

Date: _____

Policy site visit- Check for policies and implementation

Governance & Finance	YES POLICY	NO	NA
Mission Statement			
Ethics and Conflicts Policy – Chapter 102; R.C. 2921.42, .43, and .44			
Code of Regulations . Chapter 1702			
Board Compensation/Reimbursement - R.C. 3314.025			
Regular and Special Meetings/Executive Sessions/Minutes – specifying notice of both regular and special meetings. R.C. 121.22			
Public Records Policy – (1) participate in training concerning public records which is 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; and,			
HB 2 requirement for annual training on public records and open meetings for board and administrators.			
Records Retention			
Sealed records			
Checking of data bases for (a) misconduct and (b) “rap-back” program			
Purchasing Processes –R.C. 102.03; OAC 117-2-02			

Governance & Finance	YES POLICY	NO	NA
Fixed Asset Policy –R.C. 117.09; OAC 117-2-05; OAC 117-2-02; 34 CFR 80.31-80.32			
Audit Committee -. OAC 117-2-05			
Property Obtained with Federal Title I Grants Policy –			
Annual Financial Report –required yearly publication---R.C. 117.38; OAC 17-2-03			
Procurement With Federal Funds –			
Federal Grant Administration –			
Background Checks of Board Members – R.C. 3314.19			
Background checks of bus drivers (HB 19)(if applicable)			
Public Participation at meetings –time, place, and manner of speech before the board. 1992 OAG No. 032; R.C. 121.22			
Approval and Monitoring of Budget -. R.C. 3314.011; OAC 117- 6-07			
Media Policy			
Independent Contractors -. IRC 6041; R.C. 3314.41			
Use of School-owned Credit Card –			
Donations – Tracking cash, property and securities donations.			
Staff Travel Reimbursement			
Insurance –who is responsible for administering the insurance. R.C. 3314.03 ***			
Financial Reporting –R.C. 3301.07(B)(2)			
Out-of-state tuition			NA

PROGRAM OPERATION	YES POLICY	NO	NA
Parent Involvement parental involvement policy, parent participation, parents' right to know, use of scientifically-based research, review of instruction material, parent-student-school compact, methods of supporting their children's learning activities, and strategies to use at home to improve their children's academic success & development. 20 U.S.C. 6318, R.C. 3313.472, R.C. 3314.03(A)(11)(d)			
Parental Consultation Regarding Physical Exams--student privacy, parental access to			NA E-School
Policy Regarding Low Performing Children – R.C. 3301.0715 (also for NCLB compliance), 20 USC 6301(3)			
Scientifically Based Instruction Methods – 20 USC 6301(9) & 6311(d)			
School to Work Programs – 20 USC 6101, 20 USC 6212			
Compliance with State Academic Standards – 20 USC 6301(1) & (6)			
Retention and Promotion – R.C. 3313.609; 20 USC 1400 et seq.; 3301.0711.			
Migrant Students – 20 USC 6391(1)-(5)			
Advanced Placement Program – 20 USC 6532(1)-(8)			
Preventing Dropouts – 20 USC 6552(2) & 6561a(b)(1)	DROP School		
English Language Learners and Immigrant Students			
Reading Standards – 20 USC 6361(1) (2) & (4)			NA 9-12 grades only
AB, Dual Enrollment and College Credit Plus Policies and Procedures			
Report Card – R.C. 3314.012(D), 20 USC 6311(h)(2)(E)			

PROGRAM OPERATION	YES POLICY	NO	NA
Annual Report			
Adequate Yearly Progress – 20 USC 6316(a)(1)(A) & (C) (to be replaced via ESSA)			

