

EXHIBIT A

Policy 2220 - Adoption of Courses of Study (Revised)

This policy has been revised to reflect the provisions of O.R.C. 3313.60 which requires the Board to prescribe the curriculum for the District, including references to courses of study. While districts may choose to work with their affiliate education service center (ESC) in the development of courses of study and related curriculum guides, Ohio law no longer requires such oversight.

This revised policy reflects current Ohio law and should be adopted to maintain accurate policies.



Book Policy Manual
 Section Vol. 41, No. 1 - August 2022
 Title Vol. 41, No. 1 - August 2022 Revised ADOPTION OF COURSES OF STUDY
 Code po2220
 Status From Neola
 Adopted July 20, 1998
 Last Revised November 14, 2016

REVISED POLICY - VOL. 41, NO. 1

2220 - ADOPTION OF COURSES OF STUDY

✓ The Board of Education shall provide a comprehensive instructional program to serve the educational needs of the students of this District. The Board shall periodically adopt courses of study which shall define the key components of the District's curriculum and instruction.

{SELECT ONE}
{-} {City/Exempted Village}

✓ No course of study shall be taught in the schools of this District unless the Board adopted it. The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board.

OR
{-} {Local}

~~No course of study shall be taught in the schools of this District unless the Educational Service Center Board adopted it and this Board approved it. The Educational Service Center Board shall determine which units of the instructional program constitute courses of study and are thereby subject to its adoption procedures.~~
{END OF OPTIONS}

✓ The Superintendent shall recommend to the Board such courses of study as are deemed to be in the best interest of the students. Each course of study shall:

- A. align with the District's mission, philosophy, educational goals, and strategic plan;
- B. identify learning and performance expectations;
- C. provide a scope and sequence of knowledge and skills to be learned;
- D. prescribe methods for assessment of student progress and the means for intervention;
- E. address the developmental needs of early childhood, middle childhood, and adolescent through young adult students;
- new F. be guided by Ohio's State-adopted academic content standards.

✓ Each course of study is intended to provide a basic framework for instruction and learning. Within this framework, each teacher shall use the course of study in a manner best designed to meet the needs of the students for whom the teacher is responsible. Deviation from its content must be approved in accordance with the Superintendent's administrative guidelines.

EXHIBIT A

✓ Since one of the District's goals is to prepare students to enter the world of work, the Board directs that each course of study include as part of its learning accomplishments that students can demonstrate their willingness and ability to be punctual, to be present at the learning site each day unless absent for a legitimate reason, and to complete assignments on time and as directed. The Superintendent's guidelines should include recommendations to staff on how to instruct students in these important work ethics and how to include these learnings in the grades that students receive.

✓ The Superintendent shall maintain a ^{current} list of all courses of study offered by this District ~~(S)~~ and shall provide each member of the Board with a current list of all courses of study **[END OF OPTION]**.

The list shall include a description of each course of study and its date of adoption.

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Legal

A.C. 3301-35-02

R.C. 3301.07, 3313.60



Book	Policy Manual
Section	2000 Program
Title	ADOPTION OF COURSES OF STUDY
Code	po2220
Status	Active
Adopted	July 20, 1998
Last Revised	November 14, 2016

2220 - ADOPTION OF COURSES OF STUDY

The Board of Education shall provide a comprehensive instructional program to serve the educational needs of the students of this District. The Board shall periodically adopt courses of study that define the key components of the District's curriculum and instruction.

No course of study shall be taught in the schools of this District unless first Board approved. The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to its adoption procedures.

The Superintendent shall recommend to the Board such courses of study as are deemed to be in the best interest of the students. Each course of study is intended as a basic framework for instruction and learning. Within this framework, each teacher shall use the course of study in a manner best designed to meet the needs of the students for whom s/he is responsible. Deviation from its content must be approved in accordance with the Superintendent's administrative guidelines.

Each course of study shall consist of district and teacher developed documents (described in the Superintendent's Guidelines), aligned with State adopted content standards that:

- A. align with the District's mission, philosophy, educational goals, and strategic plan;
- B. identify learning and performance expectations;
- C. provide a scope and sequence of knowledge and skills to be learned;
- D. prescribe methods for assessment of student progress and the means for intervention;
- E. address the developmental needs of early childhood, middle childhood, and adolescent through young adult students;
- F. follow the instructional design process for curriculum development

Since one of the District's goals is to prepare students to enter the world of work, the Board directs that each course of study include as part of its learning accomplishments a method for students to demonstrate skills and work ethic including willingness and ability to be punctual, to be present at the learning site each day unless absent for a legitimate reason, and to complete assignments on time.

The Superintendent shall maintain a current list of all courses of study offered by this District and shall provide each member of the Board with a current list of all courses of study. The list shall include a description of each course of study and its date of adoption.

Revised 12/16/08

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EXHIBIT A

Legal

R.C. 3301.07, 3313.60

A.C. 3301-35-02

EXHIBIT A

Policy 2413 - Career Advising (Revised)

This policy has been revised to reflect the provisions of S.B. 135, effective July 121, 2022, which added several requirements to K-12 Career Advising. The policy summarizes the district's obligation to provide career advising to an at-risk student after a Student Success Plan has been developed which aligns with the district's career advising plan. The policy also includes additional information that must be provided to students, specifically about how costs of postsecondary education may be offset, as well as information about certain career fields that require industry-recognized credentials, certificates, and college degrees. Legal citations have been updated as well.

Reminder: This policy must be reviewed/updated at least once every two (2) years and posted on the District website.

This revised policy reflects current Ohio law and should be adopted to maintain accurate policies.



Book	Policy Manual
Section	Vol. 41, No. 1 - August 2022
Title	Vol. 41, No. 1 - August 2022 Revised CAREER ADVISING
Code	po2413
Status	From Neola
Adopted	September 22, 2015
Last Revised	April 27, 2020

REVISED POLICY - VOL. 41, NO. 1

2413 - CAREER ADVISING

✓ This policy has been developed as prescribed in R.C. 3313.6020 and the State Board of Education's Model Policy. This policy shall be updated at least once every two (2) years. The policy shall be made available to students, parents/guardians/custodians, and local postsecondary institutions, residents of the District, and shall be posted on the District website.

✓ Career advising is an integrated process that helps students understand how their personal interests, strengths, and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

The District's Career Advising Plan shall include:

A. Grade-level examples that link students' schoolwork to one (1) or more career fields ^{new} (X) by initially implementing the Career Connections Learning Strategies offered by the Ohio Department of Education [END OF OPTION].

B. Career advising to students in grades K-12, which includes age-appropriate activities and also includes creating and maintaining a Student Success Plan beginning in grade six (6).

^{new} (X) Advisors will meet with students at least once ~~annually~~ **each semester** to explore, evaluate, and plan academic and career pathways.

✓ C. Additional interventions and career advising for students who are identified as at risk of dropping out of school.

^{Current} (X) These may include:

1. Identifying students who are at risk of dropping out of school using a local research-based method, such as the Early Warning System offered by the Ohio Department of Education, with input from teachers, school counselors, and other appropriate school staff.
2. Developing a Student Success Plan for each at-risk student that addresses the student's academic and career pathway to successful graduation and the role of career-technical education, competency-based education, and experiential learning, when appropriate.
3. Before developing a Student Success Plan, District staff will invite the student's parent/guardian/custodian to assist. If that adult does not participate in the plan development, the District will provide the adult with a copy of the plan, a statement of the importance of a high school diploma, and a listing of the pathways to graduation available to the

student.

new - 4. **After the Student Success Plan is developed, the District will provide career advising to the student that is aligned with the Student Success Plan and the District's career advising plan.**

- ✓ D. Training for employees on how to advise students on career pathways, including training on advising students using the tools available in OhioMeansJobs K-12.
 current (wording change) This may also include training on other online tools provided that offer resources for discovering career interests, exploring and researching career and education options, and supporting the development of a Student Success Plan.
- ✓ E. Multiple academic and career pathways through high school that students may choose to earn a high school diploma, including opportunities to earn industry-recognized credentials and postsecondary course credit.
- ✓ F. Information on courses that can award students both traditional academic and career-technical credit.

