

## REQUIRED and DISCRETIONARY Policies for ESCLEW Sponsored Community Schools

**(R)** Required by statute, case law, or administrative rule or ESCLEW community schools contract. (Required policies must be approved by school governing authorities, and are included in the site evaluation.)

**(D)** Discretionary means schools do not have to have a policy, but have to follow the law governing these items.

R	D	GOVERNANCE
	x	Board Members' Powers/Judicial Powers - helps Board conceptually.
x		Ethics and Conflicts Policy - the auditor and the sponsors look for it. Chapter 102; R.C. 2921.42
	x	Background checks of board members. <i>See</i> R.C. 3314.19, which requires that the sponsor provide written assurance to the Ohio Department of Education that the school has conducted a criminal records check of each of its governing authority members. Background checks of bus drivers (HB 19). Notice of background checks possible for volunteers.
x		Code of Regulations – under corporate law, it is a required governance document. Chapter 1702
	x	Orientation –required to give open meetings law to Board members
x		Board Compensation/Reimbursement - for IRS and Auditor purposes, a resolution and policy may be required before compensation is issued to the Board. R.C. 3314.025
x		Regular and Special Meetings/Executive Sessions/Minutes - the auditor looks for it – must have policy concerning how meetings will be noticed. R.C. 121.22
	x	Parliamentary Authority
	x	Voting. R.C. 3313.66(E) & R.C. 4417.14(C)(6)
	x	Attendance at Board meetings
	x	Public Participation at meetings - a school can and should adopt written policies governing the time, place, and manner of speech before the board. <i>See</i> 1992 OAG No. 032; R.C. 121.22
	x	Review of Policies
	x	Approval and Monitoring of Budget. R.C. 3314.011; OAC 117-6-07
	x	Monitoring of Charter Contract
	x	Reporting Requirements
	x	Media Policy
x		Public Records Policy - pursuant to 149.43 the school must adopt a public records policy in compliance with the Public Records Law for responding to public records requests. The Board or its designee shall (1) participate in training concerning public records which may be required by the Ohio Attorney General and which is free of charge under section 109.43 of the Ohio Revised Code, (2) erect a poster about its public records policy in a conspicuous place in all locations or branches of operations, (3) require its employee in charge of public records to sign an acknowledgement of receipt of its public records policies and (4) include its public records policy in its manuals or handbooks of general policies and procedures for all employees. R.C. 149.43
x		Records Retention /Disposal – Administration needs to know how to dispose of public records. R.C. 149.41; R.C. 149.351
x		Purchasing - Auditor requests it. R.C. 102.03; OAC 117-2-02
x		Fixed Asset Policy - Auditor requires. R.C. 117.09; OAC 117-2-05; OAC 117-2-02; 34 CFR 80.31-80.32
x		Audit Committee - Auditor requires. OAC 117-2-05
	x	Property Obtained with Federal Title I Grants Policy – suggested in case of a Federal audit.
	x	Independent Contractors - Auditor and STRS/SERS often ask for this. IRC 6041; R.C. 3314.41
x		Annual Financial Report - Auditor may look for proof of required yearly publication, as well as policy. R.C. 117.38; OAC 17-2-03
	x	Use of School-owned Credit Card – Auditor and IRS consider this important.
	x	Donations - tracking cash, property and securities donations.
	x	Staff Travel Reimbursement - IRS issue.
	x	Use of School-owned Cellular Telephones - IRS issue.
x		Mission Statement - required in Charter Contract pursuant to R.C.3314.03
	x	Insurance - required under Charter Contract; but policy is recommended to set out who is responsible for administering the insurance. R.C. 3314.03
x		Procurement With Federal Educational Funds (Auditors and Sponsors require this)
x		Federal Grant Administration (Auditors and Sponsors require this)

