

OHIO

ANNUAL NOTICES (2015 – 2016)

Required by Law

- ___ Name and telephone number of Civil Rights Compliance Officer in student handbooks (see Generic Student Handbook or Form 2260 F8 and Form 2260.01A F3)
- ___ Nondiscrimination in education (see Policy 2260) – newspapers, course catalogs
- ___ Nondiscrimination in employment - staff handbooks, newspapers (see Policy 3122/4122)
- ___ Genetic Information Nondiscrimination posting and Safe Harbor notification (see Policy 1622.02/3122.02/4122.02)
- ___ Parent Involvement Policy must be reviewed and approved annually and distributed to parents of children receiving Title I services (see Policy 2261.01)
- ___ Parent's right to request educational program and staff information for each school receiving Title I funds (see Policy 2261.02)
- ___ Copy (to each student's parent) of student's diagnostic assessment, assessment results, and accompanying documents used in the assessment (see Policy 2623.02)
- ___ Directory information on students (see Form 8330 F9) or Generic Student Handbook) - student/parent handbook, District newsletter, and/or local media
- ___ Drug prevention memorandum to parents (see Form 5530 F2 or Generic Student Handbook) - student/parent handbook, District newsletter, or direct mailing
- ___ Written statement describing the District's bullying policy (5517.01) and the consequences for violations of the policy sent to each student's custodial parent/guardian.
- ___ Copy of Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion Policy (see Policy 5630.01) to all parents annually and published on District website
- ___ Memorandum to staff on Federal drug regulations (see Form 3122.01 F3/4122.01 F3) - pay envelopes or direct mailing
- ___ Staff acknowledgement of information concerning toxic hazards (see Form 8431 F4) - staff orientation prior to the start of school
- ___ Request for or waiver of vaccination for Hepatitis B (see Form 8453.01 F1 or F4) - new staff orientation prior to the start of school
- ___ Acknowledgement of training in blood-borne pathogens (see Form 8453.01 F2) – new staff orientation prior to the start of school; annual training for identified staff
- ___ Notification of pesticide application at times of application (see P8431/AG 8431A)

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- Physician, and possibly parent, authorization for each staff member and any student who may be using a respirator (see Form 7430 F1, F2, and F3) – direct contact with appropriate staff members and mailing to appropriate parents
- Rules regarding entry on school grounds or premises by persons other than students, staff, and faculty (see Policy 9150) – at or near the entrance to school grounds or premises and at the main entrance to each school building
- **Notice (prior to start of school year) to each enrolled student and his/her parent(s) of procedures to be used to notify parents in the event of an emergency or a serious threat to safety (Policy 8400, 8420)**
- Student privacy and parental access to information including surveys, analyses, and evaluations (see Policy 2416 and Form 8330 F9) – notice to parents – special note: Policy 2416 also requires notification of any substantive changes to this policy as well as the schedule of any upcoming “activities” (surveys, etc.)
- Notice of nonemergency invasive physical examinations (see Policy 5310 and Form 8330 F9) – if such exams occur, notice to parents
- Notification to public regarding inspection of instructional materials (see Policy 9130, Policy 2416, Policy 5780, and Form 9130 F4) – notice of rights to inspect instructional materials
- **Notice of opportunity for parents to review textbooks, reading lists, instructional materials, and academic curriculum used in the District**
- Parents’ rights to inspect, review and request amendments to student educational records (see Policy 8330 and Form 8330 F9)
- Address where parents and students can file a complaint if they believe their rights under Federal law (Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) have been violated (see Form 8330 F9)
- Prohibition on carrying a deadly weapon or dangerous ordnance in a school safety zone – paragraph from Policy 3217/4217/5772/7217 – conspicuously posted at each entrance of a school or building and in areas inside the building where visitors are required to report; at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land; in each school bus and other Board owned vehicle, including a school van
- Posting and Distribution of Public Records Policy (see Policy 8310)
- Employee Rights & Responsibilities under FMLA (see Policy 3430.01/4430.01)
Check for current forms on U.S. Department of Labor website - <http://webapps.dol.gov/>
- Employee notification of the Uniformed Services Employment and Reemployment Rights Act (USERRA) rights and benefits – Federal law posters should include this information