PROGRAM ADMINISTRATION	YES POLICY	NO	NA
Access to Equal Educational Opportunity – 42 USC 2006(c), 42 USC 12101, R.C. 4112.02, R.C. 4111.17, 29 USC 631, 29 USC 206(c)			
Title IX Coordinator/Grievance Procedure – 34 CFR 106.8			
Title I Services and Complaint Procedure – 34 CFR, 104.7, 20 USC 6314			
School Prayer – 20 USC 7904			
Rights of Individual with Disabilities – 20 USC 1412; 34 CFR 300.220; Chapter 3323			
Child Find – 20 USC 1412 et seq; OAC 3301-51-03			
Section 504 of the Rehabilitation Act of 1973, Grievance Procedure – 29 CFR Part 1603; 34 CFR Part 104; 29 USC 794; Section 504; 42 USC 12101			
Child Abuse and Neglect -including dating violence prevention, prevention of child abuse, violence, and substance abuse, promotion of positive youth development, human trafficking, etc. R.C. 3319.073, HB 19 (128th Assembly), HB 153 (2012).			
Internet Acceptable Use Policy – . 47 USC 254			
Records Upon Enrollment / Residency and Enrollment -- to rule in flagging disputes.			

PROGRAM ADMINISTRATION	YES POLICY	NO	NA
-Compulsory school-age/Early or Accelerated Enrollment(Kindergarten) –R.C. 3321.01, R.C 3324.10			
Student Assessment and Interventions – prevention/intervention services for students who score below basic range on achievement and graduation tests. IEPs to contain the alternative assessment method. R.C. 3301.0715, HB 153 (2011)			
Security Provisions for Statewide Test –OAC 3301-7-01; OAC 3301-13-01 et seq			
Alternate Assessments for Students with Disabilities – OAC 3301-13-03.			NA Did not have student who needed this service in 2016-17
Graduation Requirements – Ohio Core. R.C. 3313.6014, R.C. 33147.031(A)(11)(d)			
Credit Flexibility Policy –. 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			
Attendance/Truancy/Withdrawal --- R.C. 3321.01, 3314.03(A)(6); 3321.13-.191			
Missing and Absent Children –R.C. 3313.96. 109.65; 3313.96; 3313.672			
Previously Home-Schooled Students Testing Policy –			
Third-grade Reading Guarantee and Interventions (if applicable for grades served)			NA 9-12 th grade school

PROGRAM ADMINISTRATION	YES POLICY	NO	NA
Dress Code	In Student handbook		
Sexual and Other Forms of Harassment –20 USC 1681 et seq.; R.C. 4112.02			
Anti-Harassment, Intimidation and Bullying --dating violence and cyber-bullying. R.C. 3313.666(A)-(C), R.C. 3314.03(A)(11)(d), HB 116 (2012).			
Drug Prevention – 20 USC 806			
Use of Tobacco on School Premises –R.C. 3313.751,. 20 USC 6081-6084, R.C. 3313.751; Chapter 3794			
Code of Conduct –. R.C. 3313.66 and 3313.661			
Suspension/Expulsion of Disabled Students –34 CFR 300, 301			
Funding Under Title V/Cooperation with Private Schools –if Title V funding is received. 20 USC 7201(c)(2)			NA
Religion in the Schools –			
Notice of Policy Changes			
Community School R.C. 3314.041 Notice ****			
Graduation Requirements – address physical education requirement, or allowable excuse under certain circumstances.			
Community Service Education Program	Covered under Flex Credit		
Reporting Student Progress and Grades –			
Student Expression – School Sponsored Publications			
Student Bill of Rights/Responsibilities			
Anti-Hazing Policy –R.C. 2307.44; 2903.31; 3313.661			

