



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent
Thursday, April 17, 2025, 3:00 PM, Central Office

HILLIARD CITY SCHOOL DISTRICT
OPERATIONS DEPARTMENT

Committee Members

Brian Perry, Board of Education	Jamie Lennox, Special Education Director
Kelley Arnold, Board of Education	Hilary Sloat, Director of Diversity, Equity & Inclusion
Melissa Swearingen, Treasurer/CFO	Matt Middleton, Principal Hilliard Darby High School
Mike McDonough, Deputy Superintendent	Katherine Hueter, Principal Hilliard Weaver MS
Jill Abraham, Assistant Superintendent	Matt Trombitas, Asst Principal Hilliard Station Sixth Grade
Stacie Raterman, Communications Director	Kevin Landon, Principal Avery Elementary
Herb Higginbotham, Director of Elementary Education	Monica Woodson, Principal Washington Elementary
Jacob Grantier, Director of Secondary Education	Angie Rader, HEA Representative

AGENDA

Agenda Notes

- White copies are OSBA sample policies
- Blue copies are current HCSD policies
- Yellow copies are proposed revisions
- Item Status: M (Move Forward), T (Tabled), R (Refs Only) & N (No Action)

Section I – Public Participation

- Sign-up forms for public participation will be available prior to the meeting.

Section II – Discussion as Requested by Board of Education Member

- Discussion around club formation.

Section III – Review of Policies/Regulations/Exhibits – Tabled at a Previous Policy Review Meeting

Status

June 2024 PDQ
Pages 1-2

1. JFCK – Use of Electronic Communications Equipment by Students
 - This update was released with the June 2024 PDQ but was tabled for the July 25, 2024 PRC meeting to allow further discussion with district employees and the full PRC. The information from the June 2024 PDQ is included with this packet.
 - On March 18, 2025, a group with teacher representation from elementary, middle school and high school levels met to review the OSBA sample policy, the ODEW model policy language, current student handbook language and feedback received from principals to revise the district's current cell phone policy. The proposed revision is included – see yellow copy.
 - New/updated policy required by July 1, 2025 – HCSD adopted current policy May 13, 2019
 - Student cellphone use in schools is on the radar of school districts and the subject of recently passed legislation.
 - Ohio Revised Code (RC) [3313.753](#) already authorizes the board to either adopt policies prohibiting possession of cellphones at school or allowing possession with restrictions. House Bill (HB) 250 modifies these provisions.



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- Newly enacted section (C) *requires* that each board adopt a policy governing the use of cellular telephones by students during school hours no later than July 1, 2025.
- The policy must be adopted at a public meeting (which is true of all board policies) and posted on a prominent location of the district's publicly accessible website.
- OSBA's sample policy for JFCK has been updated to align with the new provisions of House Bill 250. ODEW model policy language is also available as an option that districts can use rather than the OSBA sample language.
- Remove language with a ~~line drawn through it~~; add language in **bold-type** (select OSBA language or ODEW language)

Section IV – Review of Policies/Regulations/Exhibits – OSBA MARCH 2025 PDQ

Status

March 2025 PDQ
Pages 1-3

1. HB 8 REVISES RELEASED TIME FOR RELIGIOUS INSTRUCTION PROGRAMS

House Bill (HB) 8, effective April 9, 2025, modifies Ohio Revised Code (RC) [3313.6022](#), now requiring that all boards adopt a policy allowing for released time for religious instruction programs to be offered during the school day.

JEFB – Released Time for Religious Instruction

JEFB-R – Released Time for Religious Instruction

- JEFB is now a required policy (by April 9, 2025) – HCSD adopted September 12, 2022
- HCSD also adopted JEFB-R August 9, 2024 that is included in this packet for review. (It is not a required regulation - OSBA does not have a sample regulation.)
- Significant changes include:
 - The board must collaborate with a sponsoring entity of a released-time course in religious instruction to identify a time to offer the course during the school day.
 - Newly enacted RC [3313.6030](#) allows a board to include a requirement in the released-time policy for criminal records check of any instructors or volunteers of a private sponsoring entity providing released-time courses to students under the board's policy. The board must determine how such checks are determined.
 - [Ohio Attorney General \(OAG\) Opinion 2019-015](#), released after the initial enactment of RC 3313.6022, addresses specific questions on what a school district's released-time policy may permit or prohibit.
- JEFB has been updated to reflect the new HB 8 requirements.
- Remove language with a ~~line drawn through it~~; add language in **bold-type**

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Pages 3-4

2. OSBA RELEASES POLICIES REQUIRED BY HB 8

House Bill (HB) 8, effective April 9, 2025, enacts Ohio Revised Code (RC) [3313.473](#) and will impact instruction, student health services and more in Ohio schools.

IGBLA – Promoting Parental Involvement (**new policy**)

GBH (Also JM) – Staff-Student Relations

IGAH/IGAI – Family Life Education/Sex Education

IJ – Guidance Program

JHC – Student Health Services and Requirements

JHCA – Physical Examinations of Students



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JHF – Student Safety

- IGBLA is a required new policy
- GBH (Also JM) is not a required policy – HCSD re-adopted December 9, 2024
- IGAH/IGAI is a required policy – HCSD re-adopted December 9, 2024
- IJ is not a required policy – HCSD re-adopted May 11, 2015
- JHC is a required policy – HCSD re-adopted May 11, 2015
- JHCA is not a required policy – HCSD re-adopted December 9, 2024
- JHF is a required policy – HCSD re-adopted May 11, 2015
- The new provision introduces the Parents’ Bill of Rights. The Ohio General Assembly describes parental rights as “a fundamental right to make decisions concerning the upbringing, education and care of the parent’s child.” The law requires that public schools adopt a policy to promote parental involvement in schools by July 1, 2025.
- OSBA’s sample policy for IGBLA provides suggestions for procedures where the statute requires them, including notification and complaint procedures. These should be customized in consultation with legal counsel prior to final adoption.
- Related policies that didn’t require changes but are included for review include EBBA-First Aid, IGBL-Parent and Family Involvement in Education and IGAE-Health Education.
- Policies GBH (Also JM), IGAH/IGAI, IJ, JHC, JHCA and JHF have been updated to reflect the new HB 8 provisions.
- Remove language with a ~~line drawn through it~~; add language in **bold-type**

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3. HB 265 MODIFIES PUBLIC RECORDS REQUESTS

House Bill (HB) 265, effective April 9, 2025, modifies the process whereby an individual submitting a public records request can file a complaint.

KBA – Public’s Right to Know

- KBA is a required policy – HCSD re-adopted May 11, 2015
- Ohio Revised Code (RC) [149.43](#) defines public records, exceptions to public records and obligations for districts responding to public records requests. RC 149.43(C)(1) allows an individual who is allegedly aggrieved by the failure of a public office or person responsible for public records to promptly prepare a public record and make it available for the person for inspection as required by RC 149.43(B) to either:
 - file a writ of mandamus;
 - file a complaint with the court of claims or the clerk of the court of common pleas.
- HB 265 now requires that the aggrieved individual first file a complaint with the public body before pursuing one of these legal remedies.
- HB 265 also modifies RC [2323.52](#), defining parameters for “vexatious litigators” and public records requests. If a court has determined that someone is a vexatious litigator and has issued an order under RC 2323.52(D)(1) to that effect, that person is barred from making public records requests under RC 149.43 without first getting the court’s permission and an order from the court setting forth — with particularity — which records the person can seek in the request.
- KBA has been updated to include language on the new process whereby the district



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has three business days to respond to a complaint regarding a public records request.

- Add language in **bold-type**

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Pages 7-8

4. HB 432 AMENDS STUDENT DEVICE MONITORING PROVISIONS

House Bill (HB) 432 amends several Senate Bill (SB) 29 provisions impacting education records, contracts with technology providers, monitoring of student devices and more.

EDE – Computer/Online Services

- EDE is a required policy – HCSD re-adopted December 9, 2024
- While the revisions to SB 29 provisions may not address every concern that districts had regarding the legislation, the changes significantly reduce district notification requirements and narrow the definitions of terms, including which entities are considered “technology providers,” in a way that will likely reduce the impact on district contracts.
- OSBA recommends making a clear distinction between devices used by staff and those used by students to ensure compliance with state law.
- Districts should also consider compiling a list of technology providers meeting the revised definition and education records affected by those contracts.
- EDE has been updated to reflect the changes to SB 29.
- Remove language with a ~~line drawn through it~~; add language in **bold-type**

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Pages 8-9

5. HB 257 MODIFIES BOARD MEETING VIRTUAL PARTICIPATION

House Bill (HB) 257, effective April 9, 2025, enacts Ohio Revised Code (RC) 121.221, authorizing some public bodies to meet virtually in specific circumstances.

BCE – Board Committees

BD – School Board Meetings

- BCE is not a required policy – HCSD re-adopted May 11, 2015
- BD is not a required policy – HCSD re-adopted February 10, 2020
- Even though a school district board of education and its committees and subcommittees are public bodies, RC 121.221(B)(5)(a) provides that no public body may hold virtual meetings or hearings if the members of the public body either:
 - receive compensation — other than reimbursement for expenses — for their positions as members;
 - are elected by vote of the general public to their positions as members.This means that even though school boards are public bodies, boards whose members are either elected or receive compensation for their service would not be permitted, under RC 121.221, to hold virtual meetings.
- The law defines “public body” to include school board committees and subcommittees. Because they are not elected to these committees, RC 121.221 may allow board committees to hold virtual meetings, provided that the members of the committee are not compensated for service on the committee.
- RC 121.221 requires that boards adopt a policy on virtual meetings before holding them.
- BCE now includes permissive language to include if the district will have board members participating in committee meetings virtually. Without this policy in place, board members cannot participate in board committee meetings virtually.



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- BD has been updated to remove references to electronic participation in board meetings.
- Remove language with a ~~line drawn through it~~; add language in **bold-type**

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Pages 9-11

6. HB 206 UPDATES DISTRICT EXPULSION POLICIES

House Bill (HB) 206, effective April 9, 2025, modifies Ohio Revised Code (RC) [3313.66](#), allowing a board to adopt a policy authorizing the superintendent to expel a student for additional reasons specified in the law.