G. **Information regarding career fields that require an industry-recognized credential, certificate, associate's degree, bachelor's degree, graduate degree, or professional degree.**

H. **Information about ways to offset the costs of a postsecondary education including:**

1. **the reserve officer training corps;**
2. **the College Credit Plus (CCP) Program;**
3. **the Ohio Guaranteed Transfer Pathways Initiative; and**
4. **joint academic programming or dual enrollment opportunities with state universities and community colleges.**

NO - () **Informational materials developed by the Chancellor of Higher Education illustrate cost savings estimates for each of these options and will be made available to students.**

- ✓ I. Documentation on career advising is provided for review by the student, the student's parent, guardian, or custodian, and schools the student may attend in the future.
 current (wording change) This may include activities that support the student's academic, career, and social/emotional development, such as those saved to a student's OhioMeansJobs K-12 Backpack.
- ✓ J. The supports necessary for students to have successful transitions from high school to their postsecondary destinations including interventions and services for students in need of remediation in mathematics and English language arts.

R.C. **3301.079, 3313.6020, 3333.16, 3333.168, Chapter 3365**
Ohio Model Policy on Career Advising (ODE) (~~April 2015~~ **December 2014**)

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Legal R.C. 3301.079, 3313.6020, 3333.16, 3333.168, Chapter 3365
Ohio Model Policy on Career Advising (ODE) (April 2015)



Book	Policy Manual
Section	2000 Program
Title	CAREER ADVISING
Code	po2413
Status	Active
Adopted	September 22, 2015
Last Revised	April 27, 2020

2413 - CAREER ADVISING

This policy has been developed as prescribed in R.C. 3313.6020 and the State Board of Education's Model Policy. This policy shall be updated at least once every two (2) years. The policy is made available to students, parents/guardians/custodians, and local postsecondary institutions, residents of the District on the District website.

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and supports to prepare for their future success. Green Local School District offers relevant classroom instruction, career-related learning experiences, and a program of counseling and advising. Through Career Advising, students can discover their interests and explore academic and career pathway options.

The District's Career Advising Plan includes:

A. Grade-level examples that link students' schoolwork to one or more career fields.

A list of grade level specific, Career Connections Learning Strategies utilized in academic classrooms, grades 6-12 is available and reviewed on an annual basis.

This component aligns with the following evaluation systems:

1. Ohio Teacher Evaluation System, Teacher Performance Evaluation Rubric
2. Ohio School Counselor Association's Ohio School Counselor Evaluation System

B. Career exploration activities and advising for students in grades K- 12, which includes age-appropriate activities.

1. Implementation of Career Exploration: A District wide calendar of K-12 career exploration activities is available and will be evaluated on an annual basis. This will include age appropriate activities, connecting local businesses to the classroom and exposing students to a variety of career path options.
2. Implementation of Career Advising: Academic pathways for a variety of career fields are available to students to assist in creating their course schedule. Advisors/ Counselors will meet with students at least once each year to review career exploration activities which have taken place, utilizing that information to explore, evaluate, and plan academic and career pathways for the individual student. These meetings will take place in group settings for grades 6, 7, 9, 11 and 12. They will take place as individual meetings for grades 8 and 10.

C. Additional interventions and career advising for students who are identified as at risk of dropping out of school.

These include:

1. Identifying students who are at risk of dropping out of school using data from the Student Success Dashboard - Early Warning System offered by the Ohio Department of Education, with input from teachers, school counselors and other appropriate school staff. These students will meet with a counselor/ advisor at least once annually to discuss career pathway plans.
 2. Developing a Student Success Plan for each at-risk student that addresses the student's academic and career pathway to a successful graduation and the role of career-technical education, competency-based education and experiential learning when appropriate.
 3. Before developing a Student Success Plan, District staff will invite the student's parent/guardian/custodian to assist. If that adult does not participate in the plan development, the District will provide the adult a copy of the plan, a statement of the importance of a high school diploma and a listing of the pathways to graduation available to the student.
- D. Training will be provided to select District employees on how to advise students on career pathways, advising students using the tools available in OhioMeansJobs K-12, as well as other tools offered through Tri-County Educational Service Center.
- E. All students and households will be made aware of multiple academic and career pathways through high school that students may choose to earn a high school diploma, including opportunities to earn industry-recognized credentials and postsecondary course credit. A College Credit Plus informational meeting takes place once annually for families of students in grades 7-12.
- F. All students and households will be made aware of courses that can award students both traditional academic and career-technical credit. This notification will include District special events, visits to and/or from the Wayne County Schools Career Center (WCSCC) and print documents made available to inform students of career-technical options. All students are given the opportunity to visit WCSCC during 8th grade and 10th grade visitation events.
- G. Documentation on career advising provided for review by the student, student's parent, guardian or custodian, and schools the student may attend in the future.

Activities completed and saved to a student's OhioMeansJobs K-12 Backpack will serve as documentation of Career Exploration Activities. Additional documentation will be kept for students requiring a student success plan.

A complete list of available career advising documentation is available in any District building.

- H. The District will provide the supports necessary for students to have successful transitions from high school to their postsecondary destinations.

Transition supports are available for those continuing their education: Students are made aware of the opportunity to attend College Fairs or participate in College Visits. All students participate in one-half hour of "Connections Activities" daily which includes work on Ohio Means Jobs and ACT preparation. Additional transition supports are available through Tri-County Educational Service Center Career Connections Programming.

Transition supports available for those entering the workforce are available through job shadowing opportunities and career-technical education through the Wayne County Schools Career Center.

Revised 9/19/17

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R.C. 3313.6020, Ohio Model Policy on Career Advising (ODE) (December 2014)

EXHIBIT A

Policy 2430 - District-Sponsored Clubs and Activities (Revised) **Policy 2431 - Interscholastic Athletics (Revised)**

These policies have been revised to include the provision of S.B. 181. The bill prohibits districts as well as nonpublic schools and interscholastic conference governing bodies from adopting any type of rule that limits a student from wearing religious apparel while participating in an extracurricular activity unless the apparel poses a danger to the student or others. And even if there is some safety risk involved, a school district must offer "all reasonable accommodations" to the student participant.

Language has been added to PO 2430 and PO 2431 to include a statement that students may not be prohibited from wearing religious apparel while participating in athletics and school-sponsored activities unless the apparel poses a legitimate danger to the health and safety of participants. The law became effective on May 30, 2022.

These revised policies reflect current Ohio law and should be adopted to maintain accurate policies.



Book	Policy Manual
Section	Vol. 41, No. 1 - August 2022
Title	Vol. 41, No. 1 - August 2022 Revised DISTRICT-SPONSORED CLUBS AND ACTIVITIES
Code	po2430
Status	From Neola
Adopted	July 20, 1998
Last Revised	June 17, 2016

REVISED POLICY - VOL. 41, NO. 1

2430 - DISTRICT-SPONSORED CLUBS AND ACTIVITIES

- ✓ The Board of Education believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.
- ✓ The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
 - ✓ B. the subject matter concerns the District's composite courses of study;
 - C. participation is required for a particular course;
 - D. participation results in academic credit.
- ✓ No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one (1) or more of the criteria stated above and has been approved by the Superintendent.
 - ✓ Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

[Note: Selection of the first option precludes selection of the second option]

[] [OPTION #1]

The Board expressly declines to create a limited open forum for clubs and activities, initiated by students, that cannot meet one (1) of the four (4) criteria stated above.

[X] [OPTION #2]

The Board shall allow nondistrict-sponsored, student clubs and activities during noninstructional time, in accordance with the provisions in Policy 5730 - Equal Access For Nondistrict-Sponsored, Student Clubs and Activities.

[END OF OPTIONS]

[] Noncurricular student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however, will not:

- A. () assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. () provide any funds or other resources;
- C. () allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours the staff members/he is functioning as a member of the staff.

✓ No nondistrict-sponsored organization may use the name of the School District or any other name which would associate an activity with the District.

[] In order to be eligible for any co-curricular, interscholastic, and noninterscholastic extra-curricular activity, a student () must have maintained at least a ___ grade-point average () must not have received a failing grade in any course **[END OF OPTION]** for the () semester(s) () grading period **[END OF OPTION]** prior to the () semester () grading period **[END OF OPTION]** in which the students/he wishes to participate. Students who are educated at home or enrolled in nonpublic schools are eligible to participate in accordance with Policy 9270. Students attending community or STEM schools may participate in extra-curricular activities in accordance with Policy 2430.02. **Current**

[] An exception may be made by the Principal if the student has been participating in an intervention program and has shown satisfactory progress toward achieving the minimum grade-point average.