PROGRAM ADMINISTRATION	YES POLICY	NO	NA
Gang Activity Policy - boundaries to free speech rights.			
Search and Seizure -. US Const. Amend. IV. XIV., Ohio Const. Art. 1 § 14.			
Schools and Law Enforcement Agencies -			
National and State Mottoes - R.C. 3313	Posted through- Out the school		
Constitution Day and Veterans Day - 36 USC 106	Signs posted, Noted on webpage Emails to students		
Dual Enrollment and Post- Secondary Options-High Schools - College credit Plus-Credit Flexibility Policy. Early College HS			
Equal Access for Non-School Sponsored Student Clubs and Activities			
Student Records and Release of Information - FERPA and Ohio Privacy Statute 34 CFR 99.7, R.C. 1347, 20 USC 1232g, R.C. 3319.321, R.C. 3301.0716 ANNUAL NOTICE			
Notice to Parents Regarding the Protection of Pupil Rights Amendment - 20 USC 1232h			
Homeless Children and Youth			
Field Trips			
Student Employment	Student Hand- book		
Boy Scouts and Patriotic Youth Groups -. 20 USC 7905(b)(1)			
Materials Regarding Sexual Activity -20 USC 7906(a)(1)			
Obscene Materials -20 USC 7906(a)(2)			

PROGRAM ADMINISTRATION	YES POLICY	NO	NA
Sex Education -20 USC 7906(a)(3)			
Contraceptives -20 USC 7906(a)(4)			
Military Recruitment and Student Privacy - 20 USC 7908(a)(1)-(3)			
Biennial Assessment - 20 USC 9622(c)(1)(A); 20 USC 9622(d)(2)			
Caretaker Authorization Affidavit			

STAFF POLICIES/HANDBOOK	YES POLICY	NO	NA
Local Professional Development Committee - R.C. 3319.22	Part of of HDESC LPDC		
Non-Discrimination Policy--- include genetic information and military status. 29 USC 631; 29 USC 206(d); 42 USC 2006(c); 42 USC 12101; ORC 4112.02; 4111.17			
Harassment Policy -R.C. 4112.02.			
Whistleblower Policy - R.C. 4113.51.			
Reporting a Harassment Complaint -.			
Immigration Law Compliance Policy - 8 USC 1324a			
Resident Educator License Program			NA All teachers are a purchased service from Meta Solutions
Full-time Employee/Part time Employee -. R.C. 3319.086			

STAFF POLICIES/HANDBOOK	YES POLICY	NO	NA
Access to Personnel Files –R.C. 1347 and 149.43-Notice and Rights of Individuals Subject to Personal Information System Chapter 1347 and ORC 149.43			
Use of Alcohol and Drugs –BWC discount. R.C. 4123.34			
Searches – US Constitution, Fourth Amendment; Ohio Constitution, Section 14			
Reporting Accidents – Shifts W/C liability---R.C. 4123.51 and .511			
Employee Disciplinary Procedure –. R.C. 124.34			
Salary Deduction Policy – FSLA “safe harbor” defense in litigation.			NA All staff are a purchased service
Family Leave (FMLA) – 20 USC 2601.			
Salaries –on notice as to pay schedule. Fair Labor Standards Act, R.C. 4113.15			Purchased Service
Teacher Qualifications –teacher cannot receive wages unless the teacher has fulfilled these requirements. 3313.71, 3319.30 ***			
Teacher Aides Qualifications –R.C. 3319.088			
Substitute Teachers – A substitute teacher cannot be paid unless requirements of R.C. 3319.36 are met.			
Student Records –3319.321			
Confidentiality of Records –Ohio Privacy Law and FERPA. R.C. 149.43			
Medical Examinations –Over-the-counter and prescription medication. R.C. 1347, R.C. 149.43; R.C. 4173.651			NA E-School
Physical Examination –ADA.			NA E-School

