

**OHIO**  
**ANNUAL NOTICES**  
**(2018 - 2019)**

**Required by Law**

- \_\_\_ Name and telephone number of Civil Rights Compliance Officer in student handbooks and District web site (see Generic Student Handbook, Policy 5517, or Form 2260 F2 and Form 2260.01A F3)
- \_\_\_ Nondiscrimination in education (see Policy 2260) – newspapers, course catalogs
- \_\_\_ Nondiscrimination in employment - staff handbooks, newspapers (see Policy 1422/3122/4122)
- \_\_\_ Genetic Information Nondiscrimination posting and Safe Harbor notification (see Policy 1422.02/3122.02/4122.02)
- \_\_\_ Parent Involvement Policy must be reviewed and approved annually and distributed to parents of children receiving Title I services (see Policy 2261.01)
- \_\_\_ Review and update, as necessary, Career Advising Policy at least once every two (2) years. Make available to students, parents/guardians/custodians, and local postsecondary institutions, residents of the District, and post on the District web site (Policy 2413)
- \_\_\_ 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
- Provide information about the College Credit Plus (CCP) Program prior to February 1st to all students enrolled in grades six through eleven and their parents (AG 2271). Post CCP program information on District website, including the details of current agreements with partnering IHEs
- 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); approve and submit signed Records Retention Schedule State Archives and State Auditor’s Office (AG 8310A)

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- \_\_\_ Employee Rights & Responsibilities under FMLA (see Policy 1630.01/3430.01/4430.01)  
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
- \_\_\_ 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 1619.01/3419.01/4419.01)
- \_\_\_ Employee notification of the Fair Labor Standards Act (FLSA) rights (see Policy 6700); Minimum Wage Notification; Employee Polygraph Protection Act (EPPA) – 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
- \_\_\_ Annual review of District Professional Development Plan
- \_\_\_ Annual report to ODE regarding teacher evaluation utilizing ODE-prescribed guidelines (Policy 3220)
- \_\_\_ Annual review and update of Student Assessment and Academic Intervention policy (Policy 2623)
- \_\_\_ Annual report to the State Board of the number of students who have not taken one (1) or more of the State-mandated tests
- \_\_\_ [Report required information regarding student attendance/absence and absence intervention team actions to the Ohio Department of Education in a format and manner determined by the Department \(Policy 5200\)](#)
- \_\_\_ 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
- \_\_\_ A minimum of two (2) food safety inspections per school year; posting of most recent inspection report
- \_\_\_ Review adopted Emergency Management Plans (EMPs) and certify in writing to the ODE that the EMPs are current and accurate. Submit an electronic copy of each EMP developed and adopted to ODE [and specified local law enforcement and related agencies](#), not less than once every three (3) years (Policy 8400)
- \_\_\_ Annual review and report to the Board regarding District Wellness Policy; assessment of the policy at least once every three (3) years, with results published (Policy 8510)

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\_\_\_ [File Business Advisory Council plan with the Ohio Department of Education and file with the Ohio Department of Education compliance statement by March 1st each year](#)

**Required Posting**

- \_\_\_ Policy and guidelines on sexual and other forms of harassment (see Policies 1662, 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)
- \_\_\_ Due process rights (see Policy 5611)
- \_\_\_ Locker searches (see Policy 5771)
- \_\_\_ Handicapped Access (Policy 9160)
- \_\_\_ Meal charge procedures (AG 8500D); copy to all households at the start of the school year and to transfer/new enrollees during the school year

**Recommended by Board Policy or District's AG's**

- \_\_\_ [Post information about enrollment requirements and procedures. Access to such information shall be available on the District's web site \(Policy 5111\)](#)
- \_\_\_ Emergency medical authorization - Students (see Form 5341 F1) - send home or direct mailing
- \_\_\_ Emergency medical authorization – Staff (see Form 1460 F1/3160 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)

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- \_\_\_ 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 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