If a student who becomes ineligible under these standards improves their/his/her grade point average during the current () semester () grading period **[END OF OPTION]** enough to meet the eligibility standard, the students/he may be reinstated () at the beginning of the next () semester () grading period **[OR]** () after ____ () more () semester(s) () grading period(s) with an acceptable grade point average () and no failing grades **[END OF OPTION]**.

✓ Students identified as disabled under R.C. Chapter 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for [a] course[s], given the individual student's disability.

✓ Whenever a student becomes a member of a District-established student group or national organization, such as the National Honor Society, in order to remain a member, the students/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or organization.

[] Any student who has not made a passing score on all required sections of State-mandated tests after ____ () attempts shall be ineligible to participate in any extra-curricular activity, including athletics.

[Note: The following should be selected, if at all, only if the District provides intervention programs to help students pass the proficiency tests at times that would conflict with participation in the extra-curricular activity.]

[] The Board believes a student who has not passed these tests would be better served using the time that the students/he would be participating in their/his/her interscholastic or non-interscholastic extra-curricular activity to participate in one (1) or more of the District's intervention programs for assisting students to pass the required tests.

[] However, if a parent believes that their/his/her child may be unduly affected by the child's/his/her lack of participation in a particular interscholastic or noninterscholastic extra-curricular activity, the parents/he may come to the school and sign a waiver that will release the student from this proficiency test eligibility rule and allow the student/him/her to participate in an activity. The parent shall be informed, prior to signing the waiver, that State law does not allow a student to receive a high school diploma unless the student/he has passed all State testing requirements.

The Athletic Director and/or Principal shall require that each student-athlete who participates in either an interscholastic or intramural sport submits Form 2431 F1 and Form 2431 F2 signed by the student and the student's/his/her parent or guardian or by a person having care or charge of the student, affirming that each has received the Ohio Department of Health's concussion and head injury information sheet. The forms shall be signed and submitted on an annual basis. No student may practice or compete in interscholastic or intramural athletics until Form 2431 F1 and Form 2431 F2 are received by the Athletic Director or Principal. No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in the college credit plus program, as long as the student fulfills all academic, nonacademic, and financial requirements.

✓ Students shall be fully informed of the curricular-related and extra-curricular activities available to them and of the eligibility standards established for participation in these activities. Students will be further informed that participation in these activities is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school

✓ personnel without further notice, hearing, and/or appeal rights (see Policy 5610.05 - Prohibition from Extra-Curricular Activities). District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

NEW

No student will be limited from wearing religious apparel while participating in interscholastic or non-interscholastic extra-curricular activities unless such apparel poses a legitimate danger to participants. If such danger is identified, the student will be offered reasonable accommodations available for the participant wearing religious apparel.

✓ The Superintendent shall prepare administrative guidelines to implement a program of curricular-related clubs and activities and of extra-curricular activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

A.C. 3301-35-03

R.C. 3313.53, 3313.537, 3313.539, 3313.664, 3313.5314, **3313.5317**, 3315.062

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A.C. 3301-35-03

R.C. 3313.53, 3313.537, 3313.539, 3313.664, 3313.5314, 3313.5317, 3315.062



Per D.F - would like to
keep current + religious
apparel (pg 3 in new)

Book	Policy Manual
Section	2000 Program
Title	DISTRICT-SPONSORED CLUBS AND ACTIVITIES
Code	po2430
Status	Active
Adopted	July 20, 1998
Last Revised	June 17, 2016

2430 - DISTRICT-SPONSORED CLUBS AND ACTIVITIES

The Board of Education believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the Superintendent.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

The Board shall allow nondistrict-sponsored, student clubs and activities during noninstructional time, in accordance with the provisions in Policy 5730 -- Equal Access for Nondistrict-Sponsored, Student Clubs and Activities.

No nondistrict-sponsored organization may use the name of the School District or any other name which would associate an activity with the District.

Students attending community or STEM schools may participate in extra-curricular activities in accordance with Policy 2430.02.

Students identified as disabled under R.C. Chapter 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for [a] course[s], given the individual student's disability.

Whenever a student becomes a member of a District-established student group or national organization such as National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or organization.

EXHIBIT A

The Athletic Director and/or Principal shall require that each student athlete, who participates in either an interscholastic or intramural sport, submits Form 2431 F1 and Form 2431 F2 signed by the student and his/her parent or guardian, or by a person having care or charge of the student, affirming that each has received the Ohio Department of Health's concussion and head injury information sheet. The forms shall be signed and submitted on an annual basis. No student may practice or compete in interscholastic or intramural athletics until Form 2431 F1 and Form 2431 F2 are received by the Athletic Director or Principal.

Students shall be fully informed of the curricular-related and extra-curricular activities available to them and of the eligibility standards established for participation in these activities. Students will be further informed that participation in these activities is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policy 5610.05 - Prohibition from Extra-Curricular Activities). District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

The Superintendent shall prepare administrative guidelines to implement a program of curricular-related clubs and activities and of extra-curricular activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

Revised 1/15/01

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R.C. 3313.53, 3313.537, 3313.539, 3313.664, 3315.062

A.C. 3301-35-03

EXHIBIT A

Policy 2430 - District-Sponsored Clubs and Activities (Revised) **Policy 2431 - Interscholastic Athletics (Revised)**

These policies have been revised to include the provision of S.B. 181. The bill prohibits districts as well as nonpublic schools and interscholastic conference governing bodies from adopting any type of rule that limits a student from wearing religious apparel while participating in an extracurricular activity unless the apparel poses a danger to the student or others. And even if there is some safety risk involved, a school district must offer "all reasonable accommodations" to the student participant.

Language has been added to PO 2430 and PO 2431 to include a statement that students may not be prohibited from wearing religious apparel while participating in athletics and school-sponsored activities unless the apparel poses a legitimate danger to the health and safety of participants. The law became effective on May 30, 2022.

These revised policies reflect current Ohio law and should be adopted to maintain accurate policies.



Book	Policy Manual
Section	Vol. 41, No. 1 - August 2022
Title	Vol. 41, No. 1 - August 2022 Revised INTERSCHOLASTIC ATHLETICS
Code	po2431
Status	From Neola
Adopted	July 20, 1998
Last Revised	August 23, 2021

REVISED POLICY - VOL. 41, NO. 1

2431 - INTERSCHOLASTIC ATHLETICS

The Board of Education recognizes the value to the students of the District and to the community of a program of interscholastic athletics for students as an integral part of the total school experience.

- The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics.
- The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.
- The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone. It should also offer an opportunity for career and educational development.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students of this District with those of another district.

- The Board shall approve annually a program of interscholastic athletics.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event.

No student may practice or compete in interscholastic athletics until the student submits a form signed by **the student's his/her** parent or guardian, or by a person having care or charge of the student, affirming that each has received a concussion and head injury information sheet as prepared by the Ohio Department of Health. See Form 2431 F1 and Form 2431 F2.

In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity, a student must have maintained at least a 1.0 grade-point average and () must not have received a failing grade in any course. () may have received a failing grade in a course. **[END OF OPTION]** for the grading period previous to the one in which **the student's/he** wishes to participate.

[DRAFTING NOTE: The Board also may adopt rules that include additional standards for determining the eligibility of students to participate in interscholastic extracurricular activities, requirements for attaining reeligibility in interscholastic extracurricular activities]

Students educated at home or enrolled in a nonpublic school who are permitted to participate on a District interscholastic team must fulfill the same academic, nonacademic, and financial requirements as any other participant. See Policy 9270.

An exception may be made by the principal if the student has been participating in an intervention program and has shown satisfactory progress toward achieving the minimum grade-point average.

If a student who becomes ineligible under these standards improves **their/his/her** grade point average during the current () semester () grading period **[END OF OPTION]** to meet the eligibility standard, **the students/he** may be reinstated ()- at the beginning of the next () semester () grading period ()- after _____ more () semester(s) () grading period(s) with an acceptable grade point average () and no failing grades **[END OF OPTIONS]**.