JGE – Student Expulsion

- JGE is a required policy – HCSD re-adopted October 26, 2020
- Per RC 3313.66(B)(6), a board may now adopt a policy authorizing the superintendent to expel a student for up to 180 school days for actions that pose “imminent and severe endangerment” to the health and safety of other students or school employees even though the actions may not qualify for permanent exclusion under RC [3313.662](#).
- When issuing expulsions under these new provisions, the superintendent must comply with all other applicable requirements of the established expulsion policy and state law, including, but not limited to, notices and hearings.
- Upon the student’s expulsion, the superintendent must develop conditions for that student to satisfy before their reinstatement. One condition developed by the superintendent must be an assessment to determine whether the student poses a danger to themselves or to other students or district employees.
- At the end of the expulsion, the superintendent must assess the student and determine whether they have shown sufficient rehabilitation — as defined by the bill — to be reinstated.
- If the superintendent determines that the student has not shown sufficient rehabilitation, the superintendent may extend the expulsion for an additional period not to exceed 90 school days. There is no limit to the number of times the superintendent can extend an expulsion in accordance with these procedures for a student who has not shown sufficient rehabilitation.
- HB 206 also provides for the following as defined by state law and outlined in the updated policy recommendations:
 - reduction of expulsion by the superintendent;
 - parental request for early assessment and reinstatement;
 - contingent reinstatement of the student;
 - development of a continued educational plan for expelled students.
- JGE has been updated to include the provisions on district expulsion policies. If the board wants to allow for these new optional expulsions, you must include the new permissive language authorizing such expulsions.
- Remove language with a ~~line drawn through it~~; add language in **bold-type**

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Pages 11-12

7. CHANGES TO STUDENT MEDICATION ADMINISTRATION

Two recent bills impact medication administration. House Bill (HB) 70 requires that districts adopt a policy on administering over-the-counter (OTC) drugs to students. HB 206 specifically pertains to students with seizure disorders and required medications

JHCD – Administering Medicines to Students



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JHCD-R – Administering Medicines to Students

- JHCD is a required policy – HCSD re-adopted February 12, 2024
- JHCD-R is a required regulation – HCSD re-adopted May 11, 2015

Over-the-counter medications

HB 70, effective March 20, 2025, amends the definition of “drugs” that is currently used in Ohio Revised Code (RC) [3313.713](#), regarding the administration of drugs. The amended law identifies two classes of drugs — prescription and over-the-counter (OTC) — and requires that boards have a policy on administering each class of drug to students.

- Prescription drugs include any drug administered pursuant to the instructions of a prescriber, whether or not required by law to be sold by prescription.
- Over-the-counter drugs are those legally sold without a prescription and are administered without the instruction of a prescriber.
- Under HB 70, policies for administering prescription drugs must be amended to distinguish between prescription drugs and OTC drugs.
- Boards must also adopt a policy for administering OTC drugs to students per the newly enacted division (F) in RC 3313.713.
- Boards are not required to authorize their employees to administer OTC drugs.
- If the district authorizes employees to do so, the policy also may include provisions on whether the permission of a parent or guardian will be required before an employee administers an OTC drug to a student.
- In light of the HB 8 changes addressed elsewhere in this PDQ issue, districts will need to consider those parental consent requirements when administering OTC drugs to a student; many districts may err on the side of requiring such parental consent.

Seizure medications

[HB 206](#), effective April 9, 2025, now allows students to possess seizure medications at school or at any activity, event or program sponsored by or in which the student's school is a participant, provided two conditions are met in accordance with RC 3313.7117(D)(2).

- First, the student must have the written approval of the student's physician and the written approval of the parent, guardian or other person having care or charge of the student if the student is a minor.
- The second condition is that the school principal and school nurse, if one is assigned to the student's school building, has received copies of the written approvals.
- JHCD and JHCD-R have been updated to reflect these changes in medication administration. When reviewing the new OTC medication language, districts must determine whether to allow for administration and how to define local procedures for administration.
- Remove language with a ~~line drawn through it~~; add language in **bold-type**

8. MODIFICATIONS AFFECTING COLLEGE CREDIT PLUS

[Senate Bill \(SB\) 104](#) modifies the College Credit Plus (CCP) Program.

IGCH-R (Also LEC-R) College Credit Plus

- IGCH-R (Also LEC-R) is not a required regulation – HCSD re-adopted December 9, 2024
- Key points of the revisions are:
 - [Ohio Revised Code \(RC\) 3365.03\(A\)](#) adds an additional CCP application deadline.

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- RC 3365.04(H) requires that public or chartered nonpublic schools use CCP forms developed by the chancellor of the Ohio Department of Higher Education and the Ohio Department of Education and Workforce (ODEW).
- RC 3365.05(I) requires that higher education institutions participating in CCP provide orientations for CCP students, guided by concise directives from the chancellor and ODEW.
- Per RC 3365.11(B), the chancellor must establish an alternative credentialing process to certify instructors with relevant teaching experience as CCP instructors by August 25, 2025.
- RC 3365.14(A) requires that the chancellor, in consultation with ODEW, ensure full engagement and participation in CCP by public colleges and public secondary schools.
- Per RC 3365.14(B), the chancellor and ODEW must collect data relative to the actual cost of CCP programming and submit it to the auditor of state. The auditor of state must review and audit that data and submit a one-time report to the General Assembly about the findings of that review and audit.
- ODEW must include a yes/no status indicator on the state report card indicating whether the district or school building promotes and provides information on the CCP program in accordance with RC 3365.04.
- RC 3365.15(C) requires that the chancellor and ODEW jointly submit an annual report on CCP outcomes by Dec. 31.
- IGCH-R (Also LEC-R) has been updated to reflect these changes
- Remove language with a ~~line drawn through it~~; add language in **bold-type**

9. RECAP OF SB 208 PROVISIONS

Open enrollment for military children

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Pages 13-14

Senate Bill (SB) 208 modifies RC 3313.98, creating an exception that applies to districts that otherwise entirely prohibit open enrollment or only accept open enrollment of students from adjacent districts.

JECBB – Interdistrict Open Enrollment (Do Not Participate)

- JECBB is a required policy – HCSD re-adopted December 9, 2024
- The bill requires that these districts permit a nonresident student to open enroll in the district if the student’s parent is an active-duty member of the U.S. armed forces who is stationed in Ohio and who provides the district with a copy of the parent’s official written order verifying the parent’s status as an active-duty member of the armed forces.
- The bill prohibits districts from charging tuition for military children who enroll under the exception.
- If a student’s parent is discharged or released from active duty, a student enrolled under a district’s military children open enrollment policy may continue to attend that district and receive applicable transportation services for the remainder of the school year.
- JECBB has been updated to reflect the new exception for open enrollment for military children.
- Add language in **bold-type**



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School employee child sexual abuse prevention training

JHG – Reporting Child Abuse and Mandatory Training

- JHG is a required policy – HCSD re-adopted December 9, 2024
- In accordance with RC [3319.073](#), the bill permits, instead of requires as under former law, that child sexual abuse prevention training be delivered by law enforcement officers or prosecutors with experience in handling cases involving child sexual abuse or child sexual violence.
- JHG has been updated to reflect the new child sexual abuse training allowance.
- Remove language with a ~~line drawn through it~~; add language in **bold-type**

10. ODEW RELEASES UPDATED SPECIAL EDUCATION MODEL POLICIES AND PROCEDURES

The Ohio Operating Standards for the Education of Children with Disabilities requires that school districts adopt written policies and procedures regarding educating children with disabilities.

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Pages 14-15

IGBA – Programs for Students with Disabilities

- IGBA is a required policy – HCSD re-adopted December 9, 2024
- To comply with this requirement, all districts must:
 - Adopt the Ohio Department of Education and Workforce (ODEW) Special Education Model Policies and Procedures or locally developed district policies and procedures by board resolution.
 - Notify ODEW of their special education policies and procedures by May 30, 2025, via submission through the online [monitoring system](#).
 - Verify local school board approval of the district's special education policies and procedures annually by Nov. 30 via submission to ODEW through the online monitoring system.
- There are several provisions in the ODEW Model Policies and Procedures that are either unnecessary to comply with state and federal law or conflict with existing state and federal laws and/or applicable case law.
- To help districts navigate this, OSBA released a model resolution that they recommend as an alternative to adopting the ODEW Model Policies as written.
- The resolution allows boards to implement the majority of the ODEW Model Policies and Procedures while expressly modifying the problematic provisions.
- Districts should work with legal counsel to determine whether to approve the ODEW model as is; adopt the model resolution provided by OSBA that modifies the problematic provisions; or create locally developed policies and procedures that the board approves.
- IGBA has been updated to reflect the changes to ODEW's Special Education Model Policies and Procedures.
- Each board must also take action to rescind the old ODEW model special education policies and either approve the ODEW model as is; adopt the model resolution provided by OSBA that modifies the problematic provisions; or create locally developed policies and procedures that the board approves.
- Remove language with a ~~line drawn through it~~; add language in **bold-type**

11. CHANGES TO THE FEDERAL UNIFORM GRANT GUIDANCE POLICIES What's changed due to the 2024 updates?

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Ohio Auditor of State ([AOS](#)) [Bulletin 2024-006](#) summarizes the key changes that directly impact how districts use and account for funds.

DECA – Administration of Federal Grant Funds

DID – Capital Assets

DJF – Purchasing/Payment Procedures

DJF-R – Purchasing/Payment Procedures

- DECA is not a required policy – HCSD re-adopted December 9, 2024
- DID is a required policy – HCSD re-adopted December 18, 2017
- DJF is not a required policy – HCSD re-adopted February 11, 2019
- DJF-R is not a required regulation – HCSD re-adopted November 8, 2021
- The following are key changes:
 - Applicants, recipients and subrecipients must promptly disclose when they have “credible evidence” of violations of federal criminal law involving fraud, conflict of interest, bribery or gratuity violations.
 - The equipment capitalization threshold for items purchased with federal funds increased from \$5,000 to \$10,000.
 - Recipients and subrecipients must document internal controls.
 - Recipients and subrecipients must take reasonable cybersecurity and other measures to safeguard information.
- Procurement changes include:
 - The prohibition on using geographical preferences when evaluating proposals or bids is removed.
 - The term “small purchases” is changed to “simplified acquisitions”.
 - When sealed bids are required, entities must document and provide a justification for all rejected bids.
 - Existing regulations already stated that, when possible, the recipient or subrecipient should ensure that small businesses, minority businesses, women's business enterprises and labor surplus area firms are considered as set forth in the regulations. The 2024 revisions add veteran-owned businesses to this list of entities to consider.
 - The single audit threshold increased from \$750,000 to \$1 million.
- DECA, DID, DJF and DJF-R have been updated to reflect changes to the Uniform Grant Guidance requirements.
- Remove language with a ~~line drawn through it~~; add language in **bold-type**

Section V – Review of Policies/Regulations/Exhibits – OSBA MARCH 2025 PDQ (Board Action Not Required)

1. SB 104 REQUIRES SINGLE-SEX FACILITIES

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Pages 5-7

- Senate Bill (SB) 104, effective Feb. 25, 2025, was addressed briefly in the December 2024 PDQ issue. It is important to note that the law does not require the adoption of a board policy on this topic. As such, OSBA is not releasing a policy or suggesting revisions to existing policies because the changes do not conflict with any OSBA sample policies.
- Districts should, however, review all locally adopted policies, procedures and practices to ensure alignment with the new requirements.



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2. RECAP OF SB 208 PROVISIONS

Preservice teacher permits

- In accordance with RC [3319.0812](#), a district or school can employ an individual who holds a permit issued under this section as a substitute teacher. The individual may teach for up to the equivalent of one full semester, subject to the approval of the employing district board of education or school governing authority and may be compensated for that service. The district superintendent or chief administrator of the school may request that the board or governing authority approve one or more additional subsequent semester-long periods of teaching for the individual. A pre-service teacher permit now allows a district to employ the individual for one year in addition to three years, as under continuing law. The State Board of Education, on a case-by-case basis, may extend the permit's duration as needed to enable the permit holder to complete the educator preparation program in which the permit holder is enrolled.
- OSBA does not have any changes to policy at this time. Check with partnering colleges to make sure all student-teacher requirements are met.

