

This policy governs the use of positive behavioral methods and emergency safety interventions including seclusion and restraint. Any use of emergency safety interventions that does not meet the requirements set forth below is prohibited.

I. Definitions

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

Chemical Restraint: a drug or medication used to control a student's behavior or restrict freedom of movement that is not (A) prescribed by a licensed physician, or other qualified health professional acting under the scope of the professional's authority under State law, for the standard treatment of a student's medical or psychiatric condition; and (B) administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional's authority under State law.

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

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

Mechanical Restraint: (A) any method of restricting a student's freedom of movement, physical activity, or normal use of the student's body, using an appliance or device manufactured for this purpose; and (B) does not mean devices used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed, including: (1) restraints for medical immobilization; (2) adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; or (3) vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

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

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

Physical Restraint: the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. This does not include a physical escort, mechanical restraint, or chemical restraint, or brief, but necessary, physical contact for the following purposes: (A) to break up a fight; (B) to knock a weapon away from student's possession; (C) to calm or comfort; (D) to assist a student in completing a task if the student does not resist the contact; or (E) to prevent an impulsive behavior that threatens the student's immediate safety.

Positive Behavior Interventions and Supports: (A) a school-wide systematic approach to embed evidence-based practices and data driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes and increase learning for all students, and (B) that encompasses a wide range of systemic and individualized positive strategies to reinforce desired behaviors, diminishes reoccurrences of challenging behaviors, and teaches appropriate behavior to students.

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

Prone Restraint: physical or mechanical restraint while the student is in a face down position.

Seclusion: involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier.

Student: a child or adult aged three to twenty-one enrolled in the school.

Student personnel: teachers, principals, counselors, social workers, school resource officers, teachers' aides, psychologists, bus driver or other School staff who interact directly with students.

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

II. Creation of Positive Behavioral Intervention and Supports (PBIS)

The School shall establish an evidence-based school wide system of positive behavioral interventions and supports that will apply in all settings to all students and staff. The system shall include family involvement.

The School shall train staff to: (A) identify conditions such as where, under what conditions, with whom, and why specific inappropriate behavior may occur; and (B) conduct preventive

assessments which include: (1) a review of existing data; (2) interviews with parents, family members, and students; and (3) examination of previous and existing behavioral intervention plans.

Based on the assessment data, the School shall develop and implement preventative behavioral interventions that (A) modify the environmental factors that escalate the inappropriate behavior; (B) support the attainment of appropriate behavior; and (C) use verbal de-escalation to defuse potentially violent dangerous behavior.

III. Prohibited Practices

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

- (A) Prone restraint;
- (B) Corporal punishment;
- (C) Child endangerment as defined in R.C. 2919.22;
- (D) Seclusion or restraint of preschool students (if any);
- (E) Deprivation of basic needs;
- (F) Restraint that unduly risks serious harm or needless pain to the student, including the intentional, knowing, or reckless use of any of the following:
 - (i) Any method that is capable of causing loss of consciousness or harm to the neck or restricting respiration in any way;
 - (ii) Pinning down with knees to torso, head and/or neck;
 - (iii) Using pressure points, pain compliance and joint manipulation techniques;
 - (iv) Dragging or lifting of a student's hair or ear or by any type of mechanical restraint;
 - (v) Using students or untrained staff to assist with the hold or restraint;
 - (vi) Securing a student to another student or to a fixed object; or
 - (vii) Using any other technique used to unnecessarily cause pain.
- (G) Any physical restraint that impacts the student's primary mode of communication;
- (H) Mechanical or chemical restraints;
- (I) Aversive behavioral interventions; or
- (J) Seclusion of students in a locked room.

IV. Restraint

May be used only in a manner that is age and developmentally appropriate, when there is an immediate risk of physical harm to the student or to others and no other safe and effective intervention is possible, and, when performed by trained staff, except in the case of an unavoidable emergency situation. The physical restraint must not obstruct the student's ability to breathe.

Staff must:

- (A) Be appropriately trained to protect the care, welfare, dignity, and safety of the student;
- (B) Continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- (C) Use verbal strategies and research based de-escalation techniques in an effort to help the student regain control;
- (D) The least amount of force necessary should be used;
- (E) Remove the student from physical restraint immediately when the immediate risk of physical harm to self or others has dissipated;
- (F) Conduct a de-briefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- (G) Complete all required reports and document staff observations of the students.