Restoration of an "Incomplete" Grade

If a student's failure to meet the academic eligibility requirements is due to an "incomplete" grade given in one (1) or more courses which the student was taking during the grading period in question, the student may have **their/his/her** eligibility restored once the "incomplete" has been changed to a passing letter grade provided:

- A. the failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and
- B. the "incomplete" was given in accordance with Board of Education grading policies and procedures and is applicable to all students in the school; and
- C. the previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an "incomplete" into a letter grade; and
- D. there is no evidence that the "incomplete" was given in order to afford the student extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade.

Specific documentation of criteria listed above (Items A-D) must be submitted to the Ohio High School Athletic Association (OHSAA) (See AG 2431) in order to be considered by the Executive Director for such a ruling.

[DRAFTING NOTE: This exception only applies where an "incomplete" has been issued and not a letter grade that is subsequently changed as a result of the extended time/additional work. In order to be considered for this exception, specific documentation as listed in OHSAA Bylaw 4-4-1 (See AG 2431) must be provided to the OHSAA. The student may have his/her eligibility restored by the Executive Director's office once the "incomplete" has been changed to a passing letter grade. If the District does NOT have a Board Policy on the Restoration of an Incomplete to a Grade or did not have a policy when this exception was requested, the student shall not be able to avail him/herself of this exception.]

These same eligibility standards shall apply to all other co-curricular and extra-curricular activities sponsored by the District. (See Policy 2430)

Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the student's individualized disability.

Any student who has not made a passing score on all required sections of the State-mandated tests after ____ () attempts shall be ineligible to participate in athletics.

[Note: The following should be selected, if at all, only if the District provides intervention programs to help students pass the proficiency tests at times that would conflict with practice.]

The Board believes a student who has not passed these tests would be better served by using the time that **the students/he** would be participating in **their/his/her** interscholastic sport to participate in one **(1)** or more of the District's programs for assisting students to pass the required tests.

However, if a parent believes that **their/his/her** child may be unduly affected by **the child's/his/her** lack of participation in a particular sport, **the parents/he** may come to the school and sign a waiver that will release the student from this proficiency test eligibility rule and allow **the student/him/her** to participate in a particular sport. The parent shall be informed, prior to signing the waiver, that State law does not allow a student to receive a high school diploma unless **the students/he** has passed all State testing requirements.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship and fair play.

current The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletic Association (OHSAA) that are consistent with State and Federal law, and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics.

- new* The Board further directs that only those students may participate in the program of interscholastic athletics who have:
- A. maintained a satisfactory academic record;
 - B. attended school regularly;
 - C. demonstrated good citizenship and responsibility;
 - D. returned all school and athletic equipment;
 - E. refrained from participation in a contest on a noninterscholastic team, or as an individual in the same sport during the school's season.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics which shall include a complete schedule of events, and shall inform the Board of changes in that schedule as they occur, and shall secure ~~Board~~ approval before making any changes in the said schedule. **[END OF OPTIONS]**.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes. The Superintendent shall cause to be posted in all locker rooms in buildings that include students in any grade higher than the sixth grade, the following:

"Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment."

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- current* A. Prior to enrolling in the sport,
 1. each participant shall submit to a thorough physical examination by a District-approved physician;
 2. parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- current* B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate. The District shall assume no liability for any student with a health condition who has been authorized to play by the parents and their physician but not by the District.
- current* C. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.
- current* D. Any student practicing for or competing in an interscholastic event who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall be removed from the practice or competition by the student's coach (and/or the referee serving during the practice or competition).

Any student who has been removed from practice or competition by a coach or referee because ~~the students/he~~ has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any practice or competition for which the coach or referee is responsible until both of the following occur:

- current* 1. The student's condition is assessed by a physician or other health care provider **[END OF OPTION]** authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student.
- current* 2. The student receives written clearance that it is safe to return to practice or competition from a physician or other health care provider **[END OF OPTION]** authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to grant such a clearance.

[] The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. Such guidelines should include:

- A. () criteria for judging these important qualities;
- B. () procedures by which these values will be communicated to students, parents, and supporters;
- C. () means for monitoring the behavior of each of these groups to ensure their behavior reflects high standards.

[] The guidelines should also provide a set of behavioral expectations for each type of participant as well as a Sportsmanship Code of Conduct which each type of participant is to follow. The Superintendent is authorized to implement suitable disciplinary procedures against those who violate this Sportsmanship Code.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policy 5610.05 - Prohibition From Extra-Curricular Activities).

In order to support the High School Athletic Association's program to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

NEW

- A. () adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;
- B. () establish standards for athletic participation which reinforce the concept that athletic activities are a privilege, not a right;
- C. () attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;
- D. () support and reward participants, coaches, school administrators, and fans who display good sportsmanship;
- E. () recognize the value of school athletic activities as a vital part of education.

No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

NEW

No student will be limited from wearing religious apparel while participating in interscholastic or non-interscholastic extra-curricular activities unless such apparel poses a legitimate danger to participants. If such danger is identified, the student will be offered reasonable accommodations available for the participant wearing religious apparel.

R.C. 2305.23, 2305.231, 3313.53, 3313.535, 3313.539
R.C. 3313.5311, 3313.5312, **3313.5317**, 3313.5314, 3313.752, 3315.062
Ohio High School Athletic Association

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Legal R.C. 2305.23, 2305.231, 3313.53, 3313.535, 3313.539
R.C. 3313.5311, 3313.5312, 3313.5317, 3313.5314, 3313.752, 3315.062
Ohio High School Athletic Association



Per D.F- would like to keep current + religious apparel (pg 4 in new)

Book	Policy Manual
Section	2000 Program
Title	INTERSCHOLASTIC ATHLETICS
Code	po2431
Status	Active
Adopted	July 20, 1998
Last Revised	August 23, 2021

2431 - INTERSCHOLASTIC ATHLETICS

The Board of Education recognizes the value to the students of the District and to the community of a program of interscholastic athletics for students as an integral part of the total school experience.

The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics.

The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone. It should also offer an opportunity for career and educational development.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students of this District with those of another district.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event.

No student may practice or compete in interscholastic athletics until the student submits a form signed by his/her parent or guardian, or by a person having care or charge of the student, affirming that each has received a concussion and head injury information sheet as prepared by the Ohio Department of Health. See Form 2431 F1 and Form 2431 F2.

In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity, a student must have maintained at least a 1.0 grade-point average.

Students educated at home or enrolled in a nonpublic school who are permitted to participate on a District interscholastic team must fulfill the same academic, nonacademic, and financial requirements as any other participant. See Policy 9270.

Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the student's individualized disability.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship and fair play.

The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletic Association (OHSAA) that are consistent with State and Federal law and shall review such standards annually to ascertain that they continue to be in

conformity with the objectives of this Board.

No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes. The Superintendent shall cause to be posted in all locker rooms in buildings that include students in any grade higher than the sixth grade, the following:

"Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment."

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a District-approved physician and parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate. The District shall assume no liability for any student with a health condition who has been authorized to play by the parents and their physician but not by the District.
- C. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.
- D. Any student practicing for or competing in an interscholastic event who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall be removed from the practice or competition by the student's coach (and/or the referee serving during the practice or competition).

Any student who has been removed from practice or competition by a coach or referee because s/he has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any practice or competition for which the coach or referee is responsible until both of the following occur:

1. The student's condition is assessed by a physician or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student.
2. The student receives written clearance that it is safe to return to practice or competition from a physician or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to grant a such a clearance.

Students will be further informed that participation in interscholastic sports is a privilege and not a right and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing, and/or appeal rights (See Policy 5610.05 - Prohibition From Extra-Curricular Activities).

No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in a college credit plus program as long as the student fulfills all academic, nonacademic, and financial requirements.

Revised 1/15/01
Revised 7/13/01
Revised 11/20/07
Revised 6/17/16
Revised 9/28/20

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R.C. 2305.23, 2305.231, 3313.53, 3313.535, 3313.539, 3313.5311, 3313.5312

R.C. 3313.5341, 3313.752, 3315.062

Ohio High School Athletic Association

EXHIBIT A

Policy 5335 - Care of Students with Chronic Health Conditions (Revised) **Policy 5336 - Care of Students with Diabetes (Revised)**

Last year the Ohio Legislature passed legislation (HB 231) concerning the procurement of glucagon (a medication used by persons with diabetes). The identified policies/AGs have been revised to reflect recent changes in the area of student health care, including medication management and responding to food allergies, in a school setting.