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3. 2024 TITLE IX RULES VACATED

- Ohio was subject to a [court order](#) that issued an injunction blocking the implementation of the 2024 Title IX regulations. On Jan 9, 2025, a [federal court decision](#) from the Eastern District of Kentucky issued a decision vacating the 2024 Title IX regulations in their entirety nationwide.
- On Feb. 4, 2025, the U.S. Department of Education (USDOE) Office for Civil Rights issued a [Dear Colleague letter](#) reaffirming that it will enforce the 2020 regulations.
- No policy updates are necessary for alignment with the 2020 Title IX regulations. Districts should review locally adopted policies and procedures to ensure alignment and compliance with those regulations.



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OHIO SCHOOL BOARDS ASSOCIATION POLICY DEVELOPMENT QUARTERLY

MARCH 2025 ISSUE

HB 8 REVISES RELEASED TIME FOR RELIGIOUS INSTRUCTION PROGRAMS

by Kenna S. Haycox, deputy director of board and management services

House Bill (HB) 8, effective April 9, 2025, modifies Ohio Revised Code (RC) [3313.6022](#), now requiring that all boards adopt a policy allowing for released time for religious instruction programs to be offered during the school day.

The board must adopt a policy allowing a student to be excused from school to attend a course in religious instruction provided the following criteria are met:

- the student's parent or guardian gives written consent;
- the sponsoring entity maintains attendance records and makes them available to the school district the student attends;
- transportation to and from the place of instruction, including transportation for students with disabilities, is the complete responsibility of the sponsoring entity, parent or guardian or the student;
- the sponsoring entity makes provisions for and assumes liability for the student;
- no public funds are expended and no public-school personnel are involved in providing the religious instruction;
- the student assumes responsibility for any missed school work;
- when attending a released-time course in religious instruction, a student must not be considered absent from school;
- a student may not be released from a core curriculum subject course to attend a religious instruction course.

Significant HB 8 changes to released-time programs include:

The board must collaborate with a sponsoring entity of a released-time course in religious instruction to identify a time to offer the course during the school day.

Newly enacted RC [3313.6030](#) allows a board to include a requirement in the released-time policy for criminal records check of any instructors or volunteers of a private sponsoring entity providing released-time courses to students under the board's policy. The board must determine how such checks are conducted.

Districts may still adopt a policy authorizing high school students to earn up to two units of high school credit for the completion of a released-time course in religious instruction. In determining whether to award credit for completing such a course, the board must evaluate the course based on purely secular criteria that are substantially the same criteria used to evaluate similar nonpublic high school courses for purposes of determining whether to award credit for such courses to a student transferring from a nonpublic high school to a public high school. However, there must be no criteria requiring that released-time courses be completed only at a nonpublic school. The decision to award credit for a released-time course of religious instruction must be neutral to, and not involve any test for, religious content or denominational affiliation. Secular criteria may include, but are not limited to, those listed in RC 3313.6022(D).

Districts choosing to allow for credit for such courses must work closely with legal counsel to establish criteria in consideration of all requirements of state and federal law.

A school district, member of a school district board of education or school district employee is not liable for damages in a civil action for injury allegedly arising during a student's transportation to or from a place of

instruction when private transportation is used under a released-time policy adopted by the board. This division does not eliminate, limit or reduce any other immunity or defense that a school district, member of a school district board of education or school district employee may be entitled to.

[Ohio Attorney General \(OAG\) Opinion 2019-015](#), released after the initial enactment of RC 3313.6022, addresses specific questions on what a school district's released-time policy may permit or prohibit.

The opinion analyzes and resolves several specific questions and scenarios. Keep in mind these scenarios and questions are fact-specific and rely on certain assumptions. As facts change, so may the answer. Based on the facts presented, the opinion concludes that:

Compliance with RC 3313.6022 provisions alone does not guarantee that a board's policy is constitutional. A public school district board of education's released-time religious instruction policy that permits or prohibits various activities to publicize the availability of a religious instruction course must comply with RC 3313.6022; Article I, Sections 7 and 11 of the Ohio Constitution; and the free speech and establishment clauses of the First Amendment to the U.S. Constitution.

When a board of education's policy has created a limited public forum in a public school, the board of education may restrict speech to certain subjects or speakers that are reasonably related to preserving the purpose of the forum, but the board may not discriminate against speech based on the viewpoint expressed in the speech.

Actions taken to publicize the availability of or to encourage participation in a released-time religious instruction course will not violate the establishment clause if each of the following is true:

The board of education has a secular purpose for permitting the course to be publicized in a particular manner.

The actions taken or permitted by school officials to publicize the course do not advance religion. A reasonable person would not perceive the actions of school officials as endorsing religion or a particular religion.

The actions taken or permitted by school officials to publicize the course do not result in an excessive entanglement of school or district officials with religion. Note that this standard referenced in the opinion was based on case law at the time, the "Lemon Test," which was overturned in 2022 after *Kennedy v. Bremerton*. In making determinations, the district should refer to current case law and consult with legal counsel.

A public school district may not prohibit students from inviting fellow students to released-time religious instruction or from distributing literature for a released-time course during noninstructional time while on school property, unless engaging in such student-to-student speech causes a material and substantial interference with schoolwork or infringes on the rights of others. However, the school district may impose content-neutral and viewpoint-neutral time, place and manner restrictions on the speech.

A public school district may not prohibit community members from encouraging students to recruit their friends to enroll in released-time religious instruction classes when those community members are not school employees, and the speech or conduct encouraging students occurs off school district property.

A public school district may not prohibit its employees from encouraging public school students to attend or discouraging public school students from attending released-time religious instruction classes if the employee makes the statements as a private citizen, as opposed to making the statements pursuant to the employee's official duties, and if the employee's interest in making the statement outweighs the school district's interest in promoting the efficiency of the public services it performs through its employees.

When considering the distribution of materials regarding released-time programs, districts should review locally

adopted policies and procedures on distributing materials in schools. When establishing time, place and manner restrictions, districts must apply these in a content-neutral manner. Districts also must consider students' rights to express their religious opinions as outlined in federal law and Ohio's "Student Religious Liberties Act." RC [3320.02](#) allows students to engage in religious expression before, during and after school hours in the same manner and to the same extent that a student is permitted to engage in secular activities or expression before, during and after school hours.

Policy implications

Policy JEFB, Released Time for Religious Instruction, is now a required board policy. The updated version of this policy, available with this issue, reflects the new HB 8 requirements. Boards should take action to adopt the policy by April 9, 2025, the bill's effective date.

Districts requiring background checks for volunteers and instructors of released time programs may further customize the sample language to include those requirements.

OSBA RELEASES POLICIES REQUIRED BY HB 8

by Gamy Narvaez, policy consultant

House Bill (HB) 8, effective April 9, 2025, enacts Ohio Revised Code (RC) [3313.473](#) and will impact instruction, student health services and more in Ohio schools. HB 8 also affects released time for religious instruction, addressed elsewhere in this issue.

The new provision introduces the Parents' Bill of Rights. The Ohio General Assembly describes parental rights as "a fundamental right to make decisions concerning the upbringing, education and care of the parent's child." The law requires that public schools adopt a policy to promote parental involvement in schools by July 1, 2025. The policy requires that districts:

- Ensure that no instruction that includes sexuality content will be provided to students in grades K-three.

- Ensure that any sexuality content, as defined in the bill, is age-appropriate and developmentally appropriate for students in grades three through 12 for the age of the student receiving instruction, regardless of student's age or grade level.

- Provide parents the opportunity to review instructional materials before providing instruction involving sexuality content and the opportunity to opt out students from instruction involving sexuality content, while permitting these students to participate in an alternative assignment.

- Promptly notify a student's parent, in a manner defined by the policy, regarding substantial changes in specified student services, including counseling services, or monitoring related to the student's mental, emotional or physical health or well-being, or in the school's ability to provide a safe and supportive learning environment for the student. The policy must specify that notice to parents must reinforce the fundamental right of parents to make decisions regarding the upbringing and control of their children and that the school district will not inhibit parental access to student education and health records maintained by the school.

- Prohibit district personnel from directly or indirectly encouraging a student to withhold information from a parent concerning the student's mental, emotional or physical health or well-being, or a change in related services or monitoring.

- Prohibit district personnel from discouraging or prohibiting parental notification and involvement in decisions affecting the student's mental, emotional or physical health or well-being.

- Adopt a procedure to obtain parental authorization prior to providing any type of health care — physical, mental and behavioral — service to the student and allow parents to choose whether to authorize a district to provide individual health care services to the student. This can be satisfied by an annual notice to parents at

the beginning of the year.

Permit a parent to file a written concern about topics addressed in the new law with a school principal or assistant principal and establish a process for resolving such concerns within 30 days after receipt. The policy must permit an appeal to a superintendent/designee and, after an appeal to a superintendent/designee, an appeal to the board of education. Nothing in this process prevents a parent from contacting a board member regarding concerns with the operations of a school in the district.

Make the policy publicly available and post it prominently on its website, if applicable.

While the preceding list does not include every requirement of the new policy, it covers much of the impact districts should prepare to address administratively. Key terms such as “sexuality content,” “age-appropriate content,” “developmentally appropriate content” and “student’s mental, emotional or physical health or well-being” are defined in the bill and in the new OSBA sample policy included in this issue.

RC 3313.473(F) provides exceptions to the policy’s requirements. Among them, nothing in the section requires disclosure or activity in conflict with any court order or a specific request for nondisclosure made pursuant to a criminal investigation or grand jury subpoena where the student is the victim and a parent is the alleged perpetrator. Also, nothing in the section requires disclosure or activity in conflict with specified state and federal laws, including the Health Insurance Portability and Accountability Act; the Family Educational Rights and Privacy Act; RC Chapter 3798 (protected health information); and the Ohio Constitution, Article I, Section 10a (rights of victims of crimes) and any laws enacted to implement that section. Furthermore, nothing in the section prevents mandatory reporting of child abuse or neglect. Finally, the law does not prohibit or limit the career and academic mentoring and counseling between teachers and students during the school day. Review the statutory language for a full list of exceptions.

Regarding obtaining parental authorization prior to providing health care services to students and related requirements, these provisions do not apply to emergency situations, first aid, other unanticipated minor health care services or health care services pursuant to a student’s individualized education program or Section 504 plan. OSBA recommends working with legal counsel to carefully delineate which services count as emergency situations, first aid and other unanticipated minor health care services according to law. Review RC [3313.712](#) for the state’s emergency medical authorization form that districts are required to send to parents annually before Oct. 1.

Finally, the new policy also contains OSBA’s suggestions for procedures where the statute requires them, including notification and complaint procedures. These should be customized in consultation with legal counsel to fit your district practice prior to final adoption.

Policy implications

OSBA has created new policy IGBLA, Promoting Parental Involvement, to comply with RC 3313.473, which requires that districts adopt a policy to promote parental involvement in the public school system. Additionally, HB 8 impacts several OSBA policy samples. The following have been updated to reflect the new HB 8 provisions:

- GBH (Also JM), Staff-Student Relations
- IGAH/IGAI, Family Life Education/Sex Education
- IJ, Guidance Program
- JHC, Student Health Services and Requirements
- JHCA, Physical Examination of Students
- JHF, Student Safety

Related policies that didn’t require changes but are included in this issue for your review include EBBA, First Aid: both versions of policy IGBL, Parent and Family Involvement in Education; and IGAE, Health Education.