V. Seclusion

Seclusion shall only be used if: it is a last resort for the student to regain control; it is age and developmentally appropriate; there is an immediate risk of physical harm to the student or others; and there is no other safe and effective intervention.

The room or area used for seclusion cannot be locked, and must provide for adequate space, lighting, ventilation, clear visibility, and the safety of students.

Seclusion shall not be used as: a substitute for an education program, less restrictive alternatives, inadequate staffing, staff training in positive behavior supports and crisis prevention and intervention; a form of discipline or punishment; a means to coerce, retaliate; or in a manner that endangers the students.

Staff must:

- (A) Be appropriately trained to protect the care, welfare, dignity, and safety of the student;
- (B) Continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- (C) Use verbal strategies and research based de-escalation techniques in an effort to help the student regain control as quickly as possible;
- (D) Remove the student when the immediate risk of physical harm to self or others has dissipated;
- (E) Conduct a de-briefing including involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- (F) Complete all required reports and document the observation of the student.

VI. Functional Behavioral Assessment

If the student repeatedly engages in dangerous behavior that leads to instances of restraint and/or seclusion, the School shall conduct a functional behavioral assessment (FBA) to identify the student's needs and more effective ways of addressing those needs. If necessary, this FBA should be followed by a behavioral intervention plan (BIP) that incorporates appropriate positive behavioral interventions. The use of an FBA or a BIP does not necessarily mean the student is a special education student in itself, but may be used for non-disabled as well as differently-abled or special education students.

VII. Training and Professional Development

The School shall train all staff working with students annually on the requirements of this policy and shall keep written or electronic documentation of the type of training and the participants. The School shall have a plan on training staff working with students, as necessary, to implement PBIS on a system-wide basis. The School shall ensure that an adequate number of personnel in each building are trained in crisis management and de-escalation techniques and that their training is kept current.

VIII. Required Data and Reporting

Staff must document each use of seclusion or restraint and report it to the building administration and the parent immediately. A written report of the incident must be created, given to the parent within 24 hours of the incident, and placed in the student's file. This report is subject to the Family Educational Rights and Privacy Act.

The School shall report information concerning its use of seclusion and restraint annually to, and as requested by, the Ohio Department of Education.

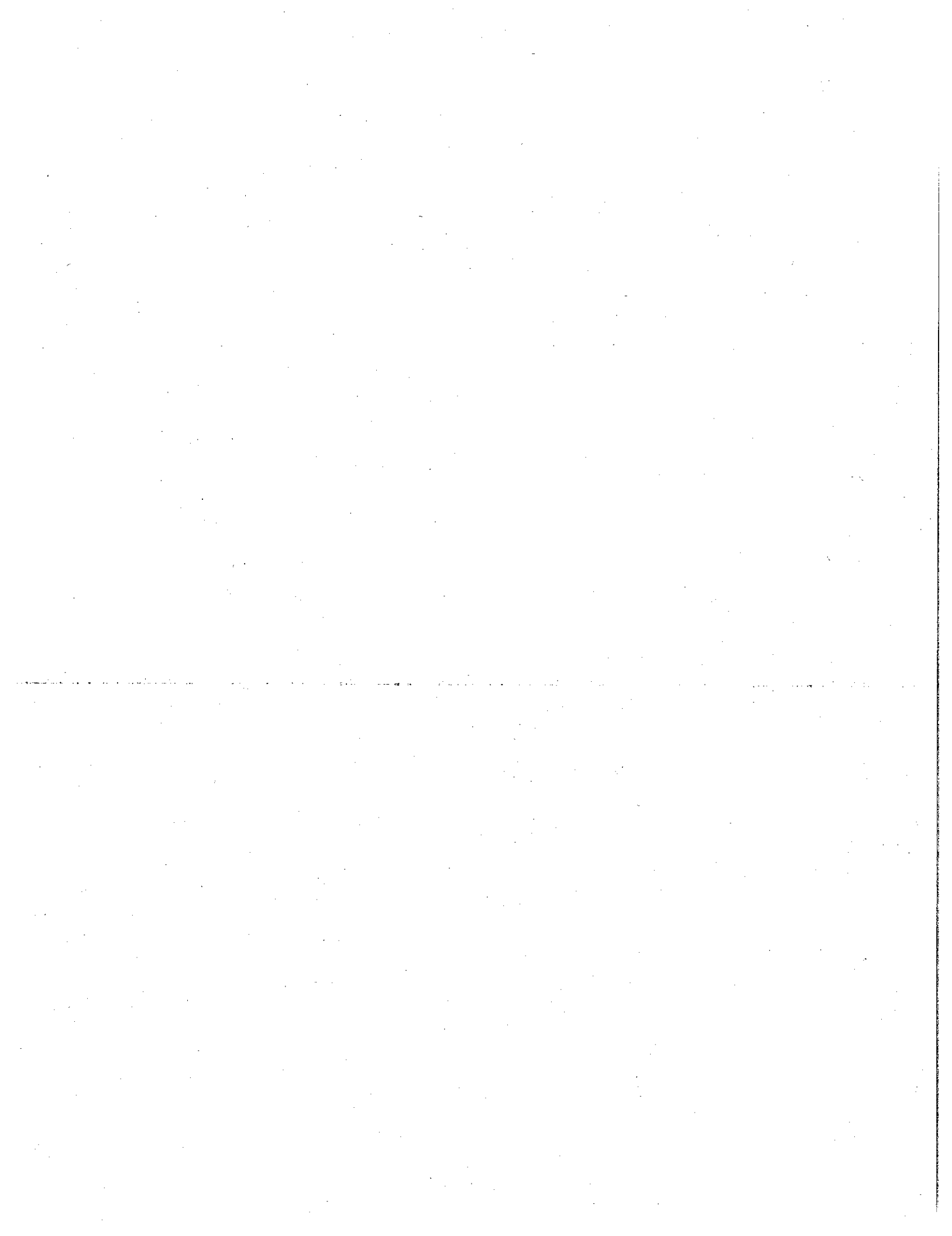
The School shall make this policy available to parents annually, and shall post this policy on its website.

