. District employees who receive such additional training must keep their training current in accordance with the requirements of the provider of the training.
- C. The Superintendent shall develop a plan to provide training to school personnel, as defined in this policy, so that Positive Behavior Intervention and Supports are implemented on a District-wide basis.

Implementation of PBIS throughout the District may be a multi-year process, with training taking place over several years.

The District shall maintain written or electronic documentation on training provided and lists of participants in each training.

Only individuals trained in accordance with this policy in the appropriate use of restraint and seclusion may use those techniques.

MONITORING AND COMPLAINT PROCEDURES

The Superintendent shall monitor the implementation of this policy.

Any parent of a child enrolled in school in the District may submit a written complaint to the Superintendent regarding an incident of restraint or seclusion. The Superintendent shall investigate each written complaint and respond in writing to the parent's complaint within thirty (30) days of receipt of the complaint.

REQUIRED DATA AND REPORTING

Each use of restraint or seclusion shall be:

- A. documented in writing;
- B. reported to the building administration immediately;
- C. reported to the parent immediately; and
- D. documented in a written report.

A copy of the written report shall be made available to the student's parent or guardian within twenty-four (24) hours of the use of restraint or seclusion. A copy of the written report shall also be maintained in the student's file.

All written documentation of the use of restraint or seclusion are educational records pursuant to the Family Educational Right to Privacy Act ("FERPA"), and District personnel are prohibited from releasing any personally identifiable information to anyone other than the parent, in accordance with FERPA's requirements.

The Superintendent shall develop a process for the collection of data regarding the use of restraint and seclusion.

The Superintendent shall report information concerning the use of restraint and seclusion annually to the Ohio Department of Education as requested by that agency, and shall make the District's records concerning restraint and seclusion available to the staff of the Ohio Department of Education upon request.

* Adapted from the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion, adopted January 15, 2013.

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Book	Policy Manual
Section	7000 Property
Title	STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
Number	po7540.04
Status	Active
Legal	<p>P.L. 106-554, Children's Internet Protection Act of 2000</p> <p>47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)</p> <p>20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)</p> <p>18 U.S.C. 1460</p> <p>18 U.S.C. 2246</p> <p>18 U.S.C. 2256</p> <p>20 U.S.C. 6777, 9134 (2003)</p> <p>47 C.F.R. 54.500 – 54.523</p>
Adopted	January 25, 2018

7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staff's use of the District's Technology and Information Resources and staff's personal communication devices when they are connected to the District's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Board-owned property or at a Board-sponsored activity (see Policy 7530.02).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology and Information Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Staff members are expected to utilize District Technology and Information Resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by Board Policy 2520 – Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that brings incredible education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District Technology Resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or Technology Coordinator may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media including in chat rooms and cyberbullying awareness and response. All users of District Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents and other staff members.

Staff members are responsible for good behavior when using District Technology and Information Resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its Technology and Information

Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Staff members may only use District Technology Resources to access or use social media if it is done for educational or business-related purposes.

General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology and Information Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and/or Designee as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District Technology and Information Resources.

Social Media Use

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

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