The suggested revisions are consistent with the current state of the law and should be adopted.



EXHIBIT A
no current

Book	Policy Manual
Section	Vol. 41, No. 1 - August 2022
Title	Vol. 41, No. 1 - August 2022 Revised CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS
Code	po5335
Status	From Neola

REVISED POLICY - VOL. 41, NO. 1

5335 - CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity (i.e. the school setting) so that they have the same access to an education as students without disabilities. Such accommodations/modifications/interventions will be provided pursuant to a Section 504 Plan (Form 2260.01 F13).

Chronic health conditions, for the purposes of this policy, shall include:

- A. () ~~"peanut" and other~~ food allergies including, but not limited to, peanut allergies;
- B. () non-food-based allergies;
- C. () asthma;
- D. () diabetes;
- E. () _____ ; and
- F. () _____ **[END OF OPTIONS].**

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with Policy 8330 and Policy 8350.

The District will coordinate school health practices for management of a chronic health condition and shall provide for:

- A. () Identification of individuals with chronic health conditions;
- B. () development of individual health care action plans;
- C. () coordination of health care management activities by school staff;
- D. () communication among school staff who interact with children with chronic health conditions;
- E. () development of protocols to prevent exposure/episodic reactions;
- F. () awareness and training of school staff regarding Board policy on acute and routine management of chronic health conditions, information on signs and treatment of chronic health conditions, medication and administration, and emergency protocols for dealing with reactions in "unusual" situations such as field trips;

G. () _____;

H. () _____ [END OF OPTIONS].

School health practices shall provide students with chronic health conditions the opportunity for:

- A. () full participation in physical activities when students are well;
- B. () modified activities as indicated by the student's health care action plan, 504 plan, or Individualized Education **Program Plan** (IEP);
- C. () access to preventative medications before activity (as prescribed by their medical providers) and immediate access to emergency medications during activity;
- D. () communication regarding student health status between parents, physicians, teachers (particularly physical education teachers), and coaches;
- E. () _____;
- F. () _____ [END OF OPTIONS].

Healthcare management activities shall include:

- A. () procedures to obtain, maintain, and utilize written health care action plans, signed by the child's parents and physician, for each student with a chronic health condition;
- B. () a standard emergency protocol in place for students experiencing a distress reaction if they do not have a written health care action plan on site;
- C. () established communication strategies for students to use to tell an adult they may be having a health-related problem;
- D. () procedures for students to have immediate access to medications in accordance with Policy 5330 and AG 5330 that allow students to self-care and self-administer medications, inhalers, and Epi-pens, as prescribed by a medical professional and approved by parents/guardians;
- E. () prevention strategies to avoid causal elements;
- F. () case management for students with frequent school absences, school health office visits, emergency department visits, or hospitalizations due to chronic health conditions;
- G. () management and care of the student's chronic health condition in the classroom, in any area of the school or school grounds, or at any school-related activity or event;
- H. () _____;
- I. () _____ [END OF OPTIONS].

Staff will be trained about chronic health conditions and their control () at least annually [END OF OPTION] in each school in which there is a student with a chronic health condition.

[OPTIONAL LANGUAGE]

[] The Superintendent shall provide training for all staff members () and age-appropriate instruction for students in grades kindergarten through twelve (12) [END OF OPTION] on food allergies and ways in which to assist an individual experiencing an allergic reaction. Such training shall include instruction in:

- A. () **food allergies;**
- B. () **signs and symptoms of anaphylaxis;**
- C. () **prevention of allergic reactions;**
- D. () **management and administration of epinephrine; and**
- E. () **follow-up and reporting procedures.**

EXHIBIT A

Board-offered training that staff complete concerning the preceding topics shall qualify as a professional development activity for the renewal of educator licenses in addition to activities approved by local professional development committees.

In accordance with Ohio law, the Board, its members, employees, and contractors, a licensed health professional authorized to prescribe drugs who personally furnishes or prescribes epinephrine autoinjectors ("Epi-Pens") consults with the Superintendent or issues a protocol, and an anaphylaxis training organization and its personnel where leadership includes a duly licensed physician who is board-certified in allergy and immunology, shall not be liable in damages in a civil action for injury, death, or loss to person or property that allegedly arises from an act or omission associated with the above-described training unless the act or omission constitutes willful or wanton misconduct.

[END OF OPTIONAL LANGUAGE]

Designated staff who have responsibility for specialized services such as giving inhaler treatments or injections, or conducting glucose and/or ketone tests shall be provided training specific to the procedures (), at least annually, [END OF OPTION] by a licensed health professional.

The () school nurse () principal [END OF OPTIONS] shall maintain a copy of the training program and the records of training completed by school employees.

As prescribed by R.C. 3313.719, this policy has been developed in consultation with parents, school nurses and other school employees, school volunteers, students, and community members.

Administrative guidelines shall provide guidance for the implementation of this policy.

R.C. 3313.719

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R.C. 3313.719

EXHIBIT A

Policy 5335 - Care of Students with Chronic Health Conditions (Revised) **Policy 5336 - Care of Students with Diabetes (Revised)**

Last year the Ohio Legislature passed legislation (HB 231) concerning the procurement of glucagon (a medication used by persons with diabetes). The identified policies/AGs have been revised to reflect recent changes in the area of student health care, including medication management and responding to food allergies, in a school setting.

The suggested revisions are consistent with the current state of the law and should be adopted.



Book	Policy Manual
Section	Vol. 41, No. 1 - August 2022
Title	Vol. 41, No. 1 - August 2022 Revised CARE OF STUDENTS WITH DIABETES
Code	po5336
Status	From Neola
Adopted	June 23, 2015
Last Revised	December 17, 2021

REVISED POLICY - VOL. 41, NO. 1

5336 - CARE OF STUDENTS WITH DIABETES

✓ The Board of Education is committed to ensuring that each student enrolled in the District who has diabetes receives appropriate and needed diabetes care in accordance with an order signed by the student's treating practitioner~~physician~~.

The diabetes care to be provided includes any of the following:

- A. checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
- B. responding to blood glucose levels that are outside of the student's target range;
- C. in the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed () and in accordance with AG 5330.04 **[END OF OPTION];**
- ✓ D. administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
- E. providing oral diabetes medications;
- F. understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the student's treating practitioner's~~physician's~~ order;
- G. following the treating practitioner's~~physician's~~ instructions regarding meals, snacks, and physical activity; and
- H. administering diabetes medication, as long as the conditions described below are satisfied.

✓ Within fourteen (14) days after the District receives an order signed by the student's treating practitioner~~physician~~, the Board will inform the student's parent, guardian, or other person having care or charge of the student~~or guardian~~ that the student may be entitled to a Section 504 Plan regarding the student's diabetes. **The Board will use the 504 plan information sheet developed by the Ohio Department of Education to provide such notification.**

Current [SELECT OPTION #1 or #2]

[BEGIN OPTION #1]

With regard to the administration of diabetes medication:

A. The diabetes medication may be administered by a school nurse, or in the absence of a school nurse, such medication can be administered by a school employee who **is trained in diabetes care. Such training must comply with the Ohio Department of Education's training guidelines, which address the following issues: and-complies-with-the-following-additional-requirements:**

1. recognizing the symptoms of hypoglycemia and hyperglycemia;
2. the appropriate treatment for a student who exhibits the symptoms of hypoglycemia or hyperglycemia;
3. recognizing situations that require the provision of emergency medical assistance to a student;
4. understanding the appropriate treatment for a student, based on an order issued by the student's treating practitioner, if the student's blood glucose level is not within the target range indicated by the order;
5. understanding the instructions in an order issued by a student's treating practitioner concerning necessary medications;
6. performing blood glucose and ketone tests for a student in accordance with the student's treating practitioner's order and recording the results of those tests;
7. administering insulin, glucagon, or other medication to a student in accordance with the student's treating practitioner's order and recording the results of the administration; and
8. understanding the relationship between the diet recommended in a student's treating practitioner's order and actions that may be taken if the recommended diet is not followed.