IX. Monitoring and Complaint Procedures

The School shall establish a procedure for parents to submit written complaints regarding an incident of seclusion or restraint. The Head of School or his/her designee must investigate every complaint and respond to the parent in writing within thirty (30) days of filing the complaint.

Parent(s) may choose to file a complaint with the Ohio Department of Education, Office of Exceptional Children, in accordance with the complaint procedures available concerning students with disabilities.

O.A.C. 3301-35-15; R.C. 3319.46



Steam Academy of Warren

Board of Trustees Regular Board Meeting

April 25, 2017
Board Meeting Minutes

The regular meeting of the Board of Trustees for the Steam Academy of Warren was held at the Steam Academy of Warren located at 261 Elm Rd., Warren, OH 44483. The meeting was called to order by Belinda Wilson at 3:00 PM. In attendance were Belinda Wilson, Johnsene Compton, Nancy Seminara, and James T. Carpenter III. Absent: Janette Neal. Also in attendance were Jon Natko (HoS SAW), Myesha Atley (Sponsor – ODE), Kathleen Hudson (Accel Schools – via phone), Caroline Zito (Massa – via phone).

No Public Comment

New Business:

Resolution to approve the minutes:

- Regular Meeting March 28, 2017
- Discussion: Belinda Wilson was available for questions.
- Motion to approve the minutes was made by Johnsene Compton and second by Nancy Seminara. Passed 4-0.

Resolution to approve the financials thru March 2017:

- Discussion: Caroline Zito reviewed financial documents provided and was available for questions.
- Motion to approve based on the current knowledge the Board has that they are correct and accurate was made by James Carpenter and seconded by Johnsene Compton.
- Passed 4-0.

Resolution to approve the financial forecast and Grant Updates:

- Discussion: Kathleen Hudson shared financial information regarding allocated grant funding updates and financial forecast as well as other related information. She was available for questions via phone.
- Motion to approve based on the current knowledge the Board has that they are correct and accurate was made by James Carpenter and seconded by Nancy Seminara.
- Passed 4-0.

Resolution to approve the comprehensive Policy Binder and all updates:

- See attached 'Table of Contents' from Amy Borman.
- Discussion: Note: The Principal will be responsible for updating the Policies in the Binder and turning the complete Binder into the RVP upon position change/exit.
- Motion to approve was made by Johnsene Compton and seconded by Nancy Seminara.
- Passed 4-0.