HB 265 MODIFIES PUBLIC RECORDS REQUESTS

by Kenna S. Haycox, deputy director of board and management services

House Bill (HB) 265, effective April 9, 2025, modifies the process whereby an individual submitting a public records request can file a complaint.

Ohio Revised Code (RC) [149.43](#) defines public records, exceptions to public records and obligations for districts responding to public records requests. RC 149.43(C)(1) allows an individual who is allegedly aggrieved by the failure of a public office or person responsible for public records to promptly prepare a public record and make it available for the person for inspection as required by RC 149.43(B) to either:

- file a writ of mandamus;

- file a complaint with the court of claims or the clerk of the court of common pleas.

HB 265 now requires that the aggrieved individual first file a complaint with the public body before pursuing one of these legal remedies. The complaint must be filed on a form prescribed by the clerk of the court of claims. Upon receipt, the public office has three business days to cure or otherwise address the failure alleged in the complaint. The aggrieved individual cannot file a complaint with the court or commence a mandamus action within this three-business-day period. After three business days, the aggrieved individual may pursue one of the aforementioned legal remedies but must also submit a written affirmation stating they properly transmitted a complaint to the public office and that the failure addressed in the complaint has not been cured or otherwise resolved to their satisfaction, and that the complaint was transmitted to the public office at least three business days before filing the suit. If the aggrieved individual fails to file this affirmation, the suit will be dismissed.

HB 265 also modifies RC [2323.52](#), defining parameters for “vexatious litigators” and public records requests. If a court has determined that someone is a vexatious litigator and has issued an order under RC 2323.52(D)(1) to that effect, that person is barred from making public records requests under RC 149.43 without first getting the court’s permission and an order from the court setting forth — with particularity — which records the person can seek in the request.

If a person who is a vexatious litigator submits a public records request to a school district without getting these two actions from the court and submitting satisfactory evidence to that effect to the person responsible for the records, the school district is under no duty to respond to the request.

If the school district receives an anonymous public records request but knows or has reasonable cause to believe it is from a vexatious litigator, or the person submitting it has provided a name and the district knows or has reasonable cause to believe that the person is a vexatious litigator, the district can ask for an acceptable form of identification before responding to the request.

Policy implications

OSBA sample KBA, Public’s Right to Know, has been updated to include language on the new process whereby the district has three business days to respond to a complaint regarding a public records request.

SB 104 REQUIRES SINGLE-SEX FACILITIES

by Kenna S. Haycox, deputy director of board and management services

Senate Bill (SB) 104, effective Feb. 25, 2025, was addressed briefly in the December 2024 PDQ issue. It is important to note that the law does not require the adoption of a board policy on this topic. As such, OSBA is not releasing a policy or suggesting revisions to existing policies because the changes do not conflict with any OSBA sample policies. Districts should, however, review all locally adopted policies, procedures and practices to

ensure alignment with the new requirements.

Newly enacted Ohio Revised Code (RC) [3319.90](#) establishes the following definitions:

“Biological sex” means the biological indication of male and female, including sex chromosomes, naturally occurring sex hormones, gonads and nonambiguous internal and external genitalia present at birth, without regard to an individual’s psychological, chosen or subjective experience of gender. A person may use the sex listed on the official birth record to prove biological sex if the record was issued at or near the time of the person’s birth.

“Family facility” means a family restroom or shower room that does not have more than one toilet or shower.

“Multioccupancy facility” means a restroom, locker room, changing room or shower room that is accessible to multiple individuals at the same time. This does not include a family facility.

“School” means a school district or school building, community school, STEM school, chartered nonpublic school or educational service center.

RC 3319.90 requires that all schools designate each student restroom, locker room, changing room or shower room accessible by multiple students at the same time for the exclusive use by students of the male biological sex only or by students of the female biological sex only. This applies to facilities located in a school building and those in a facility used by the school for a school-sponsored activity.

Schools are prohibited from permitting a member of the female biological sex to use a student restroom, locker room, changing room or shower room designated by the school for the exclusive use of the male biological sex and vice versa for male students. Schools are prohibited from constructing, establishing or maintaining a multioccupancy facility that is designated as nongendered, multigendered or open to all genders. This does not prohibit the construction, establishment or maintenance of a family facility.

Schools also must not permit a member of the female biological sex to share overnight accommodations with a member of the male biological sex and vice versa.

The prohibitions on use of facilities by the opposite biological sex or sharing of overnight accommodations with individuals of the opposite biological sex do not apply to any of the following situations:

- a child under the age of 10 and a parent, guardian or family member assisting the child;
- a person with a disability who requires assistance and the person assisting them;
- a school employee whose job duties require the employee to enter a restroom, locker room, changing room or shower room that is designated for a biological sex that is different than the employee’s biological sex;
- a person who enters a restroom, locker room, changing room or shower room that is designated for a biological sex that is different than the person’s biological sex because they reasonably believe they are responding to a legitimate emergency.

A school may also establish a policy providing accommodations, such as single-occupancy facilities or controlled use of faculty facilities, at the request of a student due to special circumstances.

Practical considerations

As you comply with SB 104, consider the following in consultation with legal counsel:

Review job descriptions for employees who have a job-related need to enter a facility of the other biological sex — for example, custodians and coaches — to identify the job duties requiring such entrance and formalize these duties in the job description.

Review all facilities subject to the bill to appropriately assign single-sex facilities in accordance with the new requirements. If you are reassigning facilities, ensure continued compliance with all applicable building codes.

When hosting school-sponsored events off-site, confirm how the off-site facilities are set up and work with the venue to ensure compliance with the designation of single-sex facilities.

Plan for situations, such as visiting team locker rooms, when temporary signage might be needed.

Work with board counsel to review accommodations for transgender students, especially if those accommodations currently allow restroom access or overnight accommodations consistent with their gender identity.

Review locally adopted policies, procedure and handbooks for alignment with the new law.

Educate all staff on the new SB 104 requirements.

HB 432 AMENDS STUDENT DEVICE MONITORING PROVISIONS

by Gamy Narvaez, policy consultant

[House Bill \(HB\) 432](#) amends several Senate Bill (SB) 29 provisions impacting education records, contracts with technology providers, monitoring of student devices and more. The bill included an emergency clause and became effective upon Gov. **Mike DeWine**'s signature on Dec. 9, 2024. For a more detailed review of the original SB 29 provisions, please review our coverage of the bill in the September 2024 issue of PDQ.

Some of the major HB 432 changes include:

- Definition of “educational records” revised to align with the terminology and definition of “education records” in the federal Family Education Rights and Privacy Act.
- Definition of “student” revised to refer only to enrolled K-12 students, rather than students currently or formerly enrolled and applicants for enrollment.
- Definition of “technology provider” revised to limit applicability.
- Advance notice no longer required to monitor student devices when limited to a noncommercial educational purpose.
- Monitoring of student devices now allowed when permitted under a subpoena in addition to a judicial warrant as was allowed previously.
- Circumstances in which a 72-hour notice is required have been reduced to when a district “initiates responsive action” due to a warrant, subpoena or missing or stolen device; and when a district accesses data to prevent or respond to a threat to life or safety and then initiates responsive action, such as making a report to children’s services or initiating discipline or threat response procedures.
- Notification is not required if the notice itself poses a threat to life or safety.

While the revisions to SB 29 provisions may not address every concern that districts had regarding the legislation, the changes significantly reduce district notification requirements and narrow the definitions of terms, including which entities are considered “technology providers,” in a way that will likely reduce the impact on district contracts.

Policy implications

Policy EDE, Computer/Online Services (Acceptable Use and Internet Safety), has been updated to reflect these changes. Please review any locally adopted policies and procedures for language on remote access and monitoring of district devices.

We recommend making a clear distinction between devices used by staff and those used by students to ensure compliance with state law. Districts should also consider compiling a list of technology providers meeting the revised definition and education records affected by those contracts.

HB 257 MODIFIES BOARD MEETING VIRTUAL PARTICIPATION

by Kenna S. Haycox, deputy director of board and management services

House Bill (HB) 257, effective April 9, 2025, enacts Ohio Revised Code (RC) [121.221](#), authorizing some public bodies to meet virtually in specific circumstances.

RC 121.221 allows “members of a public body” to hold and attend meetings and conduct and attend hearings by video conference or other electronic technology in certain circumstances. Resolutions, rules and formal actions taken by public bodies at virtual meetings have the same effect as if taken during an open meeting with all members present in person. Any member of the public body who attends a virtual meeting is considered present, counted for purposes of determining quorum and permitted to vote.

Even though a school district board of education and its committees and subcommittees are public bodies, RC 121.221(B)(5)(a) provides that no public body may hold virtual meetings or hearings if the members of the public body either:

- receive compensation — other than reimbursement for expenses — for their positions as members;
- are elected by vote of the general public to their positions as members.

This means that even though school boards are public bodies, boards whose members are either elected or receive compensation for their service would not be permitted, under RC 121.221, to hold virtual meetings. Under this new provision, most school boards and educational service center governing boards cannot hold virtual meetings.

There is a narrow exception that allows elected and/or compensated board members to attend virtual multiparty meetings that do not involve a vote to approve a major nonroutine expenditure or significant hiring decision or to propose, approve or vote on a tax issue or tax increase. Multiparty meetings are those in which the members of at least two public bodies are participants (RC 121.221(A)).

The law states that public body members cannot attend meetings or hearings using electronic technology if they are paid or elected (RC 121.221(B)(5)(a)). Some boards allow members to participate online in discussions but not in voting, as long as a quorum is present in person. The new law may prohibit this practice. OSBA has removed this permissive language from OSBA sample BD, School Board Meetings. Board members can still watch meetings online as members of the public, but the new law may restrict their participation in discussions or other actions, even if they aren't counted in the quorum or voting.

Finally, as noted above, the law defines “public body” to include school board committees and subcommittees. Because they are not elected to these committees, RC 121.221 may allow board committees to hold virtual meetings, provided that the members of the committee are not compensated for service on the committee. Boards that are interested in holding committee meetings virtually should consult with their legal counsel about how the new law applies to these meetings.

Policy implications

RC 121.221 requires that boards adopt a policy on virtual meetings before holding them. The policy must include specific elements. School boards can use such a policy for committee meetings.

If the board wants to allow committee members to participate virtually, a policy must be adopted by the board

prior to holding such meetings that specifies all of the following:

The board must provide notification of meetings and hearings held virtually to the media that have requested notification of a meeting and to the parties required to be notified of a hearing at least 72 hours in advance by reasonable methods by which any person may determine the time, location, agenda of meeting or hearing and the manner by which the meeting or hearing will be conducted. In case of an emergency requiring immediate official action as defined by the policy, the board must immediately notify the news media that have requested notification or the parties required to be notified of a hearing of the time, place and purpose of the meeting or hearing.

The board must provide public access to a virtual meeting that the public would otherwise be entitled to attend commensurate with the method in which the meeting or hearing is being conducted. For example, livestreaming via internet, television, cable or public access channels or using any other similar electronic technology. The board must ensure that the public can observe and hear the discussion and deliberations of all members of the public body, whether the member is participating in person or electronically. Board members participating virtually must have sufficient internet or other electronic connection to allow the member to be seen and heard clearly and be visible at all times.