The training must also comply with the following additional requirements:

1. The training must be coordinated by a school nurse, or if the school does not employ a school nurse, a **licensed health care professional (e.g., a medical or osteopathic doctor, a registered nurse, advanced practice registered nurse, a licensed practical nurse, or physician's assistant) with expertise in diabetes who is approved by the District to provide the training.**~~medical or osteopathic doctor, a registered nurse, or a licensed practical nurse with expertise in diabetes.~~
2. The training will take place prior to the beginning of each school year or, as needed, not later than fourteen (14) days after the Board receives **an order signed by the treating practitioner of a student with diabetes.**~~a physician's order related to a student with diabetes.~~
3. Upon completion of the training, the Board will determine whether each trained employee is competent to provide diabetes care.
4. The school nurse **or approved licensed health care professional with expertise in diabetes care,**~~medical or osteopathic doctor, registered nurse, or licensed practical nurse who provided the training~~ will promptly provide all necessary follow-up training and supervision to an employee who receives training.

B. The **p** principal of a school attended by a student with diabetes will distribute a written notice (see Form 5336 F1) to each employee containing the following information:

1. A statement that the school is required to provide diabetes care to a student with diabetes and is seeking employees who are willing to be trained to provide that care.
2. A description of the tasks to be performed.
3. A statement that participation is voluntary and that the school district will not take action against an employee who does not agree to provide diabetes care, including that the employee will not be penalized or disciplined for refusing to volunteer to be trained in diabetes care.
4. A statement that training will be provided by a **licensed health care professional**~~school nurse, a medical or osteopathic doctor, a registered nurse, or a licensed practical nurse~~ with expertise in diabetes to an employee who agrees to provide care.
5. A statement that a trained employee will not be subject to disciplinary action by the Board for providing care or performing duties to students with diabetes.

- 6. A statement that a trained employee is immune from liability for damages in a civil action for injury, death, or loss to person or property allegedly arising from providing care or performing duties under this Policy (unless the act or omission constitutes willful or wanton misconduct).
- 7. The name of the individual to contact if an employee is interested in providing diabetes care.

The school nurse and/or the school employee can only administer diabetes medication as described above if the requirements of Policy 5330 are met.

[END OF OPTION #1]

[] [BEGIN OPTION #2]

Diabetes medication may be administered by a school nurse.

The school nurse can only administer diabetes medication as described above if the requirements of Policy 5330 are met.

[END OF OPTION #2]

[END OF SELECTION]

- ✓ A student's diabetes medication will be kept in an easily accessible location.
- ✓ A student with diabetes will be permitted to attend to ~~the student's his or her~~ diabetes care and management, in accordance with the student's ~~treating practitioner's~~ **physician's** order, during regular school hours and school-sponsored activities only if:
 - ✓ A. the student's parent, **guardian, or other person having care or charge of a student or guardian** provides a written request that the student be permitted to attend to ~~the student's his or her~~ diabetes care and management while at school (see Form 5330 F1); and
 - ✓ B. the student's ~~treating practitioner~~ **physician** has authorized such self-care and determined that the student is capable of performing diabetes care tasks (see Form 5330 F1).

✓ A student with diabetes is permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity. The student must have access to a private area for performing diabetes care tasks if the student or the student's parent, **guardian, or other person having care or charge of a student or guardian** makes such a request.

✓ A student with diabetes is permitted to possess on the student's self at all times all necessary supplies and equipment to perform diabetes care tasks. If the student performs any diabetes care tasks or uses medical equipment for purposes other than the student's own care, the Board will revoke the student's permission to attend to the care and management of the student's diabetes.

current

[X] [OPTIONAL SELECTION]

The Board will provide training in the recognition of hypoglycemia and hyperglycemia and actions to take in response to emergency situations involving these conditions to both of the following:

- A. a school employee who has primary responsibility for supervising a student with diabetes during some portion of the school day, and
- B. a bus driver employed by the Board who transports a student with diabetes.

[END OF SELECTION]

new

[X] [OPTIONAL SELECTION]

The Board authorizes the Superintendent to procure and maintain a supply of injectable or nasally administered **glucagon for use in emergency situations. In procuring injectable or nasally administered glucagon, the Board will accept donations of glucagon from wholesale distributors of dangerous drugs or manufacturers of dangerous drugs, as well as donations of money from any person to purchase the drug. The Superintendent shall report to the Ohio Department of Education ("ODE"), in the form and manner determined by ODE, each procurement of injectable or nasally administered glucagon and each occurrence in which a dose of the drug is used from the District's supply. ~~Glucagon for use in emergency situations. In the circumstance of severe hypoglycemia, staff will follow the procedures and protocols set forth in AG 5330.04 relating to the administration of Glucagon.~~**

In the circumstance of severe hypoglycemia, staff will follow the procedures and protocols set forth in AG 5330.04 relating to the administration of glucagon.

[END OF SELECTION]

✓ By December 31 of each year, the Board will report to the Ohio Department of Education the following information regarding students with diabetes:

- A. the number of students with diabetes enrolled in the District during the previous school year, and
- B. the number of errors associated with the administration of diabetes medication to students with diabetes during the previous school year.

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In accordance with Ohio law, the Board and its members and school employees shall not be liable for damages in a civil action for injury, death, or loss to person or property that allegedly arises from providing care or performing duties under this Policy unless the act or omission constitutes willful or wanton misconduct. Additionally, a school nurse or other licensed health care professional shall be immune from disciplinary action by the Board of Nursing or any other regulatory board for providing care or performing duties under this Policy if the care provided or duties performed are consistent with applicable professional standards.

R.C. ~~3313.7110~~, 3313.7112, 3313.713, 3313.7115(A)

R.C. ~~4723.4811, 4730.437, 4731.92~~

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Legal R.C. 3313.7112, 3313.713, 3313.7115
 R.C. 4723.4811, 4730.437, 4731.92



Book	Policy Manual
Section	5000 Students
Title	CARE OF STUDENTS WITH DIABETES
Code	po5336
Status	Active
Adopted	June 23, 2015
Last Revised	December 17, 2021

5336 - CARE OF STUDENTS WITH DIABETES

The Board of Education is committed to ensuring that each student enrolled in the District who has diabetes receives appropriate and needed diabetes care in accordance with an order signed by the student's treating physician.

The diabetes care to be provided includes any of the following:

- A. checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
- B. responding to blood glucose levels that are outside of the student's target range;
- C. in the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
- D. administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
- E. providing oral diabetes medications;
- F. understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the student's physician's order;
- G. following the physician's instructions regarding meals, snacks, and physical activity; and
- H. administering diabetes medication, as long as the conditions described below are satisfied.

Within fourteen (14) days after the District receives an order signed by the student's treating physician, the Board will inform the student's parent or guardian that the student may be entitled to a Section 504 Plan regarding the student's diabetes.

With regard to the administration of diabetes medication:

- A. The diabetes medication may be administered by a school nurse, or in the absence of a school nurse, such medication can be administered by a school employee who has received training provided by the Board that complies with the Ohio Department of Education's training guidelines and complies with the following additional requirements:
 1. The training must be coordinated by a school nurse, or if the school does not employ a school nurse, a medical or osteopathic doctor, a registered nurse, or a licensed practical nurse with expertise in diabetes.
 2. The training will take place prior to the beginning of each school year or, as needed, not later than fourteen (14) days after the Board receives a physician's order related to a student with diabetes.

3. Upon completion of the training, the Board will determine whether each trained employee is competent to provide diabetes care.
4. The school nurse, medical or osteopathic doctor, registered nurse, or licensed practical nurse who provided the training will promptly provide all necessary follow-up training and supervision to an employee who receives training.

The school nurse and/or the school employee can only administer diabetes medication as described above if the requirements of Policy 5330 are met.

A student's diabetes medication will be kept in an easily accessible location.

A student with diabetes will be permitted to attend to his or her diabetes care and management, in accordance with the student's physician's order, during regular school hours and school-sponsored activities only if:

- A. the student's parent or guardian provides a written request that the student be permitted to attend to his or her diabetes care and management while at school (see Form 5330 F1); and
- B. the student's physician has authorized such self-care and determined that the student is capable of performing diabetes care tasks (see Form 5330 F1).

A student with diabetes is permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity. The student must have access to a private area for performing diabetes care tasks if the student or the student's parent or guardian makes such a request.