Resolution to approve the following policies and noted areas in Epicenter for Compliance:

- Including the highlighted policies and Plans below:
 - Epi Pen Procurement
 - Inhalers
 - Pesticide
 - Jury Duty
 - Racial Ethnic Balance
 - Ala Cart Beverages and Food Items
 - Child progression
 - Assessments
 - Career Advisements
 - College Credit Advise and Financial Literacy
 - Conduct
 - (Confidentiality) – Policy 294 Student Records and release of information
 - Corporal Punishment
 - Delinquent Records – Appendix 147- C Records
 - Distribution Statement
 - Health and Safety Policies – Reviewed section 400 Health and Safety Policies
 - Wellness Plan and Policy
- Motion to approve was made by Johnsene Compton and seconded by James Carpenter. Passed 4-0.

Old Board Business:

Discussion:

- Head of School Report – Jon Natko
 - He shared information about school's progress with academic efforts and interventions, OIP, and other program updates.
- Regional Vice President Report – Dr. Erik Thorson
 - Dr. Thorson noted curriculum support from Chad Carr and academic push. Progress monitoring and marketing efforts.
- Sponsor Report – Myesha Atley from ODE
 - Ms. Atley noted support from Sponsor for the school and progress monitoring.

Next Meeting Date:

- May 27, 2017 at 3:00pm at SAW.

Adjournment:

- Without any further business to attend to, the motion was made by James Carpenter to adjourn the meeting at 4:10pm. Motion was seconded by Johnsene Compton. Passed 4-0.

Board Signature:



POLICIES
OF
THE GOVERNING AUTHORITY
OF
STEAM ACADEMY OF WARREN

An Ohio Non-Profit Corporation
and
Ohio Community School

Adopted

April 25, 2017

Date

TABLE OF CONTENTS

SECTION 1: GOVERNANCE POLICIES

100 IDENTIFICATION/DEFINITIONS

- 101 Name
- 102 Type of Corporation
- 103 Facility
- 104 Address
- 105 Definitions and Heading

110 POWER AND ETHICS OF BOARD

- 111 Authority
- 112 Board Powers
- 113 Board Members' Powers
- 114 Ethics and Conflicts Policy
- 115 Complaint/Judicial Powers

120 GENERAL GOVERNANCE

- 121 Code of Regulations
- 122 Orientation
- 123 Contracts with Sponsor/Fiscal Officer
- 124 Reimbursement/Compensation
- 125 Background Checks of Board Members

130 BOARD MEETINGS

- 131 Meetings/Executive Sessions
- 132 Parliamentary Authority
- 133 Voting
- 134 Minutes
- 135 Attendance
- 136 Public Participation at Meetings

140 GENERAL BOARD DUTIES

- 141 Review of Policies
- 142 Approval and Monitoring Budget/Bond; Financial Reporting
- 143 Monitoring of Charter Contact
- 144 Reporting Requirements
- 145 Media Policy
- 146 Intentionally Left Blank
- 147 Public Records Policy
 - 147.1 Records Retention and Disposal Policy
- 148 Finances
 - 148.1 Purchasing/Invoicing

- 148.2 Fixed Asset Policy/Title I and Federal Grant Assets Policy
- 148.3 Audit Committee
- 148.4 Independent Contractors
- 148.5 Annual Financial Report
- 148.6 Credit Cards
- 148.7 Staff Reimbursement
- 148.8 Federal Grants Procurement, Monitoring, and Administration
- 149 Use of Cellular Telephones and Other Wireless Technologies

150 ADMINISTRATION/PROGRAM/SCHOOL POLICIES

- 151 Approval of Management by Management Company
- 152 Board/Head of School/Management Company/Fiscal Officer Relationships
- 153 Role of Management Company, if any
- 154 Job Descriptions
- 155 Mission Statement
- 156 Statement of Values
- 157 Insurance
- 158 Curriculum Development
- 159 Development of School Policies

SECTION 2: PROGRAM AND STUDENT POLICIES

200 PROGRAM OPERATION

- 201 Mission Statement
- 202 Statement of Values
- 203 Parent and Foster Caregiver Involvement
 - 203.1 Parent and Family Engagement in Title I Programs
 - 203.2 Title I – Parent’s Right to Know
 - 203.3 Parental Involvement – Use of Evidence-Based Research
 - 203.4 Parental Review of Instructional Materials
 - 203.5 Parental Consultation Regarding Physical Exams
- 204 Program Accountability
 - 204.1 Policy Regarding High Quality Education
 - 204.2 Intentionally Left Blank
 - 204.3 Intentionally Left Blank
 - 204.4 School to Work Programs
 - 204.5 Compliance with State Academic Standards
 - 204.6 Intentionally Left Blank
 - 204.7 Teacher and Paraprofessional Qualifications
 - 204.8 Migrant Students
 - 204.9 Intentionally Left Blank
 - 204.10 Intentionally Left Blank
 - 204.11 Assistance to English Language Learners and Immigrant Students
 - 204.12 Intentionally Left Blank
 - 204.13 College Credit Plus Program – Advanced Standing Program
 - 204.14 Career Advising and Student Success Plans