**R D****PROGRAM OPERATION**

	x	General Policy of Parent Involvement - pursuant to 20 U.S.C. §6318 and/or R.C. 3313.472 and 3314.03 (A)(11)(d) each school shall jointly develop with and distribute to parents of participating children a written parental involvement policy, agreed upon by such parents, that shall describe the means for carrying out the requirements of parental involvement, parent participation, parents right to know, use of scientifically based research and review of instruction material. The policy must address a “parent-student-school compact” which provides the opportunity for parents to be informed of the importance of parental involvement, methods of supporting their children’s learning activities, strategies to use at home to improve their children’s academic success & development.
	x	Parental Consultation Regarding Physical Exams - - Pursuant to 20 USC 1232(h) schools are required to develop local policies concerning student privacy, parental access to information, and administration of certain physical examinations to minors.
	x	Policy Regarding Low Performing Children – R.C. 3301.0715 (also for NCLB compliance) 20 USC 6301(3)
	x	Program Accountability
	x	Scientifically Based Instruction Methods. 20 USC 6301(9) & 6311(d)
	x	School to Work Programs. 20 USC 6101; 20 USC 6212
	x	Compliance with State Academic Standards. 20 USC 6301(1) & (6)
	x	Retention and Promotion. 3313.609; 20 USC 1400 et seq.; 3301.0711
	x	Migrant Students. 20 USC 6391(1)-(5)
	x	Advanced Placement Program. 20 USC 6532(1)-(8)
	x	Preventing Dropouts. 20 USC 6552(2) & 6561a(b)(1)
	x	English Language Learners and Immigrant Students
	x	Reading Standards. 20 USC 6361(1) (2) & (4)
	x	Post-secondary enrollment options program. This program only applies to grades 9-12. See Revised Code Chapter 3365 and OAC Chapter 3301-44.
	x	Program Assessment
	x	Report Card. R.C. 3314.012(D); 20 USC 6311(h)(2)(E)
	x	Annual Report
	x	Adequate Yearly Progress. 20 USC 6316(a)(1)(A) & (C)

**R D****PROGRAM ADMINISTRATION**

	x	Access to Equal Educational Opportunity - case law requires. 42 USC 2006(c); 42 USC 12101; R.C. 4112.02; R.C. 4111.17; 29 USC 631; 29 USC 206(c)
	x	Title IX Coordinator/Grievance Procedure - pursuant to 34 CFR 106.8 a school must adopt and publish grievance procedures.
	x	Title I Services and Complaint Procedure - pursuant to 34 CFR 104.7 a school that employs 15 or more persons must adopt grievance procedures. 20 USC 6314
	x	Funding Under Title V-Cooperation with Private Schools - use if Title V funding is received. 20 USC 7201(c)(2)
	x	Religion in the Schools - under constitutional law.
	x	School Prayer - Pursuant to 20 USC 7904 a school must certify in writing to the state educational agency that no policy of the school prevents or otherwise denies participation in constitutionally protected prayer in public elementary schools and secondary schools.
	x	Rights of Individual with Disabilities - pursuant to 34 CFR 300.220 the school must have on file with the state educational agency policies and procedures that demonstrate that the school complies with IDEA, including suspension and expulsion. 20 USC 1412; 34 CFR 300.220; Chapter 3323
	x	Child Find – state requires. 20 USC 1412 et seq; OAC 3301-51-03.
	x	Section 504 of the Rehabilitation Act of 1973, Grievance Procedure – state and federal laws require. 29 CFR Part 1603; 34 CFR Part 104; 29 USC 794; Section 504; 42 USC 12101
	x	Child Abuse and Neglect - pursuant to R.C. 3319.073, in-service training required as well. HB 19 (128 <sup>th</sup> General Assembly) requires schools to provide training and dating violence prevention for certain middle and high school employees. It also requires specified employees of public middle schools and high schools to complete four hours of in-service training in the prevention of child abuse, violence, and substance abuse, and in the promotion of positive youth development. Under pre-existing law, this requirement applied only to public elementary schools. HB 1 provides that a school may adopt the curriculum developed by ODE for the in-service training as an alternative to developing its own curriculum. HB 153 (2012) adds more training requirements
	x	Notice of Policy Changes - recommended due to constitutional law.