Any votes taken at a meeting must be taken by roll call vote unless there is a motion for unanimous consent and the motion is not objected to by a board member. If the vote is taken unanimously, the board must provide the public with information on the members who voted, including any who abstained.

A board member who intends to attend a meeting virtually must notify the chairperson of that intent at least 48 hours before the meeting, except in case of an emergency as defined by the policy. If, upon notification of an upcoming board meeting and at least 48 hours before the meeting, the greater of 10% of the members or two members notifies the chairperson that an item in the agenda must be acted upon at a meeting conducted fully in person, upon the chairperson's acknowledgement of receipt of the notification, the board must take action on the item of the agenda only at a meeting conducted fully in person.

Policy BCE, Board Committees, now includes permissive language to include if your district will have board members participating in committee meetings virtually. Without this policy in place, your board members cannot participate in board committee meetings virtually.

Policy BD, School Board Meetings, also has been updated to remove references to electronic participation in board meetings.

Questions on specific situations for virtual board member participation should be directed to legal counsel.

HB 206 UPDATES DISTRICT EXPULSION POLICIES

by Julie S. Towns, policy consultant

House Bill (HB) 206, effective April 9, 2025, modifies Ohio Revised Code (RC) [3313.66](#), allowing a board to adopt a policy authorizing the superintendent to expel a student for additional reasons specified in the law.

Per RC 3313.66(B)(6), a board may now adopt a policy authorizing the superintendent to expel a student for up to 180 school days for actions that pose "imminent and severe endangerment" to the health and safety of other students or school employees even though the actions may not qualify for permanent exclusion under RC [3313.662](#). Newly enacted language defines "imminent and severe endangerment." When issuing expulsions under these new provisions, the superintendent must comply with all other applicable requirements of the established expulsion policy and state law, including, but not limited to, notices and hearings.

Upon the student's expulsion, the superintendent must develop conditions for that student to satisfy before

their reinstatement. A written copy of these conditions must be provided to the board, student and student's parent, guardian or custodian at the beginning of the expulsion period. One condition developed by the superintendent must be an assessment to determine whether the student poses a danger to themselves or to other students or district employees. The assessment must be completed by a psychiatrist, licensed psychologist or licensed school psychologist who is employed or contracted by the district who is agreed upon by the superintendent and the student's parent. Payment for the assessment varies based on whether the individual is employed by the district and is defined within the new statutory provisions.

At the end of the expulsion, the superintendent must assess the student and determine whether they have shown sufficient rehabilitation — as defined by the bill — to be reinstated. The superintendent must take into consideration both the assessment by the psychiatrist, psychologist or school psychologist and whether the student has met the conditions developed by the superintendent at the beginning of the expulsion period. For an expulsion of 180 school days or an extended expulsion of 90 school days, this determination must be made in consultation with a multidisciplinary team selected by the superintendent. If the student has shown sufficient rehabilitation, the superintendent may reinstate the student.

If the superintendent determines that the student has not shown sufficient rehabilitation, the superintendent may extend the expulsion for an additional period not to exceed 90 school days. There is no limit to the number of times the superintendent can extend an expulsion in accordance with these procedures for a student who has not shown sufficient rehabilitation.

HB 206 also provides for the following as defined by state law and outlined in the updated policy recommendations:

- reduction of expulsion by the superintendent;
- parental request for early assessment and reinstatement;
- contingent reinstatement of the student;
- development of a continued educational plan for expelled students.

The student or student's parent, guardian or custodian may appeal any determination made by the superintendent in accordance with the board's process for appeals of suspensions and expulsions.

The board must provide the Ohio Department of Education and Workforce (ODEW) with records of each expulsion and any changes to a student's expulsion status. Such records must not include a student's name and must include all of the following:

- the name of the student's school;
- the reason or reasons for the student's expulsion;
- the duration of the student's expulsion and any extension of the expulsion;
- the total number of students expelled by the district in the school year as of the date of the report;
- the student's age, gender, race and other demographic information.

A district to which a student with an expulsion record transfers may request such records from the district the student previously attended or ODEW prior to the transfer. The district or ODEW must provide the records to the requesting district and is prohibited from withholding records related to this new type of expulsion under the RC [3319.324](#) options for withholding records for students with outstanding debt to the district of \$2,500 or more.

Policy implications

OSBA policy JGE, Student Expulsion, has been updated to include these provisions on district expulsion policies. If the board wants to allow for these new optional expulsions, you must include the new permissive language

provided in JGE, Student Expulsion, authorizing such expulsions.

CHANGES TO STUDENT MEDICATION ADMINISTRATION

by Julie S. Towns, policy consultant

Two recent bills impact medication administration. House Bill (HB) 70 requires that districts adopt a policy on administering over-the-counter (OTC) drugs to students. HB 206 specifically pertains to students with seizure disorders and required medications

Over-the-counter medications

HB 70, effective March 20, 2025, amends the definition of “drugs” that is currently used in Ohio Revised Code (RC) [3313.713](#), regarding the administration of drugs. The amended law identifies two classes of drugs — prescription and over-the-counter (OTC) — and requires that boards have a policy on administering each class of drug to students.

The definitions of the classes of drugs are:

Prescription drugs include any drug administered pursuant to the instructions of a prescriber, whether or not required by law to be sold by prescription.

Over-the-counter drugs are those legally sold without a prescription and are administered without the instruction of a prescriber.

Under HB 70, policies for administering prescription drugs must be amended to distinguish between prescription drugs and OTC drugs. Boards must also adopt a policy for administering OTC drugs to students per the newly enacted division (F) in RC 3313.713.

Boards are not required to authorize their employees to administer OTC drugs. The policy may include provisions on whether the district will authorize any employees, when acting in situations other than those addressed in state law, to administer OTC drugs to students enrolled in the district. If the district or school authorizes employees to do so, the policy also may include provisions on whether the permission of a parent or guardian will be required before an employee administers an OTC drug to a student. In light of the HB 8 changes addressed elsewhere in this PDQ issue, districts will need to consider those parental consent requirements when administering OTC drugs to a student; many districts may err on the side of requiring such parental consent.

Seizure medications

[HB 206](#), effective April 9, 2025, now allows students to possess seizure medications at school or at any activity, event or program sponsored by or in which the student's school is a participant, provided two conditions are met in accordance with RC 3313.7117(D)(2).

First, the student must have the written approval of the student's physician and the written approval of the parent, guardian or other person having care or charge of the student if the student is a minor. The physician's written approval must include at least:

- the student's name and address;
- the name of the drug and the dosage, if any, to be administered;
- the circumstances under which the drug is to be administered to the student;
- how the drug is to be administered to the student;
- written instructions that outline procedures school personnel should follow in the event the drug does not prevent the onset of a seizure or alleviate the symptoms of a seizure;

- any severe adverse reactions that may occur to the student for whom the drug is prescribed and that should be reported to the physician;
- any severe adverse reactions that may occur to another student for whom the drug is not prescribed if the student received a dose of the drug;
- at least one emergency telephone number for contacting the physician in an emergency;
- at least one emergency telephone number for contacting the parent, guardian or other person having care or charge of the student in an emergency;
- any other special instructions from the physician.

The second condition is that the school principal and school nurse, if one is assigned to the student's school building, has received copies of the written approvals.

An authorized school employee, contractor or volunteer, as defined in RC 3313.7117(D)(3), may administer to a student a prescribed drug that is designed to prevent the onset of a seizure or to alleviate the symptoms of a seizure if both of the following conditions are satisfied:

- The individual has received a copy of the written approval issued by the student's physician that contains the required information.

- The individual has received training regarding the circumstances under which the drug is to be administered to the student and how the drug is to be administered to the student.

Policy implications

OSBA policies JHCD, Administering Medicines to Students (Version 1), and JHCD, Nonadministration of Medicines (Version 2), and regulation JHCD-R-1, Administering Prescription Drugs to Students (General Regulation), have been updated to reflect these changes in medication administration. When reviewing the new OTC medication language, districts must determine whether to allow for administration and how to define local procedures for administration.

MODIFICATIONS AFFECTING COLLEGE CREDIT PLUS

by Julie S. Towns, policy consultant

Senate Bill (SB) 104 modifies the College Credit Plus (CCP) Program. Here are the key points of the revisions:

Ohio Revised Code (RC) 3365.03(A) adds an additional CCP application deadline. A student or a student's parent is now permitted to inform the student's school by Nov. 1 of whether the student intends to participate in CCP in the next semester or term. The revisions clarify that a student or parent who provides notification by April 1 may be approved to participate in the program for the next full school year, while those who provide notification by Nov. 1 may be approved to participate in the program for the next semester or term only.

RC 3365.04(H) requires that public or chartered nonpublic schools use CCP forms developed by the chancellor of the Ohio Department of Higher Education and the Ohio Department of Education and Workforce (ODEW). It prohibits schools from modifying those forms without prior approval from the chancellor and ODEW.

RC 3365.05(I) requires that higher education institutions participating in CCP provide orientations for CCP students, guided by concise directives from the chancellor and ODEW.

Per **RC 3365.11(B)**, the chancellor must establish an alternative credentialing process to certify instructors with relevant teaching experience as CCP instructors. This process must be established by Aug. 25, 2025.

RC 3365.14(A) requires that the chancellor, in consultation with ODEW, ensure full engagement and participation in CCP by public colleges and public secondary schools, such as by publicly displaying program participation data by college and secondary schools.

Per RC 3365.14(B), the chancellor and ODEW must collect data relative to the actual cost of CCP programming and submit it to the auditor of state. The auditor of state must review and audit that data and submit a one-time report to the General Assembly about the findings of that review and audit.

ODEW must include a yes/no status indicator on the state report card indicating whether the district or school building promotes and provides information on the CCP program in accordance with RC 3365.04.

RC 3365.15(C) requires that the chancellor and ODEW jointly submit an annual report on CCP outcomes by Dec. 31.

Policy implications

OSBA regulation IGCH-R (Also LEC-R), College Credit Plus, has been updated to reflect these changes. Refer to the Ohio Department of Higher Education website as new information is provided.

RECAP OF SB 208 PROVISIONS

by Julie S. Towns, policy consultant

Open enrollment for military children

Currently, per Ohio Revised Code (RC) 3313.98(B)(1), districts must adopt a resolution establishing an interdistrict open enrollment policy that does one of the following:

- entirely prohibits open enrollment except for students who pay tuition;
- permits open enrollment only for students from adjacent districts;
- permits open enrollment of students from any district.

Senate Bill (SB) 208 modifies RC 3313.98, creating an exception that applies to districts that otherwise entirely prohibit open enrollment or only accept open enrollment of students from adjacent districts. The bill requires that these districts permit a nonresident student to open enroll in the district if the student's parent is an active-duty member of the U.S. armed forces who is stationed in Ohio and who provides the district with a copy of the parent's official written order verifying the parent's status as an active-duty member of the armed forces. Under the bill, an active-duty member of the armed forces is a member of the U.S. Army, Navy, Air Force, Space Force, Marine Corps or Coast Guard who is on full-time duty. The changes do not apply to joint vocational school districts.