- 205 Program Assessment
 - 205.1 Report Card
 - 205.2 Annual Report
 - 205.3 Other Reporting
 - 205.4 Intentionally Left Blank
- 206 General Notice of Non-Discrimination
- 220 PROGRAM ADMINISTRATION**
 - 221 Access to Equal Educational Opportunity
 - 222 Title IX Coordinator
 - 222.1 Title IX Grievance Procedure
 - 223 Title I Services
 - 223.1 Title I Complaint Procedure
 - 224 Intentionally Left Blank
 - 225 Religion in the Schools
 - 226 School Prayer
 - 227 Rights of Individuals with Disabilities
 - 227.1 Child Find
 - 228 Section 504 of the Rehabilitation Act of 1973
 - 229 Child Abuse and Neglect
 - 230 Notice of Policy Changes
 - 231 Policy Manual Distribution and Maintenance
 - 232 Technology and Internet Acceptable Use
 - 233 National and State Mottoes
 - 234 Electronic Communication Devices
 - 235 Access of Transgender Individuals to Activities, Programs, and Facilities
- 240 STUDENT ADMISSION/GRADING/GRADUATION**
 - 241 Admission and Lottery Standards
 - 241.1 R.C. 3314.041 Notice
 - 241.2 Records Upon Enrollment
 - 241.3 Compulsory and Early Kindergarten Admissions
 - 241.4 Enrollees Suspended or Expelled Elsewhere
 - 241.5 Enrollment and Residency Policy
 - 242 Student Assessment and Academic Intervention Services
 - 242.1 Security Provisions for Statewide Assessment Tests
 - 242.2 Alternate Assessments for Students with Disabilities
 - 243 Reporting Student Progress and Grades
 - 244 Graduation Requirements
 - 245 Promotion and Retention Policy
 - 246 Procedure to Notify Parent/Guardian or Custodian of Ohio Core Curriculum Requirements
 - 247 Credit Flexibility
- 250 ATTENDANCE**
 - 251 Attendance/Truancy/Withdrawal

- 252 Missing and Absent Children
- 253 Fingerprinting Students
- 254 Calamity Day Make Up Policy

260 STUDENT CONDUCT/RIGHTS

- 261 Student Expression
- 262 Student Bill of Rights/Responsibilities
- 263 Dress and Grooming
- 264 Sexual and Other Forms of Harassment
 - 264.1 Anti-Harassment, Intimidation and Bullying Policy
 - 264.2 Anti-Hazing Policy
 - 264.3 Gang Activity Policy
- 265 Disorder and Demonstration
- 266 Drug Prevention
- 267 Pregnant Students
- 268 Search and Seizure
- 269 Use of Tobacco on School Premises

270 STUDENT DISCIPLINE/PROCEDURE

- 271 Student Code of Conduct
- 272 Schools and Law Enforcement Agencies
- 273 Expulsion and Suspension Policies
- 274 Permanent Exclusion of Non-Disabled Students
- 275 Discipline/Suspension/Expulsion of Disabled Students
 - 275.1 Disciplining a 504 Student
- 276 Positive Behavioral Interventions and Supports, Seclusion, and Restraint

280 STUDENT ACTIVITIES

- 281 School Sponsored Publications
- 282 School Sponsored Trips
- 283 Equal Access for Non-School Sponsored Student Clubs and Activities
- 284 Student Employment
- 285 Return to Play
- 286 Athletics Policy

290 MISCELLANEOUS STUDENT POLICIES

- 291 Boy Scouts and Patriotic Youth Groups
- 292 Materials Regarding Sexual Activity
 - 292.1 Obscene Materials
 - 292.2 Sex Education
 - 292.3 Contraceptives
- 293 Military Recruitment and Student Privacy
- 294 Student Records and Release of Information
- 295 Student Surveys
- 296 Biennial Assessment