A student with diabetes is permitted to possess on the student's self at all times all necessary supplies and equipment to perform diabetes care tasks. If the student performs any diabetes care tasks or uses medical equipment for purposes other than the student's own care, the Board will revoke the student's permission to attend to the care and management of the student's diabetes.

The Board will provide training in the recognition of hypoglycemia and hyperglycemia and actions to take in response to emergency situations involving these conditions, to both of the following:

- A. a school employee who has primary responsibility for supervising a student with diabetes during some portion of the school day, and
- B. a bus driver employed by the Board who transports a student with diabetes.

By December 31 of each year, the Board will report to the Ohio Department of Education the following information regarding students with diabetes:

- A. the number of students with diabetes enrolled in the District during the previous school year, and
- B. the number of errors associated with the administration of diabetes medication to students with diabetes during the previous school year.

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Legal R.C. 3313.7110
 R.C. 3313.7112
 R.C. 3313.713
 R.C. 3313.7115 (A)

Policy 5460.01 - Diploma Deferral (Revised)

Policy 5460.01 has been modified to recognize that students with disability who are approved for social graduation and then remain in school to continue to work on their transition-related IEP goals do not need to master/complete those transition-related IEP goals before accepting their diploma and leaving school; in fact, the purpose of transition-related goals are to begin to address issues/topics that the student will be working on well after they exit services. As such, students who have completed their academic requirements may receive their diploma and exit services when the IEP team determines the student has made sufficient progress on the student's transition-related IEP goals, or the student reaches the age of 22, whichever occurs first.

This proposed revision is consistent with the current state of the law and should be adopted



Book	Policy Manual
Section	5000 Students
Title	DIPLOMA DEFERRAL
Code	po5460.01
Status	Active
Adopted	May 21, 2012

5460.01 - DIPLOMA DEFERRAL

Social graduation is an opportunity for students with individualized education programs ("IEPs") to participate in high school graduation ceremonies without obtaining an official diploma. Students with IEPs who have completed all academic requirements for high school graduation, but who have not yet completed their transition-related IEP goals may be eligible for social graduation. Students may participate in social graduation only upon the recommendation of their respective IEP teams. If social graduation is recommended, the student may engage in all aspects of the graduation celebration (e.g., wearing a cap and gown; sitting with the graduating class; having his/her name printed in the program and read aloud at the ceremony; walking across the stage to receive a faux diploma). Instead of receiving an official diploma, however, the student will receive an unsigned diploma or a certificate of participation.

The determination of whether social graduation is recommended for any particular student will be done on an individual basis by May 1st of any year in which the student's chronological peer group is eligible to receive a high school diploma. The IEP team may raise the issue, or the student and/or his/her parent may raise the issue. The IEP team members should consider whether social graduation is appropriate to further the student's progress with regard to IEP goals. The team may also consider any objectives the student will be required to accomplish before s/he is eligible to participate. Finally, the team should determine additional arrangements or preparations, if any, that will need to be made to enable the student to participate in the ceremony. If the team determines that social graduation is recommended, the Superintendent or designee shall be notified. The IEP team makes the final decision with regard to social graduation, in accordance with the student's IEP goals and Federal and State laws and regulations and local Board policies. Students for whom participation in graduation ceremonies is precluded for disciplinary issues (when the discipline was not a manifestation of the student's disability) or nonpayment of school fines may not participate in social graduation.

After participating in the ceremony, the student is expected to continue working on his/her IEP transition goals and objectives. The student will also continue to receive services to address his/her transitional, vocational, and/or independent living skills as delineated in his/her IEP. An official high school diploma will be granted to the student when the IEP team determines that the transition goals have been met.

When the student turns twenty-two (22) during the school year, s/he will be permitted to complete the current semester before services cease.

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Book Policy Manual

Section Vol. 41, No. 1 - August 2022

Title Vol. 41, No. 1 - August 2022 Revised DIPLOMA DEFERRAL

Code po5460.01

Status From Neola

Adopted May 21, 2012

REVISED POLICY - VOL. 41, NO. 1

5460.01 - DIPLOMA DEFERRAL

Social graduation is an opportunity for students with individualized education programs ("IEPs") to participate in high school graduation ceremonies without obtaining an official diploma. Students with IEPs who have completed all academic requirements for high school graduation, but **could benefit, as determined by their IEP teams, from continued work on the student's who have not yet completed their** transition-related IEP goals, may be eligible for social graduation. Students may participate in social graduation only upon the recommendation of their respective IEP teams. If social graduation is recommended, the student may engage in all aspects of the graduation celebration (e.g., wearing a cap and gown; sitting with the graduating class; having **the student's his/her** name printed in the program and read aloud at the ceremony; walking across the stage to receive a faux diploma). Instead of receiving an official diploma, however, the student will receive an unsigned diploma or a certificate of participation.

Ordinarily, the determination of whether social graduation is recommended for any particular student will be done on an individual basis during the first semester of any year in which the student's chronological peer group is eligible to receive a high school diploma. The IEP team may raise the issue or the student and/or **the student's his/her** parent may raise the issue. The IEP team members should consider whether social graduation is appropriate to further the student's progress with regard to IEP goals. The team may also consider any objectives the student will be required to accomplish before **the students/he** is eligible to participate. Finally, the team should determine additional arrangements or preparations, if any, that will need to be made to enable the student to participate in the ceremony. If the team determines that social graduation is recommended, the Superintendent or designee shall be notified. The IEP team makes the final decision with regard to social graduation, in accordance with the student's IEP goals, and Federal and State laws and regulations, and local Board policies. Students for whom participation in graduation ceremonies is precluded for disciplinary issues (when the discipline was not a manifestation of the student's disability) or nonpayment of school fines may not participate in social graduation.

After participating in the ceremony, the student is expected to continue working on **the student's his/her IEP** transition-related IEP goals and objectives. The student will also continue to receive services to address **the student's his/her** transitional, vocational, and/or independent living skills as delineated in **the student's his/her** IEP. An official high school diploma will be granted to the student when the IEP team determines that the **student has made sufficient progress on the student's transition-related IEP goals and/or the student reaches the age of twenty-two (22), whichever occurs first transition goals have been met.**

When the student turns twenty-two (22) during the school year, **the students/he** will be permitted to complete the current () quarter semester [END OF OPTION] before services cease.

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current

Policy 6700 - Fair Labor Standards Act (FLSA) (Revised)

More than a decade ago, Congress passed a law amending Section 7 of the Fair Labor Standards Act ("FLSA"), mandating that eligible employees be provided reasonable breaks and private facilities to express breast milk during the first year after the birth of their child. It is important to keep in mind that the FLSA overtime and lactation provisions only apply to certain employees in an organization, but not all of them. For public schools, typically nonteaching employees such as bus drivers, custodians, and secretaries are covered by the FLSA. However, professional employees like teachers, administrators, and IT staff are usually exempt from overtime and other FLSA provisions including those mandating breaks for lactation. However, school employers may elect to provide this type of benefit and support for exempt employees. Therefore, language has been added that summarizes a board of education's obligation to provide reasonable breaks and private facilities for FLSA-eligible employees to express breast milk, and also includes optional language that provides the same benefit to FLSA-exempt employees to the extent the employees may be accommodated without materially disrupting school operations or employee duties.

A legal alert accompanies this change and summarizes a board of education's duties with regard to this topic.



Book Policy Manual
 Section Vol. 41, No. 1 - August 2022
 Title Vol. 41, No. 1 - August 2022 Revised FAIR LABOR STANDARDS ACT (FLSA)
 Code po6700
 Status From Neola
 Adopted December 11, 2017

REVISED POLICY - VOL. 41, NO. 1

6700 - FAIR LABOR STANDARDS ACT (FLSA)

It is the Board of Education's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. The Board shall pay at least the minimum wage required by the FLSA and Ohio law ^{new} and local municipal law/ordinance/regulation to all covered, non-exempt employees, unless an employee's individual contract or the terms of an applicable collective bargaining agreement provide for greater benefits than mandated by Federal, State, or local law.

Non-exempt employees are hourly employees or salaried employees who do not qualify for a professional, administrative, executive, computer, or any other exemption under the FLSA.