	x	Policy Manual Distribution and Maintenance
	x	Internet Acceptable Use Policy - pursuant to 47 USC 254 a school having computers and internet access may not receive services at discounted rates unless it submits a certification that an internet safety policy has been adopted and implemented. Schools wishing to prohibit pagers and other electronic communication devices are required to adopt a policy to such effect. The policy must set forth the disciplinary measures that may be taken for its violation.
	x	Admission and Lottery Standards – community schools are required to adopt a policy regarding admission procedures pursuant to R.C. 3314.03; R.C. 3314.06
	x	R.C. 3314.041 Notice - required to give the notice at admission.
	x	Records Upon Enrollment / Residency and Enrollment- the ODE is now stating that the residency policy of the school is essential in order to rule in flagging disputes..
	x	Compulsory school-age/ Kindergarten admissions. R.C. 3321.01
	x	Student Assessment - each school is required to adopt a policy governing the design, delivery and evaluation of prevention, intervention programs, and must provide academic prevention/intervention services for students who score in below basic range on achievement and graduation tests-R.C. 3301.0715; HB 153 (2011) adds requirement that the IEP contain the alternative assessment method.
	x	Security Provisions for Statewide Test. OAC 3301-7-01; OAC 3301-13-01 et seq. The policy must specify procedures for releasing or permitting access to an individual student's assessment results. The policy is also required to provide information regarding the participation of English Language Learners students in statewide proficiency or achievement tests.
	x	Alternate Assessments for Students with Disabilities. A policy is required under OAC 3301-13-03.
	x	Graduation Requirements - under R.C. 3313.6014 and 33147.031(A)(11)(d), community schools are required to adopt a procedure for notifying parents of the Ohio Core Curriculum requirements and that one consequence of not completing the Ohio Core is ineligibility to enroll in most state universities in Ohio without additional coursework. Governing authority of community schools may adopt a policy to become excused from the high school physical education requirement, under certain circumstances.
	x	Graduation Requirements - governing authority of community schools may adopt a policy to excuse from the high school physical education requirement, under certain circumstances.
	x	Credit Flexibility Policy – Senate Bill 311 requires all high schools to adopt a plan that enables students to earn units of high school credit based on the demonstration of subject area competency, instead or in combination with completing hours of classroom instruction. Schools are required to adopt a Credit Flexibility Plan and local board policy for full implementation at the beginning of the 2010-2011. R.C. 3313.60; 3313.603; 3313.609; 3313.6013; 3313.611; 3313.613; 3313.614; 3313.90; 3321.04, Chapter 3324, 3365; OAC Chapter 3301-34; 3301-35-06; 3301-46; 3301-51; 3301-61
	x	HB 1 (128th General Assembly) gives permissive authority to community schools to add community service education to their curriculum. If the community school adds a community service education program, it must also create a community service advisory committee and develop and implement a community service plan. See R.C. 3313.605. Note that this could affect the community school contract or curriculum policy.
	x	Attendance/Truancy/Withdrawal - it is discretionary for a community school to adopt a policy to establish strategies to address such behavior that range from prevention to intervention. 3321.01, 3314.03(A)(6); 3321.13-.191
	x	Attendance/Truancy/Withdrawal - pursuant to R.C. 3321.191, community schools are required to adopt a policy to guide employees of the school in addressing in the attendance of any pupil who is a habitual truant. See R.C. 3314.03.
	x	Attendance/Truancy/Withdrawal - HB 1 requires community schools to count as excused absences time that a student is absent from school for the sole purpose of traveling out of state to participate in a school-approved enrichment activity or extra-curricular activity up to four days per school year. HB 1 requires the student to make up all missed classroom assignments. If the student will be out of school for four or more consecutive school days for a school-approved enrichment or extra-curricular activity, a classroom teacher employed by the school must accompany the student to provide instructional assistance. .
	x	Missing and Absent Children - Schools are required to develop informational programs for students, parents and community members relative to missing children issues and matters pursuant to R.C. 3313.96. Community schools are required to adopt a policy for the notification of parents when their child is absent. 109.65; 3313.96; 3313.672
	x	Previously Home-Schooled Students Testing Policy
	x	Third-grade Reading Intervention Plan
	x	Reporting Student Progress and Grades - a clear policy avoids claims of inconsistency or discrimination.
	x	Fingerprinting Students
	x	Student Expression - constitutional law (puts students on notice of limits of expression).
	x	Student Bill of Rights/Responsibilities - constitutional law (puts students on notice of restrictions).