Additional requirements of SB 208:

Districts enrolling a military child under the new exception must comply with the same procedures in place for students who are permitted to enroll from adjacent or from other districts. Additionally, the bill prohibits districts from charging tuition for military children who enroll under the exception. Students who open enroll under this new provision must be classified for enrollment reporting and transportation services as follows:

"Other district student": A student who enrolls in a district that otherwise prohibits open enrollment.

"Adjacent district student": A student who is not from an adjacent district who open enrolls in a district that typically only allows adjacent district students to open enroll.

If a student's parent is discharged or released from active duty, a student enrolled under a district's military children open enrollment policy may continue to attend that district and receive applicable transportation services for the remainder of the school year. However, after the conclusion of that school year, that student is not eligible to attend that district under that exception if the student does not have a parent on active duty.

Policy implications

JECBB, Interdistrict Open Enrollment (Do Not Participate), and JECBB, Interdistrict Open Enrollment (Adjacent

District), have been updated to reflect the new exception for open enrollment for military children. Districts that allow statewide open enrollment do not need to update policies, neither do JVSs. If your district is an adjacent district-only or does not otherwise participate in open enrollment, carefully select the version applicable to your district.

School employee child sexual abuse prevention training

In accordance with RC [3319.073](#), the bill permits, instead of requires as under former law, that child sexual abuse prevention training be delivered by law enforcement officers or prosecutors with experience in handling cases involving child sexual abuse or child sexual violence. The bill also specifies that those officers and prosecutors may provide the training at their own discretion so long as they have the required experience.

Policy implications

JHG, Reporting Child Abuse and Mandatory Training, is updated to reflect the new child sexual abuse training allowance.

Preservice teacher permits

In accordance with RC [3319.0812](#), a district or school can employ an individual who holds a permit issued under this section as a substitute teacher. The individual may teach for up to the equivalent of one full semester, subject to the approval of the employing district board of education or school governing authority and may be compensated for that service. The district superintendent or chief administrator of the school may request that the board or governing authority approve one or more additional subsequent semester-long periods of teaching for the individual. A pre-service teacher permit now allows a district to employ the individual for one year in addition to three years, as under continuing law. The State Board of Education, on a case-by-case basis, may extend the permit's duration as needed to enable the permit holder to complete the educator preparation program in which the permit holder is enrolled.

Policy implications

OSBA does not have any changes to policy at this time. Check with partnering colleges to make sure all student-teacher requirements are met.

ODEW RELEASES UPDATED SPECIAL EDUCATION MODEL POLICIES AND PROCEDURES

by Gamy Narvaez, policy consultant

The Ohio Operating Standards for the Education of Children with Disabilities requires that school districts adopt written policies and procedures regarding educating children with disabilities. To comply with this requirement, all districts must:

- Adopt the Ohio Department of Education and Workforce (ODEW) Special Education Model Policies and Procedures or locally developed district policies and procedures by board resolution.

- Notify ODEW of their special education policies and procedures by May 30, 2025, via submission through the online [monitoring system](#). This is an extension by ODEW of the previous March 30 deadline.

- Verify local school board approval of the district's special education policies and procedures annually by Nov. 30 via submission to ODEW through the online monitoring system. If no changes were made to the district's policies and procedures, the district may submit documentation of its prior board approval indicating the adoption of these policies.

There are several provisions in the ODEW Model Policies and Procedures that are either unnecessary to comply with state and federal law or conflict with existing state and federal laws and/or applicable case law. To help districts navigate this, OSBA is releasing a model resolution, available with this issue, that we recommend as an alternative to adopting the ODEW Model Policies as written. The resolution allows boards to implement the

majority of the ODEW Model Policies and Procedures while expressly modifying the problematic provisions. It also affirms that state and federal law ultimately govern the district's obligations in this area. The model resolution was developed as a collaboration between OSBA and the Ohio Council of School Board Attorneys Special Education Roundtable.

Ultimately, districts should work with legal counsel to determine whether to approve the ODEW model as is; adopt the model resolution provided by OSBA that modifies the problematic provisions; or create locally developed policies and procedures that the board approves. Districts adopting the model resolution or developing local policies and procedures must upload the applicable resolution and/or policies through the monitoring system for ODEW review and approval. Districts must incorporate any updates and changes provided by ODEW into their local model, then readopt and reupload for approval.

Visit ODEW's [Operating Standards and Guidance webpage](#) for more information and resources, including the updated Special Education Model Policies and Procedures and a submission guide to help districts provide the required notices to ODEW. As a reminder, districts have until May 30 to upload all applicable resolutions and policies through ODEW's monitoring system. Starting in the 2025-26 school year, the annual due date will be Nov. 30.

Policy implications

OSBA policy IGBA, Programs for Students With Disabilities, has been updated to reflect the changes to ODEW's Special Education Model Policies and Procedures. Each board must also take action to rescind the old ODEW model special education policies and either approve the ODEW model as is; adopt the model resolution provided by OSBA that modifies the problematic provisions; or create locally developed policies and procedures that the board approves.

CHANGES TO THE FEDERAL UNIFORM GRANT GUIDANCE POLICIES

by Kenna S. Haycox, deputy director of board and management services

The December 2024 issue of PDQ provided an overview of changes to the Uniform Grant Guidance requirements as outlined in Title 2 of the Code of Federal Regulations (CFR). The uniform guidance requirements that districts follow appear in [2 CFR 200](#). A summary of significant changes is provided below. Since the publication of the Dec. 2024 issue, the Ohio Department of Education and Workforce released this [update](#) and updated the [Grants Manual](#).

What's changed due to the 2024 updates?

Ohio Auditor of State (AOS) [Bulletin 2024-006](#) summarizes the key changes that directly impact how districts use and account for funds. Review the full bulletin for more information on these areas; [additional resources](#) are available. The following are key changes:

Applicants, recipients and subrecipients must promptly disclose when they have "credible evidence" of violations of federal criminal law involving fraud, conflict of interest, bribery or gratuity violations. Districts must inform employees in writing of whistleblower rights and protections. Districts also must remember the Ohio Revised Code (RC) requirements for fraud reporting addressed in AOS Bulletin [2024-005](#).

The equipment capitalization threshold for items purchased with federal funds increased from \$5,000 to \$10,000. Districts that want to use the \$10,000 threshold must document this as their capitalization threshold.

The bulletin specifies that recipients and subrecipients must document internal controls.

Recipients and subrecipients must take reasonable cybersecurity and other measures to safeguard information, including personally identifiable information and other types of information deemed sensitive by the pass-through entity or the district.

Procurement changes include:

The prohibition on using geographical preferences when evaluating proposals or bids is removed.

The term “small purchases” is changed to “simplified acquisitions” in [2 CFR 200.320](#). Simplified acquisition procedures are used when the transaction is higher than the micropurchase threshold but does not exceed the simplified acquisition threshold.

When sealed bids are required, entities must document and provide a justification for all rejected bids.

Existing regulations already stated that, when possible, the recipient or subrecipient should ensure that small businesses, minority businesses, women's business enterprises and labor surplus area firms are considered as set forth in the regulations. The 2024 revisions add veteran-owned businesses to this list of entities to consider.

The single audit threshold increased from \$750,000 to \$1 million.

Policy implications

Considering these changes, the following policies have been updated and are available with this issue:

- DECA, Administration of Federal Grant Funds
- DID, Inventories
- DJF, Purchasing
- DJF-R, Purchasing

2024 TITLE IX RULES VACATED

by Kenna S. Haycox, deputy director of board and management services

Ohio was subject to a [court order](#) that issued an injunction blocking the implementation of the 2024 Title IX regulations. On Jan 9, 2025, a [federal court decision](#) from the Eastern District of Kentucky issued a decision vacating the 2024 Title IX regulations in their entirety nationwide.

On Feb. 4, 2025, the U.S. Department of Education (USDOE) Office for Civil Rights issued a [Dear Colleague letter](#) reaffirming that it will enforce the 2020 regulations.

Policy implications

No updates to OSBA sample policies are necessary for alignment with the 2020 Title IX regulations. Districts should review locally adopted policies and procedures to ensure alignment and compliance with those regulations.

Cross References

- IGBLA - **OSBA Sample** Promoting Parental Involvement
- EBBA - **OSBA Sample** First Aid
- IGAE - **OSBA Sample** Health Education
- IGBL - **OSBA Sample** Parent and Family Involvement in Education (Version 1)
- IGBL - **OSBA Sample** Parent and Family Involvement in Education (Version 2)
- BCE - **OSBA Sample** Board Committees
- DJF-R - **OSBA Sample** Purchasing Procedures
- JEFB - **OSBA Sample** Released Time for Religious Instruction
- JGE - **OSBA Sample** Student Expulsion
- JHCD - **OSBA Sample** Administering Medicines to Students (Version 1)
- BD - **OSBA Sample** School Board Meetings
- DECA - **OSBA Sample** Administration of Federal Grant Funds

DID - **OSBA Sample** Inventories (Fixed Assets)
DJF - **OSBA Sample** Purchasing Procedures
EDE - **OSBA Sample** Computer/Online Services (Acceptable Use and Internet Safety)
GBH (Also JM) - **OSBA Sample** Staff-Student Relations
IGAH / IGAI - **OSBA Sample** Family Life Education/Sex Education
IGBA - **OSBA Sample** Programs for Students With Disabilities
IGCH-R (Also LEC-R) - **OSBA Sample** College Credit Plus
IJ - **OSBA Sample** Guidance Program
JECBB - **OSBA Sample** Interdistrict Open Enrollment (Adjacent District)
JECBB - **OSBA Sample** Interdistrict Open Enrollment (Do Not Participate)
JHC - **OSBA Sample** Student Health Services and Requirements
JHCA - **OSBA Sample** Physical Examinations of Students
JHCD - **OSBA Sample** Nonadministration of Medicines (Version 2)
JHCD-R-1 - **OSBA Sample** Administering Prescription Drugs to Students (General Regulation)
JHF - **OSBA Sample** Student Safety
JHG - **OSBA Sample** Reporting Child Abuse and Mandatory Training
JM (Also GBH) - **OSBA Sample** Staff-Student Relations
KBA - **OSBA Sample** Public's Right to Know
LEC-R (Also IGCH-R) - **OSBA Sample** College Credit Plus
March 2025 - Update Review Form
Updating Quick Reference - Checklist
Resolution - Adopt Special Education Model Policies and Procedures



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent
Thursday, July 25, 2024, 9:00 AM, Central Office

HILLIARD CITY SCHOOL DISTRICT
OPERATIONS DEPARTMENT

OHIO SCHOOL BOARDS ASSOCIATION POLICY DEVELOPMENT QUARTERLY

JUNE 2024 ISSUE

HOUSE BILL 250 IMPACTS CELLPHONE POLICIES

by Kenna S. Haycox, deputy director of board and management services

Student cellphone use in schools is on the radar of school districts and the subject of recently passed legislation. Ohio Revised Code (RC) [3313.753](#) already authorizes the board to either adopt policies prohibiting possession of cellphones at school or allowing possession with restrictions. House Bill (HB) 250 modifies these provisions.

Existing law that continues under the revised provisions defines “electronic communications devices” as “any device that is powered by batteries or electricity and that is capable of receiving, transmitting, or receiving and transmitting communications between two or more persons or a communication from or to a person.” Boards are granted authority to adopt a policy prohibiting students from carrying an electronic communications device in any school building or on any school grounds or premises of the district. The policy may provide for exceptions to this prohibition as specified in the policy. The policy must specify any disciplinary measures that will be taken for violating this prohibition.