Current Non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board) more than forty (40) hours during a given work week will receive overtime pay in accordance with the FLSA for all hours worked in excess of forty (40). **[CHOOSE ONE (1) OF THE FOLLOWING:]** () Work week is defined as a fixed and regularly recurring period of 168 hours (i.e., seven (7) consecutive twenty-four (24) hour periods). Work week is defined as the seven (7) day period of time beginning on Sunday at 12:00 a.m. and continuing to the following Saturday at 11:59 p.m. () Monday at 12:00 a.m. and continuing to the following Sunday at 11:59 p.m. **[END OF OPTION]**

The Superintendent shall determine the necessity and availability of overtime work. ^{new} Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. **[END OF OPTION]** Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action, up to and including termination.

Exempt employees are individuals who are exempt from the FLSA minimum wage and overtime provisions. These employees include, but are not limited to, persons employed in bona fide executive, administrative, and professional positions, and certain computer employees. To qualify for the exemption, employees generally must meet certain tests regarding their job duties and be paid a minimum per week salary as established by the Department of Labor. The salary requirement does not apply to teachers. Exempt computer employees must also meet a minimum per week or per hour salary established by the Department of Labor. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. Additionally, the predetermined amount cannot be reduced because of variation in the quality or quantity of the employee's work. Subject to the exceptions listed below, an exempt employee must receive the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked.

Deductions may be made to an otherwise exempt employee's salary in certain circumstances without jeopardizing the employee's exempt status. Deductions may occur under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness

- C. to offset amounts employees receive as jury or witness fees, or for military pay
- D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions
- E. for penalties imposed in good faith for infractions of safety rules of major significance

In addition to the foregoing, exempt employees who accrue personal leave and sick leave may have their pay reduced or may be placed on unpaid leave for absences due to personal reasons of less than one (1) full day when leave is not used by the employee because:

- A. permission to use leave has not been sought or permission has been sought and denied;
- B. the employee's accrued leave has been exhausted;
- C. the employee chooses to use leave without pay.

Deductions from an exempt employee's pay for absences due to a budget-required furlough shall not disqualify the employee from being paid on a salary basis except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced.

The Board shall also not be required to pay the full salary in the initial or terminal week of employment if the employee does not work the entire week, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions as described, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to **the exempt employee's his/her** salary, the employee should immediately report this information to the Superintendent, () Business Manager, () _____, **[END OF OPTION]** or **the employee's his/her** immediate supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

This policy shall be distributed to employees upon initial hire, to all employees, and on an annual basis.

[DRAFTING NOTE: Job titles do not determine exempt status, nor does receipt of a particular salary. If an employee does not meet all of the applicable criteria for a specific exemption, the employee will be covered by the FLSA and entitled to overtime if s/he works more than forty (40) hours in a week, regardless of whether the individual is paid a salary. Under the standard duties test, an employee's primary duty (i.e., principal, main, major, or most important duty) - based on all of the facts in a particular case - must be that of an exempt executive, administrative or professional employee, or an exempt computer employee.

Executive Exemption: 1) the employee's primary duty must be managing the enterprise in which the employee is employed, or managing a customarily recognized department or subdivision of the enterprise; 2) the employee must customarily and regularly direct the work of at least two (2) or more other full-time employees of their equivalent (for example, one (1) full-time and two half-time employees are equivalent to two full-time employees); 3) the employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees must be given particular weight.

Administrative Exemptions: 1) the employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and 2) the employee's primary duty must include the exercise of discretion and independent judgment with respect to matters of significance.

Additionally, academic administrative personnel whose primary duty is performing administrative functions directly related to academic instruction or training in an educational institution, such as principals and vice-principals responsible for the operation of an elementary or secondary school, academic counselors who perform work such as administering school testing programs, assisting students with academic problems, and advising students concerning degree requirements, and others with similar responsibilities, are eligible for a special alternative salary level that does not apply to white collar employees outside of an educational institution. Specifically, these academic administrative personnel are exempt from the FLSA's minimum wage and overtime requirements if they are paid at least as much as the entrance salary for teachers in the District.

Computer employee exemption: 1) the employee must be employed as a computer systems analyst, computer programmer, software engineer, or other similarly skilled worker in the computer field; and 2) the employee's primary duty must consist of: (a) the application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications; (b) the design, development,

documentation, analysis, creation, testing, or modification of computer systems or programs, including prototype, based on and related to user or system design specifications; (c) the design, documentation, testing, creation or modification of computer programs related to machine operating systems; or (d) a combination of the aforementioned duties, the performance of which requires the same level of skills.]

Reasonable Break Time for Nursing Mothers

As required by Federal law, the District shall take steps necessary to support staff members who decide to breastfeed their infants by providing additional unpaid reasonable break time, as necessary, for a qualified employee to express breast milk for their nursing child for one (1) year after the child's birth on District premises.

Prior to returning to work from maternity leave, it shall be the employee's responsibility to notify their supervisor of their intent to continue breastfeeding their infant(s), and of their need to express milk during work hours. Further, it shall be the responsibility of the employee to keep their supervisor informed of their needs in this regard throughout the period of lactation.

The building administrator shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students, and the public shall be prevented, and one where an employee who is using this area can be shielded from view.

An employee shall be enabled to express milk during regularly scheduled break periods. The Principal or employee's supervisor shall make an accommodation if the time of regular breaks needs to be adjusted or if additional and/or longer breaks are needed. In the event that more breaks are needed or the break(s) need to be longer than legally required, the additional time required shall be unpaid, and the employee's work schedule or work day shall, therefore, be modified accordingly. The Principal or the employee's supervisor shall work with the employee to make these necessary modifications.

[DRAFTING NOTE: An employer that employs less than fifty (50) employees shall not be subject to the requirements of this subsection if such requirements would impose an undue hardship by causing the employer significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business.]

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Legal 29 C.F.R. Part 541
 29 U.S.C. 201 et seq.
 R.C. Chapter 4111

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EXHIBIT A



Book	Policy Manual
Section	6000 Finances
Title	FAIR LABOR STANDARDS ACT (FLSA)
Code	po6700
Status	Active
Adopted	December 11, 2017

6700 - FAIR LABOR STANDARDS ACT (FLSA)

It is the Board of Education's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. The Board shall pay at least the minimum wage required by the FLSA and Ohio law.

Non-exempt employees are hourly employees, or salaried employees who do not qualify for a professional, administrative, executive, computer, or any other exemption under the FLSA.

Non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board) more than forty (40) hours during a given work week will receive overtime pay in accordance with the FLSA for all hours worked in excess of forty (40). Work week is defined as the seven (7) day period of time beginning on Sunday at 12:00 a.m. and continuing to the following Saturday at 11:59 p.m.

The Superintendent shall determine the necessity and availability of overtime work. Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action up to and including termination.

Exempt employees are individuals who are exempt from the FLSA minimum wage and overtime provisions. These employees include, but are not limited to, persons employed in bona fide executive, administrative, and professional positions, and certain computer employees. To qualify for the exemption, employees generally must meet certain tests regarding their specific job duties and be paid a minimum per week salary as established by the Department of Labor. The salary requirement does not apply to teachers. Exempt computer employees must also meet a minimum per week or per hour salary established by the Department of Labor. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. Additionally, the predetermined amount cannot be reduced because of variation in the quality or quantity of the employee's work. Subject to the exceptions listed below, an exempt employee must receive the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked.

Deductions may be made to an otherwise exempt employee's salary in certain circumstances without jeopardizing the employee's exempt status. Deductions may occur under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness
- C. to offset amounts employees receive as jury or witness fees, or for military pay
- D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions
- E. for penalties imposed in good faith for infractions of safety rules of major significance

In addition to the foregoing, exempt employees who accrue personal leave and sick leave may have their pay reduced or may be placed on unpaid leave for absences due to personal reasons of less than one (1) full day when leave is not used by the employee because:

- A. permission to use leave has not been sought or permission has been sought and denied;
- B. the employee's accrued leave has been exhausted; or
- C. the employee chooses to use leave without pay.

Deductions from an exempt employee's pay for absences due to a budget-required furlough shall not disqualify the employee from being paid on a salary basis except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced.

The Board shall also not be required to pay the full salary in the initial or terminal week of employment if the employee does not work the entire week, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions as described, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to the Superintendent or his/her immediate supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

This policy shall be distributed to employees upon initial hire, and to all employees on an annual basis.

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Legal 29 U.S.C. 201 et seq.
 29 C.F.R. Part 541
 R.C. Chapter 4111