		Dressing and Grooming - Constitutional law requires school to put on notice if restricting dress.
	x	Sexual and Other Forms of Harassment – case law requires. 20 USC 1681 et seq.; R.C. 4112.02
	x	Anti-Harassment, Intimidation and Bullying Policy - Under R.C. 3313.666(A), (B) and (C) and 3314.03(A)(11)(d), each community school governing authority is required to adopt a policy prohibiting harassment, intimidation, or bullying of any student on school property or at a school sponsored event. HB 19 (128 <sup>th</sup> General Assembly) requires that the policy incorporate dating violence into the definition of harassment, intimidation or bullying. Recent additions are also in HB 116 (2012) (Jessica Logan Act) (cyber-bullying and training).
	x	Anti-Hazing Policy - addresses a specific Ohio law. Can include in Code of Conduct policy. R.C. 2307.44; 2903.31; 3313.661
	x	Gang Activity Policy
	x	Disorder and Demonstration – in order to set allowable boundaries to free speech rights.
	x	Drug Prevention. 20 USC 806
	x	Pregnant Students
	x	Search and Seizure - constitutional law; should adopt policies which give school power to conduct searches in allowable circumstances. US Const. Amend. IV. XIV. Oh. Const. Art. 1 § 14.
	x	x
	x	Use of Tobacco on School Premises - Pursuant to R.C. 3313.751, districts must adopt a policy prohibiting pupils from using or possessing any substance containing tobacco in any area under the control of the school or at any activity supervised by any school operated by a school district or educational service center. The policy must also establish disciplinary measures for a violation of the policy. Even though R.C. 3313.751 does not apply to community schools, they do have to follow the law governing the use of tobacco on school premises. Under 20 USC 6081-6084, schools receiving federal funds must enforce a total smoking ban in all of its indoor facilities used to provide educational services to children. Also, Ohio's new smoking ban law requires certain posting of signs. 20 USC 6081-6084, R.C. 3313.751; Chapter 3794
	x	Code of Conduct - R.C. 3313.66 and 3313.661 require each school to adopt a policy specifying the types of conducts for which a pupil may be removed, suspended, expelled or permanently excluded from School. A copy of the policy must be posted in a central location in the school and made available to pupils upon request.
	x	Schools and Law Enforcement Agencies - policy to rely upon when students questioned as potential perpetrator or victim.
	x	Suspension/Expulsion of Disabled Students - must notify students and parents when a disabled student may be subject to the code of conduct. 34 CFR 300, 301
	x	Expulsion and Suspension Policies – <ul style="list-style-type: none"> <li>○ Schools will not be provided with gun free schools act funds unless they adopt a policy requiring referral to the criminal justice or delinquency system of any student who brings a firearm or weapon to a school served by the school pursuant to 20 USC 7151.</li> <li>○ R.C. 3313.66 and 3313.661 require each school to follow certain procedures prior to suspension, expulsion or permanent exclusion. The school is required to adopt a policy with respect to bringing a firearm, and must specify the reasons for which the superintendent may reduce a one year expulsion requirement. The policy must define the term firearm.</li> <li>○ The board should adopt a policy with respect to the bringing of knives to the school or for bomb threats. If such policies are adopted, then the school must specify the reasons for which the superintendent may reduce any required expulsion on a case by case basis. If no policy, school cannot expel for up to one year.</li> <li>○ The board should adopt a policy authorizing the head administrator to expel a pupil from school for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or serious physical harm to property. If no policy, school is limited to 80 days for expulsion.</li> <li>○ With respect to students already enrolled in college at the time of the expulsion the board should adopt a policy to deny such students high school credit earned in college courses during the period of expulsion. R.C. 3313.613.</li> <li>○ Schools may adopt policies which authorize school officials to prohibit a student from participating in any or all extra-curricular activities. R.C. 3313.664.</li> <li>○ Policy about Enrollees Suspended or Expelled Elsewhere may be desirable. R.C. 3313.66; 3313.661; 3313.662; 3321.13(B)(4); 4510.32(R); 20 USC 7151(6)(1)</li> </ul>
	x	National and State Mottoes. R.C. 3313.801
	x	Family and Civic Engagement Teams – School districts are required to appoint a Family and Civic Engagement Team. Community schools are permitted to appoint a Family and Civic Engagement Team.
	x	Credit Flexibility