If a board of education adopts a policy under this section, the board must post the policy in a central location in each school building and make it available to students and parents upon request.

HB 250 adds to these provisions. Newly enacted section (C) *requires* that each board adopt a policy governing the use of cellular telephones by students during school hours no later than July 1, 2025.

The policy must:

- emphasize that student cellphone use be as limited as possible during school hours;
- reduce cellphone-related distractions in classroom settings;
- permit a student to use cellphones or other electronic communications devices for student learning or to monitor or address a health concern if determined appropriate by the board or if included in a student's individualized education program.

The bill does not require that a board adopt a policy prohibiting all student cellphone use, but the new provisions clearly state that adopting such a policy will be considered to have met the bill's requirements.

The policy must be adopted at a public meeting (which is true of all board policies) and posted on a prominent location of the district's publicly accessible website.

The Ohio Department of Education and Workforce (ODEW) was required to release a model policy aligned with the new requirements. To the extent possible, the model policy was to take into account available research concerning the effect of student cellphone use in schools. ODEW recently released this model policy and resources for districts. Districts may choose to use this policy but are not required to. The ODEW model policy prohibits student cellphone use at school at all times. District administrators and board members should review the ODEW guidance as they make decisions on how to proceed prior to the July 1, 2025, effective date.

Policy implications

Although the new policy is not required until July 1, 2025, we recommend you begin to have conversations in your district about what is working, what isn't and how you may want to move forward. We encourage you to include administrators, teachers, students and parents in these conversations and review data and research as you decide how to manage student cellphone use.

To help districts begin these conversations, OSBA model policy, JFCK, Use of Cellphones and Electronic Communications Devices by Students, has been updated to align with the new provisions. Within this updated policy, the ODEW model policy language is available as an option that districts can use rather than the OSBA sample language. Prior to adoption, districts must review the options provided and determine which best meets their local needs. Districts also may choose to revise the policy within the parameters set forth in HB 250.

ADDITIONAL HOUSE BILL 250 CHANGES

by Kenna S. Haycox, deputy director of board and management services

In addition to the changes regarding student cellphone policies, House Bill (HB) 250 revised the military graduation seal and teacher certification requirements.

Military graduation seal

Ohio Revised Code (RC) [3313.6114](#) requires that the Ohio Department of Education and Workforce (ODEW) establish a system of diploma seals that are part of Ohio's graduation requirements. HB 250 revises the requirements for the military seal. Under the revised provisions, the "military enlistment seal" becomes the "military seal." The bill extends the prior eligibility criteria under which a student may earn the seal. The following criteria were added:

- providing evidence that the student has accepted a scholarship to enter the reserve officer training corps;
- providing evidence that the student has been appointed to a U.S. military service academy.

These revisions allow more students to earn the military seal as a pathway to graduation. The bill also authorizes districts that already have purchased state diploma seals with the text "military enlistment seal" prior to the bill's effective date to attach or affix those seals to the high school diploma of students who earn a military seal.

Policy implications

OSBA sample policies do not include a detailed list of graduation seals or the criteria for earning them. However, districts should review local policies and handbooks to determine if updates are necessary.

Teacher certifications

HB 250 adds RC [3319.079](#), which clarifies grade band specifications for teachers who held a valid license prior to Oct. 3, 2023, when the budget bill changes to licensure took effect. At the time of license renewal, these teachers can choose to receive a license under the grade bands in effect prior to Oct 3, 2023, or reflective of the grade bands in effect at the time of renewal. All licenses issued under this provision must include a grade band specification that includes one or more of the grades the holder was authorized to teach under the prior license.

RC [3319.22](#) authorizes a district to employ a teacher to teach outside of the designated grade band on their license by not more than two grade levels and for not more than two years at a time. The district may renew this ability on a biennial basis. HB 250 adds a provision recognizing such teachers as "properly certified or licensed" for the purposes of RC [3319.074](#).

Policy implications

No changes are necessary to OSBA sample policies to reflect these changes.

NEW TITLE IX REGULATIONS EFFECTIVE AUG. 1

by Kenna S. Haycox, deputy director of board and management services

The U.S. Department of Education released the long-awaited updates to the Title IX regulations in April. The regulations are effective Aug. 1, 2024. Please review the [OSBA Legal Ledger blog](#) for a summary of the key changes. OSBA will provide an in-depth review of the regulations along with our updated policy



Book	Policy Manual
Section	Issue 2 of 2024 June PDQ (Revised - REQUIRING DISTRICT CUSTOMIZATION)
Title	**OSBA Sample** Use of Cellphones and Electronic Communications Devices by Students
Code	JFCK
Status	From OSBA

****This is the OSBA Sample****

Use of Cellphones and Electronic Communications ~~Equipment~~ Devices by Students

~~Students may be allowed to possess electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are used in compliance with building regulations.~~

~~Students violating District procedures for use of electronic devices may have their device confiscated and may be subject to discipline.~~

~~The District assumes no liability if these devices are broken, lost or stolen. Notices of this policy are posted in a central location in every school building and in the student handbooks.~~

(Select one of the following options.)

Recognizing the impact of student cellphone use on student mental health and achievement and the distractions cellphones present within the classroom, use of student cellphones must be as limited as possible during school hours.

The Board directs the Superintendent/designee to develop procedures governing student use of cellphones that:

1. limit student use of cellphones during the school day as much as possible;
2. reduce cellphone related distractions in the classroom as much as possible and
3. permit a student to use a cellphone or other electronic communications device for student learning or to monitor or address a health concern if included in a student's individualized education program or plan, a 504 plan or other reason deemed appropriate by the Superintendent/designee to monitor a student health concern.

Such procedures must be included in all student handbooks. Student cellphones and electronic communications devices may only be used in compliance with these procedures. Students violating District procedures or building regulations for use of cellphones and other electronic communications devices may have their phone or device confiscated and may be subject to discipline.

The Board reserves the right to restrict all student cellphone use during the school day.

The District assumes no liability if a student's phone or electronic communications device is broken, lost or stolen. Notices of this policy are posted in a central location in every school building, in the student handbooks and posted in a prominent location on the District website.

- OR -

Ohio's Cellphones in Schools Model Policy

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board has determined the use of cellphones by students during school hours should be limited.

The objective of this policy is to strengthen the District's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

Research

Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cellphones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cellphone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

Applicability

This policy applies to the use of cellphones by students while on school property during school hours.

Use of Cellphones

Students are prohibited from using cellphones at all times.

Exception

Nothing in this policy prohibits a student from using a cellphone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

A student may use a cellphone to monitor or address a health concern.

Cellphone Storage

Students shall keep their cellphones in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times when cellphone use is prohibited.

Discipline

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures (*customize to reflect District disciplinary measures*):

- Give the student a verbal warning and require the student to store the student's cellphone in accordance with this policy.
- Securely store the student's cellphone in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.
- Place the student's cellphone in the school's central office for the remainder of the school day.
- Place the student's cellphone in the school's central office to be picked up by the student's parent or guardian.
- Schedule a conference with the student's parent or guardian to discuss the student's cellphone use.
- Other (*insert as needed*).

Legal References

729 Rehabilitation Act of 1973, Section 504, 29 USC
ORC 3313.20

Cross References

AC - Nondiscrimination
EDE - Computer/Online Services (Acceptable Use and Internet Safety)
JFC - Student Conduct (Zero Tolerance)
JFCEA - Gangs
JFCF - Hazing and Bullying (Harassment, Intimidation and Dating Violence)
Student Handbooks

NOTE: *House Bill 250 (2024) requires boards to adopt a policy governing the use of cellular telephones by students during school hours no later than July 1, 2025. The policy must:*

- *emphasize that student cellphone use be as limited as possible during school hours;*
- *reduce cellphone-related distractions in classroom settings and*
- *permit a student to use cellphones or other electronic communications devices for student learning or to monitor or address a health concern if determined appropriate by the Board or if included in a student's individualized education program.*

The bill does not require that a board adopt a policy prohibiting all student cellphone use, but the new provisions clearly state that adopting such a policy will be considered to have met the bill's requirements.

The policy must be adopted at a public meeting (which is true of all Board policies) and posted on a prominent location of the District's publicly accessible website.

The Ohio Department of Education and Workforce (ODEW) was required to release a model policy aligned with the new requirements. Districts may choose to use the ODEW model but are not required to do so.

THIS IS A REQUIRED POLICY

Legal

[Rehabilitation Act of 1973, Section 504, 29 USC 729](#)

[ORC 3313.20](#)

[ORC 3313.753](#)

[ORC Chapter 3323](#)



Book	Policy Manual
Section	Section J: Student
Title	Use of Electronic Communications Equipment by Students
Code	JFCK
Status	Active
Adopted	May 13, 2019

Use of Electronic Communications Equipment by Students

Students may be allowed to possess electronic communications devices (personal or district-provided) while on school property or while attending school-sponsored activities on or off school property, as long as these devices are used in compliance with building regulations.

Students violating District procedures for use of electronic devices may have their device confiscated and may be subject to discipline.

The District assumes no liability if these devices are broken, lost or stolen. Notices of this policy are posted in a central location in every school building and in the student handbooks.

CROSS REFS.: Student Handbooks

Legal	<u>ORC 3313.20</u> <u>ORC 3313.753</u>
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Cross References	<u>AC - Nondiscrimination</u> <u>EDE - Computer/Online Services</u> <u>JFC - Student Conduct (Zero Tolerance)</u> <u>JFCEA - Gangs</u> <u>JFCF - Hazing and Bullying (Harassment, Intimidation and Dating Violence)</u>
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Book	Policy Manual
Section	Section J: Student
Title	Copy of Use of Electronic Communications Equipment by Students
Code	JFCK
Status	
Adopted	May 13, 2019

Use of Cellphones and Electronic Communications Equipment Devices by Students

~~Students may be allowed to possess electronic communications devices (personal or district provided) while on school property or while attending school sponsored activities on or off school property, as long as these devices are used in compliance with building regulations.~~

~~Students violating District procedures for use of electronic devices may have their device confiscated and may be subject to discipline.~~

~~The District assumes no liability if these devices are broken, lost or stolen. Notices of this policy are posted in a central location in every school building and in the student handbooks.~~

Recognizing the impact of student cellphone use on student mental health and achievement and the distractions cellphones present within the classroom, use of student cellphones must be as limited as possible during school hours.

The objective of this policy is to strengthen the District's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

The Board directs the Superintendent/designee to develop procedures governing student use of cellphones that:

- 1. limit student use of cellphones during the school day as much as possible;**
- 2. reduce cellphone related distractions in the classroom as much as possible and**
- 3. permit a student to use a cellphone or other electronic communications device for student learning or to monitor or address a health concern if included in a student's individualized education program or plan, a 504 plan or other reason deemed appropriate by the Superintendent/designee to monitor a student health concern.**

Such procedures must be included in all student handbooks. Student cellphones and electronic communications devices may only be used in compliance with these procedures. Students violating District procedures or building regulations for use of cellphones and other electronic communications devices may have their phone or device confiscated by designated school personnel and may be subject to discipline.