- 297 Homeless Children and Youth Policy
 - 297.1 Children in Foster Care
- 298 Grandparent Caretaker Policy
- 299 Constitution Day

SECTION 3: STAFF POLICIES

300 GENERAL

- 301 About this Section
- 302 About Our School
- 303 Our Mission Statement
- 304 Our Values
- 305 Non-Discrimination Policy
- 306 Harassment Policy
 - 306.1 Statement of Philosophy
 - 306.2 Definition of Harassment
 - 306.3 Individuals Covered Under the Policy
 - 306.4 Reporting a Complaint
- 307 Immigration Law Compliance

310 YOUR EMPLOYMENT AT STEAM ACADEMY OF WARREN

- 311 Employment Status
- 312 Employment Contracts
- 313 Compensation and Benefits

315 EMPLOYEE QUALIFICATIONS

- 316 Teachers
 - 316.1 Ohio Resident Educator Program Policy
- 317 Educational Assistants/Paraprofessionals
- 318 Other Employees
- 319 Substitute Teachers

320 EMPLOYMENT STATUS/PERSONNEL FILES

- 321 Full-time Employee
- 322 Part-time Employee
- 323 Outside Activities
- 324 Personal Information and Access to Personnel Files
- 325 Access to Other Files
 - 325.1 Public Records
 - 325.2 Student Records
 - 325.3 Confidentiality of Records
- 326 Board-Staff Communications

330 ETHICAL BEHAVIOR

- 330.1 General Ethical Behavior
- 331 Use of Alcohol and Drugs

- 332 Intentionally Left Blank
- 333 Weapons in the Workplace
- 334 Intentionally Left Blank
- 335 Mandatory Reporting of Misconduct by Licensed Employees
- 336 Social Networking Websites/Teacher Blogging

340 EMPLOYEE AND STUDENT CARE AND SAFETY

- 341 Staff Student Relationship
- 342 General Safety Rules
- 343 Reporting Accidents
- 344 Injuries
- 345 Special Medical Needs
- 346 Student Abuse and Neglect
- 347 Student Transportation by Private Vehicle
- 348 Safety and Health Plan/Emergency Drills/Evacuation
- 349 Threatening Behavior Toward Staff Members

350 SCHOOL STAFFING, ORGANIZATION, AND TRAINING

- 351 General Policy
- 352 Staff Development
- 353 Performance Evaluation and Coaching of Staff
- 354 Performance Coaching
- 355 Reduction of Staff
- 356 Local Professional Development Committee

360 EMPLOYEE MISCONDUCT, DISCIPLINE, AND TERMINATION

- 361 General Employee Discipline
- 362 Disciplinary Procedure
- 363 Termination
- 364 Resignation
- 365 Whistleblower Policy

370/380 COMPENSATION, BENEFITS, AND TIME OFF FROM YOUR JOB

- 371 General Policy
- 372 Scheduling
- 373 Recording Work Time
- 374 Overtime Pay
- 375 Salary Deduction Policy
- 376 Tuition Reimbursement Program – Policies and Procedures
- 380 Time Off From Your Job
- 381 Personal Leave
- 382 Paid School Holidays
- 383 Medical Leave of Absence
- 384 Jury Duty and Military Leave
- 385 Family Leave (FMLA)

- 386 Serious and Communicable Diseases Policy
- 387 Military Leave for Family Member
- 388 Genetic Information

390 MISCELLANEOUS POLICIES

- 391 Insurance
 - 391.1 Health Insurance and Annuities
 - 391.2 Workers' Compensation Insurance
 - 391.3 STRS/SERS
 - 391.4 Unemployment Compensation
- 392 Staff Dress and Grooming
- 393 Student Activities
- 394 Fundraising Activities and Projects
- 395 Purchasing Policies
- 396 Staff Gifts
- 397 Use and Return of Property
 - 397.1 Use of Electronic Equipment
 - 397.2 Acceptable Uses of the School's Equipment
 - 397.3 Unacceptable Uses of the School's Equipment
- 398 Communications
 - 398.1 Software and Copyright Issues
 - 398.2 Security
 - 398.3 Violations