**R D****STUDENT ACTIVITIES**

	x	School Sponsored Publications - See student expression (under Program Administration).
	x	Field Trips
	x	Equal Access for Non-School Sponsored Student Clubs and Activities - Supports school's philosophy about denial of access or allowance of access
	x	Student Employment
	x	Boy Scouts and Patriotic Youth Groups – NCLB funding. 20 USC 7905(b)(1)
	x	Materials Regarding Sexual Activity – NCLB funding. 20 USC 7906(a)(1)
	x	Obscene Materials – NCLB funding. 20 USC 7906(a)(2)
	x	Sex Education – NCLB funding. 20 USC 7906(a)(3)
	x	Contraceptives – NCLB funding. 20 USC 7906(a)(4)
	x	Military Recruitment and Student Privacy – NCLB; to support a school where parents request access to be denied. 20 USC 7908(a)(1) - (3)
	x	Student Records and Release of Information - If the school chooses to disclose personally identifiable information concerning a student, to school officials within the institution who have a legitimate education interest, then the school must establish a written policy defining “school officials” and “legitimate educational purpose.” 34 CFR 99.7, R.C. 1347 20 USC 1232g; R.C. 3319.321; R.C. 3301.0716
	x	Student Surveys - No Child Left Behind requires. 20 USC 1232h
	x	Notice to Parents Regarding the Protection of Pupil Rights Amendment - No Child Left Behind requires. 20 USC 1232h
	x	Biennial Assessment. 20 USC 9622(c)(1)(A); 20 USC 9622(d)(2)
	x	Homeless Children and Youth Policy - Pursuant to 42 USC 11433 schools are required to implement a policy and procedures to ensure that activities are carried out by the school that will not isolate or stigmatize homeless children and youth.
	x	Grandparent Caretaker Policy. R.C. 3109.52; 3109.65
	x	Caretaker Authorization Affidavit
	x	Constitution Day. 36 USC 106