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- ___ Participant notification (by group health plan) of privacy practices to each new health plan participant upon enrollment and every participant within sixty (60) days of a material revision to the notice (see AG 3419.01/4419.01)
- ___ Employee notification of the Fair Labor Standards Act (FLSA) rights (see Policy 6700) – Federal law posters include this information
- ___ Employee notification of "rebuttable presumption" (see Policies 3170/4170) – notification that the results of, or the employee's refusal to submit to, an alcohol or other drug test may affect the employee's right to receive workers' compensation benefits – posting document provided by the Bureau of Workers' Compensation
- ___ Written notification to all designated staff regarding Standards of Ethical Assessment Practice and Assessment Security Procedures (see AG 2623D)
- ___ A copy of Ohio's Ethics Law to all new employees within fifteen (15) days of employment.
- ___ Information about the Ohio fraud-reporting system (Auditor of State) and the means of reporting fraud to each new employee at the time of employment.

Required Posting

- ___ Policy and guidelines on sexual and other forms of harassment (see Policies 3362, 4362, and 5517)
- ___ Policy on bullying/aggressive behavior toward students (see Policy 5517.01)
- ___ Report on verified incidents of harassment, intimidation or bullying (semi-annual) (Policy 5517.01)
- ___ Notice of use of video surveillance/electronic monitoring of school facilities (see Policy 7440.01)
- ___ Code of conduct/student discipline code
- ___ Warning regarding steroids (must be posted in locker rooms of school buildings with students in grades 7 or above)
- ___ Removal, suspension, expulsion and permanent exclusion of students (see Policies 5610 and 5610.01)
- ___ Suspension of bus riding/transportation privileges (see Policy 5610.04)
- ___ Prohibition from extra-curricular activities (see Policy 5610.05)

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- ___ Due process rights (see Policy 5611)
- ___ Locker searches (see Policy 5771)
- ___ Handicapped Access (Policy 9160)

Recommended by Board Policy or District's AG's

- ___ Emergency medical authorization - Students (see Form 5341 F1) - send home or direct mailing
- ___ Emergency medical authorization – Staff (see Form 3160 F1/4160 F1) – back-to-school orientation or school memo; keep in office and/or personnel files
- ___ Parent signatures authorizing student early dismissal (see Form 5230 F1) and access to student records (see Form 8330 F4) – send home or direct mailing
- ___ Denial of Permission to Release Student Directory Information to Military Recruiters (see Form 8330 F9a)
- ___ Parent/student acknowledgement of risk when participating in interscholastic athletics (see Form 2431 F1/F2) - during sign-up or send home
- ___ Parent/student acknowledgement of receipt of concussion and head injury information as prepared by the Ohio Department of Health (see Form 2431 F1/F2)
- ___ Annual review of District Wellness Policy
- ___ Annual review and report to the Board regarding Food/Nutrition Services Policy and program
- ___ Blanket authorization by parents for child to go on trips associated with a co-curricular or extra-curricular activity such as football, band, etc. (see Form 2340 F2/F2A) – during sign-up or send home
- ___ Notice to Parents Regarding Waiver of Fees (see Policy 6152.01)
- ___ Verification of insurance coverage for student accidents (see Form 8760 F1) – during sign-up or send home
- ___ Parent notification regarding blood-borne pathogens (see Form 8453.01 F5 - District newsletter or student/parent handbook)
- ___ Reminders to staff on student supervision/health/safety matters (Policy/AG 3213/4213)
- ___ Board policy on zero tolerance, violence, disruptive behavior, and excessive truancy - student/parent handbook