STAFF POLICIES/HANDBOOK	YES POLICY	NO	NA
Weapons in the Workplace – R.C. 2923.122 and .126			
Mandatory Reporting of Misconduct by Licensed Employees – R.C. 3314.40-.403; R.C. 3314.99			
Student Transportation by Private Vehicle			
Staff Development Professional development- Employee discipline. Performance Coaching			
Reduction of Staff			
Resignation			
Recording Work Time/Overtime Pay --definition of “work week”. 29 CFR 531			
Tuition reimbursement program policy and procedures ***			
Personal Leave			NA
Medical Leave of Absence			
Jury Duty Leave – R.C. 2313.18; 3313.211***			
Military Leave and Military Leave for Family Members – 38 USC 4301; R.C. 3319.085; R.C. 5923.05			
Insurance Benefits – (medical, disability, life, annuities, etc.) R.C. 9.90; R.C. 3314.03(A)(11)(d)			
Workers’ Compensation Insurance –. R.C. 4123.01; R.C. 4123.83			
STRS/SERS – R.C. 145.03. RC 3307 and 3309/Exceptions in HB 2			
Unemployment Compensation – R.C. 4141.01			
Staff Dress and Grooming/Staff School Uniform –			
Staff Gifts			

STAFF HANDBOOK/POLICIES	YES POLICY	NO	NA
Fund Raising Activities and Projects			
Care of Materials, Equipment and School Property – Return of Property			
Use of Electronic Equipment –			
Software and Copyright Issues – 17 USC 107			
Social Networking Websites/Teacher Blogging Policy ***			

HEALTH AND SAFETY POLICIES	YES POLICY	NO	NA
Use of Medications Policy –persons as being authorized to administer prescription drugs to. R.C. 3313.713; R.C. 3313.711, .712, OAC 4723-13-04			NA E-School
Health Examinations and Immunizations –admission during a chicken pox epidemic. R.C. 3313.671			NA E-School
Dangerous Weapons – firearm or weapon to school. 20 UC 7151.			
Visitors, Volunteers and Guests –unsupervised contact with children - may be subject to background check. R.C. 109.575			
Emergency Management Plan – R.C. 3737.73(D), 3313.536, 3314.03(A)(11)(d)	On File With State		
Wellness Policy –. 42 USC 1751, et seq., 42 USC 1771, et seq. Nutrition Policy –			NA E-School
Peanut/Food Allergies –. R.C. 3313.719			
Health Services			
Use of Inhaler/ Epinephrine Autoinjector -- R.C. 3314.14, .141, R.C. 3313.716, 3313.718			

HEALTH AND SAFETY POLICIES	YES POLICY	NO	NA
Control of Communicable Diseases –prevention and control of non-casual-contact communicable diseases and control of blood-borne pathogens.			
Head lice infestation policy and procedures			NA E-School
Bed Bug Infestation			NA E-School
Infectious Disease Policy			
AIDS Policy			
Public Conduct on School Property			
Facility Security	Cameras Door Locks that must be opened by staff		
Threatening Behavior Toward Staff Members			
Emergency Preparedness and Evacuation of School Buildings			
Reporting accidents involving students –			
Safety and Health Plan Emergency Drills -. R.C. 3737.73			
Eye and Face, Hand, Ear, Foot, Head & Hair Protection			NA E-School
Bomb Threat Procedures - See also Safety Plan	In EOP Staff Trained		
OSHA Compliance/Risk Reduction Programs***			
Energy Conservation			NA In rented business building
Hazard Communication Program – 42 USC 9601 et seq.; OAC 3701-54			

HEALTH AND SAFETY POLICIES	Yes POLICY	NO	NA
Toxic Hazards and Asbestos Hazards – 20 USC 4011, 15 USC 2641, 42 USC 9601, ORC 4167.01			
OSHA Regulations Exposure Control Plan – 29 CFR 1910.1030***			
Prevention of Lead Poisoning – R.C. Chapter 3742			
Food Services – R.C. 3717.42; OAC 3717-1-06			NA E-School
Hand Washing Policy – 42 USC 1751	Signs posted in restrooms		
Free and Reduced Price Meals – This policy helps if there is a federal audit.			

General Comments:

Sponsor Signature & Position

Sponsor Signature & Position

Signature of Findlay Digital Academy Representative & Position

Signature & Position