**R D****STAFF POLICIES/HANDBOOK**

	x	Local Professional Development Committee. R.C. 3319.22
	x	Non-Discrimination Policy - case law requires a non-discrimination policy that must be posted. Must now also include genetic information and military status. 29 USC 631; 29 USC 206(d); 42 USC 2006(c); 42 USC 12101; R.C. 4112.02; 4111.17
	x	Harassment Policy - case law says a school must have a harassment policy or the school will lose a defense if sued; School must post according to R.C. 4112.02
	x	Whistleblower Policy is required by the State Auditor. The policy should prohibit employers from taking any disciplinary or retaliatory action against an employee for making a report of a violation of any state or federal statute which an employee believes is a criminal offense that is likely to cause either an imminent risk of physical harm to persons or a hazard to public safety, is a felony, or an improper solicitation for a contribution. R.C. 4113.51.
	x	Reporting a Harassment Complaint - pursuant to case law.
	x	Immigration Law Compliance Policy - case law - to keep as evidence of a good faith effort to comply. 8 USC 1324a
	x	Employment Status - if the school has “at will” employees, the school needs to let them know of their employment status via policy, letter or contracts.
	x	Salaries - must put employees on notice as to pay schedule, either via policy, contract or letter. Fair Labor Standards Act , R.C. 4113.15
	x	Teacher Qualifications - – mandatory process under R.C. 3313.71, but it is not mandatory to have a policy. However, pursuant to R.C. 3319.30, a teacher cannot receive wages unless the teacher has fulfilled these requirements.
	x	Resident Educator License Program began in January 2011 and replaced the Entry Year Program. R.C. 3319.223
	x	Teacher Aides Qualifications - requirements mandatory, but policy is not under R.C. 3319.088
	x	Background checks - must inform the employee about the requirement of a criminal background check, but a policy is not required. R.C. 3319.39 and R.C. 109.572
	x	Substitute Teachers - A substitute teacher cannot be paid unless requirements of R.C. 3319.36 are met.
	x	Full-time Employee/Part time Employee - Notice of definition is required in some form. R.C. 3319.086

	x	Access to Personnel Files - the school must adopt and implement rules pursuant to R.C. 1347. Note that the 2009 Ohio Compliance Supplement issued by the State Auditor's office contains a list of items required to be included in this policy. Also, schools are required to issue a Notice and Rights of Individuals Subject to Personal Information System. Chapter 1347; R.C. 149.43
		x Access to Other Files
	x	Public Records - Pursuant to R.C. 149.43, the school must have a policy and employee in charge of public records must sign the policy.
		x Student Records - Pursuant to R.C. 3319.321 it is not mandatory to have a policy regarding student records, but is it mandatory to comply with the student records law.
		x Confidentiality of Records - to comply with Ohio Privacy Law and FERPA. R.C. 149.43
		x Board-Staff Communications - It may be required by a collective bargaining agreement.
	x	Use of Alcohol and Drugs – a policy is required if the school wants to test for alcohol or drugs. (case law) It is also mandatory in order to receive the BWC discount, pursuant to R.C. 4123.34
	x	Searches - US Constitution – Fourth Amendment and Article Section 14 of the Ohio Constitution.
	x	Medical Examinations - under R.C. 1347, to adopt and implement rules for the management of records. The school must inform employees, so a policy is the best vehicle. Policy should address over-counter and prescription medication. R.C. 149.43; R.C. 4173.651
	x	Physical Examination - if school wants to require an exam, as this policy will provide a defense to an ADA claim.
		x Weapons in the Workplace - it is not mandatory to have a policy, but it is mandatory to post a sign if the school wants to prove that the person knowingly violated the prohibition. R.C. 2923.122 and .126
		x Homeland Safety Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization - suggested as staff has to sign a form. R.C. 2909.21-2909.33
		x Mandatory Reporting of Misconduct by Licensed Employees. Staff should be made aware of the type of misconduct that must be reported. R.C. 3314.40-403; R.C. 3314.99
	x	Reporting Accidents - under the workers' compensation statute in order to shift the responsibility to employees. R.C. 4123.51 and .511
		x Student Transportation by Private Vehicle
		x Staff Development
		x Performance Evaluation of Staff - connected to employee discipline.
		x Performance Coaching - connected to employee discipline.
		x Reduction of Staff
	x	Employee Disciplinary Procedure - pursuant to R.C. 124.34 and for school's potential success in the area of unemployment compensation.
		x Resignation
		x Recording Work Time/Overtime Pay - This policy is not mandatory but the school needs to provide its employees with notice of the school's definition of "work week". 29 CFR §531
	x	Salary Deduction Policy - if the school needs to assert the FLSA "safe harbor" defense in litigation.
		x Tuition reimbursement program policy and procedures.
		x Personal Leave
		x Paid School Holidays
		x Medical Leave of Absence
		x Child Care Leave
		x Jury Duty Leave. R.C. 2313.18; 3313.211
		x Military Leave – Military Leave for Family Members (added). 38 USC 4301; R.C. 3319.085; R.C. 5923.05
	x	Family Leave (FMLA) - all public schools are required to have a policy, but it may not go into effect until school employs more than 50 employees (see attorneys). 20 USC 2601
		x Insurance – all kinds (medical, disability, life, annuities, etc.) R.C. 9.90; R.C. 3314.03(A)(11)(d)
		x Workers' Compensation Insurance – suggested as notice of workers' compensation coverage to all employees is required somewhere. R.C. 4123.01; R.C. 4123.83
		x STRS/SERS R.C. 145.03
		x Unemployment Compensation. R.C. 4141.01
		x Staff Dress and Grooming/Staff School Uniform – suggested as school must put employees on notice if restricted.
		x Fund Raising Activities and Projects
		x Staff Gifts
		x Care of Materials, Equipment and School Property – Return of Property
		x Use of Electronic Equipment - provides a defense if school equipment is used unlawfully.
		x Software and Copyright Issues – suggested to put employees on notice for disciplinary purposes.