EMPLOYEE ACKNOWLEDGMENT FORM

SECTION 4: HEALTH AND SAFETY POLICIES

400 GENERAL HEALTH AND WELFARE

- 401 Health Services
- 402 Use of Medications Policy
 - 402.1 Care of Students with Diabetes
- 403 Use of Inhaler/Epinephrine Autoinjector
 - 403.1 Procurement of Inhaler/Epinephrine Autoinjector for Emergency Use
- 404 Health Examinations and Immunizations
- 405 Emergency Medical Procedures
- 406 Emergency Medical Authorization
- 407 Control of Communicable Diseases
- 408 Prevention and Control of Non-Casual-Contact Communicable Diseases
- 409 Control of Blood-Borne Pathogens
- 410 Head Lice Infestation
- 411 Infectious Disease Policy
- 412 AIDS Policy
- 413 Peanut or Other Food Allergies
- 414 Bed Bug Infestation
- 415 Use of Animals in the Classroom or on School Premises

420 PERSONAL SAFETY

- 421 Dangerous Weapons
- 422 Public Conduct on School Property
- 423 Facility Security
- 424 Emergency Preparedness and Evacuation
 - 424.1 Student Suicide
- 425 Use of Equipment
- 426 Accidents to Students
- 427 Visitors, Volunteers and Guests
- 428 Bomb Threat Policy
- 429 Crisis Media Situations

440 ENVIRONMENTAL HEALTH AND SAFETY

- 441 OSHA/PERPP Compliance/Risk Reduction Program
- 442 Property, Equipment and Supplies
- 443 Hazard Communication Program
- 444 Toxic Hazards and Asbestos Hazards
- 445 OSHA/Bloodborne Pathogens Exposure Control Plan
- 446 Prevention of Lead Poisoning
- 447 School Emergency Management Plan
- 448 School Health and Safety Network Inspections
- 449 Prior Notification of Pesticide Application

450 FOOD SAFETY

- 451 Food Services
- 452 Free and Reduced-Price Meals
- 453 Wellness Policy
- 454 Hand Washing Policy
- 455 Food Sale Standards Policy

CONTENTS OF APPENDICES

Appendix 115-A	Complaint Procedure
Appendix 121-A	Code of Regulations
Appendix 145-A	Media Release Consent Form
Appendix 147-A	Public Records Poster
Appendix 147-B	Request to Redact Personal Information
Appendix 147-C	Sealed Records
Appendix 147.1-A	Records Retention Schedule
Appendix 148.8-A	Methods of Procurement Using Federal Grant Funds
Appendix 203.1-A	Sample School-Family Compact
Appendix 203.2-A	Parent's Right-to-Know Letter
Appendix 203.2-B	Letter Regarding Instruction Provided by Teacher That Does Not Meet State Qualification Requirements
Appendix 204-A	Post-Secondary Enrollment Program Counseling Record and Post-Secondary Enrollment Program Educational Plan
Appendix 204.11-A	Guidelines for the Identification and Assessment of Limited English Proficient Students/English Language Learners
Appendix 204.13-A	Letter of Intent to Participate in College Credit Plus
Appendix 204.13-B	College Credit Plus Informational Sheet
Appendix 204.13-C	Sample Invitation Letter for Informational Sessions
Appendix 204.14-A	A Letter to Parent Re: Student Success Plan
Appendix 204.14-B	Model Letter to Parent After Development of Student Success Plan
Appendix 227-A	Model Special Education Policies and Procedures
Appendix 227-B	Procedures for Conducting an Independent Educational Evaluation
Appendix 227-C	Letter to Parents re List of Providers
Appendix 227.1-A	Child Find Notice
Appendix 227.1-B	Parent Notification of Scholarship Programs for Students With Disabilities
Appendix 241.3-A	Early Admission Referral Form and Consent to Evaluate
Appendix 241.3-B	Notice of Outcome of Acceleration or Early Admittance Evaluation Process
Appendix 242.1-A	Standards for the Ethical Use of Tests
Appendix 242.2-A	Guidelines for Participation in Ohio's Alternate Assessment for Students with Disabilities
Appendix 243-A	Individual Student Assessment Recordkeeping Chart
Appendix 246-A	Ohio Core Curriculum Requirements
Appendix 247-A	Credit Flexibility Regulation
Appendix 247-B	Credit Flexibility Plan
Appendix 251-A	Parental Notification Regarding Withdrawal of Student
Appendix 251-B	Attendance Corrective Action Plan
Appendix 252-A	Missing Child Reporting and Marking Form
Appendix 264.1-A	Form for Reporting Incidents of Harassment, Intimidation and Bullying
Appendix 269-A	No Smoking Symbol Sign
Appendix 273-A	Notice of Intended Suspension from School
Appendix 273-B	Notice of Emergency Removal and Intent to Suspend from School