		17 USC 107
	x	Security – suggested to put employees on notice that privacy is forfeited.
	x	Employee Acknowledgment Form - proof of receipt of policies.
	x	Social Networking Websites/Teacher Blogging Policy – Policy is not required, however, many schools have had issues with the improper use of the social networking websites and blogging by teachers. The inappropriate use of technology by a licensed teacher may fall within the definition of “conduct unbecoming to the teaching profession” and result in a teacher’s conduct being reported to the Ohio Department of Education.

**R D HEALTH AND SAFETY POLICIES**

	x	Health Services
x		Use of Medications Policy - if a school decides that it will permit the administration of drugs to students, it must adopt a policy designating certain persons as being authorized to administer prescription drugs to students. The persons designated may be identified by name, position, training qualifications or other distinguishing factors. R.C. 3313.713; R.C. 3313.711, .712, OAC 4723-13-04
	x	Use of Inhaler/ Epinephrine Autoinjector –suggested in order to obtain immunity provided by statute. R.C. 3314.14, .141, R.C. 3313.716, 3313.718
x		Health Examinations and Immunizations - pursuant to R.C. 3313.671 required to adopt policies preserving the academic standing of any student who is denied admission during a chicken pox epidemic.
	x	Emergency Medical Procedures
	x	Emergency Medical Authorization
	x	Control of Communicable Diseases – <ul style="list-style-type: none"> <li>o Prevention and Control of Non-Casual-Contact Communicable Diseases</li> <li>o Control of Blood-Borne Pathogens</li> </ul>
	x	Head lice infestation policy and procedures.
	x	Bed Bug Infestation
	x	Infectious Disease Policy
	x	AIDS Policy
x		Dangerous Weapons - Schools are required to have a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school. 20 UC 7151.
	x	Public Conduct on School Property
	x	Facility Security
	x	Threatening Behavior Toward Staff Members. The number of incidents involving parents threatening staff members has increased. A school may wish to adopt a policy and procedural guidelines regarding the appropriate procedures for prompt and effective action on any reported incidents.
	x	Emergency Preparedness and Evacuation of School Buildings
	x	Reporting accidents involving students. – helps with insurance and liability
	x	Safety and Health Plan Emergency Drills - Because a required number of safety and fire drills are required (R.C. 3737.73), it is recommended that the board adopt a policy requiring safety and fire drills.
	x	Eye and Face, Hand, Ear, Foot, Head & Hair Protection
x		Visitors, Volunteers and Guests - to let anyone with unsupervised contact with children know that they may be subject to background check. R.C. 109.575
	x	Bomb Threat Procedures - See also Safety Plan
	x	OSHA Compliance/Risk Reduction Programs
	x	Energy Conservation
	x	Hazard Communication Program. 42 USC 9601 et seq.; OAC 3701-54
	x	Toxic Hazards and Asbestos Hazards. 20 USC 4011, 15 USC 2641, 42 USC 9601, ORC 4167.01
	x	OSHA Regulations Exposure Control Plan. 29 CFR 1910.1030
	x	Prevention of Lead Poisoning. R.C. Chpt. 3742
x		School Safety Plan - Ohio H.B.422 requires plan, including emergency preparedness and bomb threat procedures. HB 1 repealed Jarod’s Law. H.B. 1 also added language requiring the Governing Authority to periodically review its policies to ensure that (1) those using school facilities and grounds are protected from known hazards and immediate health and safety risks, and (2) school policies are consistent with federal statutory and regulatory requirements. R.C. 3737.73(D), 3313.536, 3314.03(A)(11)(d)

	x		School Safety Plan - HB 1 (128 <sup>th</sup> General Assembly) requires community schools to inform, prior to opening day each school year, each enrolled student and the student's parents, of the parental notification procedures for responding to threats and emergency events. The School Safety Plan must describe how the school intends to notify parents of this information. R.C. 3737.73(D); 3313.536; 3314.03(A)(11)(d)
		x	Food Services. All schools serving as food service operators are required to post a Hand Washing Poster by all hand washing sinks notifying food service employees to wash their hands. R.C. 3717.42; OAC 3717-1-06
		x	Hand Washing Policy – ODE food auditors have requested that schools adopt a Hand Washing Policy. If a school participates in the National School Lunch Program and/or the School Breakfast Program, then schools are recommended to adopt the policy although there is no mandatory legal requirement for an actual policy. However, adopting this policy will keep schools from a “finding” of having no policy on any food audit. 42 USC 1751
		x	Nutrition Policy – may be combined with Wellness Policy.
		x	Free and Reduced Price Meals - helps if a federal audit
	x		Wellness Policy -schools participating in the National School Lunch Act (See 42 USC 1751, et seq.) or the Child Nutrition Act of 1966 (See 42 USC 1771, et. seq.) must establish a local school wellness policy.
	x		Peanut/Food Allergies - HB 1 (128 <sup>th</sup> General Assembly) requires community schools to establish policies in consultation with parents, school nurses, other school employees, school volunteers, students and community members regarding protecting students with peanut and other food allergies. R.C. 3313.719
		x	Hand Washing Policy. ODE food auditors have requested that schools adopt a Hand Washing Policy. If a school participates in the National School Lunch Program and/or the School Breakfast Program, then schools are recommended to adopt the policy although there is no mandatory legal requirement for an actual policy. However, adopting this policy will keep schools from a “finding” of having no policy on any food audit.
	x		Body Mass Screening. Schools have the option of waiving this requirement for the 2010-2011 year, after that it is required. R.C. 3313.674; R.C. 3314.03(A)(11)(h)
	x		New - Body Mass Index – The school is required to make a choice on participating or getting a waiver.
	x		New - Veteran’s Day Policy – 3313.602(D) appears to apply to community schools in spite of the odd wording.



Comments:

**Instructions: Verify that at least the required policies (as prescribed in the sponsor agreement with Lucas County Educational Service Center and provided in the above checklist) have been Board-approved for your School.**

**School Name** \_\_\_\_\_ **City** \_\_\_\_\_ **Date** \_\_\_\_\_

**School Director** \_\_\_\_\_ **Board President** \_\_\_\_\_