Appendix 273-C	Notice of Suspension from School
Appendix 273-D	Notice of Rights Re: Suspension from School
Appendix 273-E	Notice of Intended Expulsion from School
Appendix 273-F	Notice of Emergency Removal and Intent to Expel from School
Appendix 273-G	Notice of Expulsion from School
Appendix 273-H	Notice of Rights Re: Expulsion from School (for Use for Expulsions of 20 School Days or Less Only)
Appendix 273-I	Notice of Rights Re: Expulsion from School (for Use for Expulsions of More than 20 School Days Only)
Appendix 282-A	School Sponsored Trip Permission Form
Appendix 285-A	Concussion Information Sheet
Appendix 285-B	OHSAA Medical Authorization to Return to Play
Appendix 294-A	Notification of Rights Under the Family Education Rights and Privacy Act ("FERPA") and Authorization to Release Student Directory Information
Appendix 294-B	Request and Consent for Release of Records
Appendix 295-A	Notice to Parents Regarding the Protection of Pupil Rights Amendment
Appendix 297-A	Identification of Homeless or Unaccompanied Youth Enrollment and Decision Appeal Form
Appendix 297.1-A	Sample Local Foster Care Transportation Procedures
Appendix 298-A	Caretaker Authorization of Affidavit
Appendix 298-B	Caretaker Power of Attorney
Appendix 316.1-A	Ohio Resident Educator Rules
Appendix 324-A	Personal Information Procedure
Appendix 324-B	Personal Information Notice
Appendix 333-A	Notice Regarding Weapons in the Workplace
Appendix 335-A	Licensure Code of Professional Conduct for Ohio Educators
Appendix 335-B	Educator Misconduct Reporting Form
Appendix 347-A	Parental Consent for Transportation by Private Vehicle Permission Form
Appendix 347-B	Request for Transportation by Private Vehicle
Appendix 349-A	Threatening Behavior toward Staff Members
Appendix 356-A	Local Professional Development Committee Guidelines, if any
Appendix 398.1-A	Copyright Guidelines
Appendix 402-A	Physician's Request for Medication Form
Appendix 402-B	Notice to Parents Regarding Medication Policy
Appendix 402.1-A	Sample Section 504 Plan Notice for Students with Diabetes
Appendix 403-A	Inhaler Permission Form
Appendix 403-B	Epinephrine Autoinjector Permission Form
Appendix 404-A	Immunization Summary for School Attendance
Appendix 406-A	Health and Fitness Parental Consent Form
Appendix 406-B	Emergency Medical Authorization Form
Appendix 407-A	Communicable Disease Procedure
Appendix 407-B	Ebola Virus Disease-Specific Procedures
Appendix 410-A	Head Lice Infestation Forms
Appendix 412-A	Control of AIDS

Appendix 413-A	Food Allergy Notification Form
Appendix 414-A	Parental Consent To Search Child For Bed Bugs
Appendix 414-B	Bed Bug Inspection Report
Appendix 414-C	Health Services Notification And Information About Bed Bugs
Appendix 415-A	Animals in the Classroom – Parent/Guardian Information and Consent
Appendix 424-A	Emergency Management Test and Health Plan Emergency Drills
Appendix 424-B	Emergency Drill Log
Appendix 424-C	Sample Emergency Drill Calendar
Appendix 424.1-A	Student Suicide Questionnaire
Appendix 425-A	General Safety Procedures
Appendix 426-A	Form for Reporting Accidents to Students
Appendix 428-A	Bomb Threat and Call Checklist
Appendix 441-A	Injury and Illness Incident Report
Appendix 441-B	Log of Work-Related Injuries and Illnesses
Appendix 441-C	Summary of Work-Related Injuries and Illnesses
Appendix 441-D	Log of Work-Related Exposure
Appendix 441-E	Sharps Injury Form
Appendix 441-F	OSHA Notice
Appendix 444-A	Asbestos Management Plan
Appendix 445-A	OSHA Model Exposure Control Plan
Appendix 446-A	Protect Your Family From Lead in Your Home Brochure
Appendix 448-A	Chemical Hygiene Plan
Appendix 451-A	Hand Washing Poster
Appendix 451-B	Sample Public Release
Appendix 455-A	Nutrition Standards for Beverages