The Board reserves the right to restrict all student cellphone use during the school day.

The District assumes no liability if a student's phone or electronic communications device is broken, lost or stolen. Notices of this policy are posted in a central location in every school building, in the student handbooks and posted in a prominent location on the District website.

CROSS REFS.: Student Handbooks

Legal

ORC 3313.20

ORC 3313.753

Cross References

AC - Nondiscrimination

EDE - Computer/Online Services

JFC - Student Conduct (Zero Tolerance)

JFCEA - Gangs

JFCF - Hazing and Bullying (Harassment, Intimidation and Dating Violence)



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised - REQUIRING DISTRICT CUSTOMIZATION)
Title	**OSBA Sample** Released Time for Religious Instruction
Code	JEFB
Status	From OSBA
Adopted	September 12, 2022

****This is the OSBA Sample****

Released Time for Religious Instruction

The Board permits students to be released from school for religious instruction consistent with law. **The Board collaborates with a sponsoring entity of a released time for religious instruction program to identify a time to offer the course during the school day.** Absence during the school day for religious instruction is permitted, provided:

1. the student's parents or guardians submits a written request to the building principal **and consents to participation in the released time course in religious instruction**;
2. the **privatesponsoring** entity providing instruction maintains attendance records and makes them available to the District; **and**
3. **the sponsoring entity makes provisions for and assumes liability for the student and**
4. the student is not absent from core curriculum subject courses.

The District is not responsible for transportation to and from the place of instruction. **Transportation to and from the place of instruction, including transportation for students with disabilities, is the complete responsibility of the sponsoring entity, parent or student.** Regular classroom instruction missed as a result of a student's absence for religious instruction will not be made up and students assume responsibility for any missed schoolwork. Students are not considered absent from school while attending a released time course in religious instruction. The District does not aid, assist or enforce attendance in a religious instruction program. The District does not discriminate against students who participate in such program.

No public funds are expended and no public school personnel are involved in providing religious instruction. This policy **is not intended, and shall not be construed in any way, to associate the District with any faith or religious denomination. does not constitute an endorsement of any particular faith or religious denomination and shall not be interpreted as promoting, favoring or affiliating the District with any religious organization or belief system.**

(permissive language – include to require criminal records checks), can be further customized to meet district needs)

The Board requires the sponsoring entity to provide verification on an annual basis to the District that it has:

1. **Requested the superintendent of the Bureau of Criminal Investigation to conduct a criminal records check with respect to any individual who serves as an instructor or volunteer of the sponsoring entity providing the religious instruction. If that individual does not present proof that the individual has been a resident of Ohio for the five-year period immediately prior to the date upon which the criminal records**

check is requested or does not provide evidence that within a five-year period the Superintendent has requested information about the individual from the FBI in a criminal records check, the sponsoring entity shall request that the Superintendent obtain information from the FBI as a part of the criminal records check for the individual.

2. **Not permitted any individual to serve as an instructor or volunteer of the sponsoring entity providing the religious instruction if the individual has previously been convicted of or pleaded guilty to an offense described in Ohio Revised Code (RC) 3319.31(B)(2) or (C) or RC 3319.39(B)(1).**

Legal References

U.S. Constitution Amend. I
ORC 3313.20
ORC 3313.47
ORC 3313.6022
ORC 3313.6030
ORC 3321.04

Cross References

IGAC, Teaching About Religion
JED, Student Absences and Excuses
KJA, Distribution of Materials in the Schools

NOTE: House Bill 8 (2024) modifies Ohio Revised Code 3313.6022 now requiring all boards to adopt a policy for released time for religious instruction. If a board wants to require background checks of any individual who serves as an instructor or volunteer of the sponsoring entity providing the religious instruction, language must be included in policy requiring this and defining the parameters. Districts also may choose to add language to this policy authorizing high school students to earn elective credit toward graduation through released time courses, provided statutory requirements are met when evaluating the course for credit. The decision to award credit for a released time course of religious instruction must be neutral to, and cannot involve any test for religious content or denominational affiliation. Districts should work with board counsel to implement such programs.

Districts also should review Ohio Attorney General opinion 2019-015 on released time for religious instruction, which focuses on what a school district's policy may permit or prohibit, and the implementation of these policies.

The opinion analyzes and resolves several specific questions and scenarios. Districts are cautioned to keep in mind that these scenarios and questions are fact-specific and rely on certain assumptions. As the facts change, so may the answer. Districts should work with board counsel to assure legal compliance when implementing these policies.

THIS IS A REQUIRED POLICY

Legal

[U.S. Constitution Amend. I](#)
[ORC 3313.20](#)
[ORC 3313.47](#)
[ORC 3313.6022](#)
[ORC 3313.6030](#)
[ORC 3321.04](#)



Book	Policy Manual
Section	Section J: Student
Title	Released Time for Religious Instruction
Code	JEFB
Status	Active
Adopted	September 12, 2022

Released Time for Religious Instruction

The Board permits students to be released from school for religious instruction consistent with law. Absence during the school day for religious instruction is permitted, provided:

1. the student's parents or guardians submit a written request to the building principal;
2. the private entity providing instruction maintains attendance records and makes them available to the District and
3. the student is not absent from core curriculum subject courses.

The District is not responsible for transportation to and from the place of instruction. Regular classroom instruction missed as a result of a student's absence for religious instruction will not be made up and students assume responsibility for any missed schoolwork. Students are not considered absent from school while attending a released time course in religious instruction. The District does not aid, assist or enforce attendance in a religious instruction program. The District does not discriminate against students who participate in such program.

No public funds are expended and no public school personnel are involved in providing religious instruction. This policy is not intended and shall not be construed in any way, to associate the District with any faith or religious denomination.

Legal	undefined U.S. Constitution Amend. I ORC 3313.20 ORC 3313.47 ORC 3313.6022 ORC 3321.041
Cross References	undefined IGAC - Teaching About Religion JED - Student Absences and Excuses KJA - Distribution/Advertisement/Promotion of Any Kind of Non-School-Sponsored Literature



Book	Policy Manual
Section	Section J: Student
Title	Released Time for Religious Instruction
Code	JEFB-R
Status	Active
Adopted	August 9, 2024

Released Time for Religious Instruction

The Board permits students to be retained from school for religious instruction consistent with the law and Board Policy JEFB-R. The following guidelines apply to any released time for religious instruction.

Establishing a Released Time Program

Newly created Released Time Programs (an entirely new Program, or an existing Program in the District opening at a new school building) may only begin at the start of first semester (after Labor Day) or the start of second semester (after MLK Day). New Programs must provide at least four weeks notice to the District in order to allow for time required for the review and approval process.

Before a Program can be approved, the Program must provide to the Deputy Superintendent a logistical proposal for its implementation of the Program that explains, at a minimum, the Program's location and transportation to that location as well as the grade level and school buildings that would be included in the proposed Program. If the logistical proposal can be implemented in accordance with Board Policy, the District will then work with the Program to finalize an appropriate class schedule for the Program.

Approved Programs must execute a Memorandum of Agreement acknowledging its understanding and acceptance of Program requirements prior to providing students with any released time instruction. The District may cancel the Memorandum of Agreement within its discretion upon written notice to the Program, and vice versa.

Program Requirements for Students

Consistent with Ohio law and Board Policy, students may only be excused to attend a released time religious instruction program when:

1. The student's parent or guardian gives consent in writing;
2. The sponsoring entity (Program) maintains attendance records and makes them available to the District;
3. The sponsoring entity provides and assumes liability for the student; and
4. The student assumes responsibility for any missed school work.

The District will excuse students to attend a released time program only during times that do not involve core curriculum subjects (recess and lunch) and students will not earn course credit for participation in the released time program. The time period(s) permitted for the Program may change at any time for reasons including, but not limited to, school programming or other student needs.

All participating students must provide to the District a Student Waiver of Liability and Acceptance of Terms and Conditions for Permission to Participate signed by their parent or guardian.

Transportation for students participating in a released time program is entirely the responsibility of the Program, the student, and/or the student's parent or guardian. The District shall not be liable for any injuries arising from such transportation.

No District Involvement

No District funds will be expended for, or District personnel involved in, the provision of any religious instruction. No District employees will be involved in promoting or discouraging participation in a released time program. The District's approval of student participation in a Program does not, in any way, constitute an endorsement of religion or infringe upon any individual's rights under the First Amendment to the United States Constitution.



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (New)
Title	**OSBA Sample** Promoting Parental Involvement
Code	IGBLA
Status	From OSBA

****This is the OSBA Sample****

Promoting Parental Involvement

The Board promotes parental involvement in the public school system. The Board directs the Superintendent/designee to develop procedures necessary to comply with the provisions of this policy. This policy is made publicly available and posted prominently on the District's website.

This policy does not prescribe all rights of parents or preempt or foreclose claims or remedies in support of parental rights that are available under the constitution, statutes or common law of Ohio.

This policy does not prohibit or limit the career and academic mentoring and counseling between teachers and students in the regular course of the school day.

Nothing in this policy requires disclosure or activity that is in conflict with or in violation of any of the following:

1. the Health Insurance Portability and Accountability Act (HIPAA) privacy rule;
2. Revised Code (RC) Chapter 3798;
3. RC 2317.02, 4732.19 or 5122.04;
4. the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g;
5. the Ohio Constitution, Article I, Section 10a and any laws enacted to implement that section, including RC 2930.07 and 2930.10;
6. a condition of bond;
7. a protection order or consent agreement issued pursuant to RC 2151.34, 2903.213, 2903.214, 2919.26 or 3113.31;
8. a condition of a community control sanction, post-release control sanction or parole;
9. a specific request for nondisclosure made pursuant to a criminal investigation or grand jury subpoena in which the student is the victim and a parent is the alleged perpetrator or
10. mandatory reporting under RC 2151.421.

Definitions

The following definitions apply for the implementation of this policy:

"Biological sex:" the biological indication of male and female, including sex chromosomes, naturally occurring sex hormones, gonads and unambiguous internal and external genitalia present at birth, without regard to an individual's psychological, chosen or subjective experience of gender.

"HIPAA privacy rule:" has the same meaning as in RC 3798.01.

"IEP:" has the same meaning as in RC 3323.01.

"Parent:" has the same meaning as in RC 3313.98.

"Sexuality content:" any oral or written instruction, presentation, image or description of sexual concepts or gender ideology provided in a classroom setting. This does not include instruction or presentations required by State law in sexually transmitted infection education, sexually transmitted infection education emphasizing abstinence, child sexual abuse prevention, sexual violence prevention education or incidental references to sexual concepts or gender ideology occurring outside of formal instruction or presentations on such topics, including references made during class participation and in schoolwork.

"Student's mental, emotional or physical health or well-being:" includes, at a minimum, a student's academic performance; any significant sickness or physical injury, or any psychological trauma suffered by a student; any harassment, intimidation or bullying, as defined by State law, by or against a student in violation of school district policy; any request by a student to identify as a gender that does not align with the student's biological sex; and exhibition of suicidal ideation or persistent symptoms of depression, or severe anxiety, or other mental health issues.

"Age-appropriate content" and "developmentally appropriate content:" activities or items that are generally accepted as suitable for children of the same chronological age or level of maturity or that are determined to be developmentally appropriate for a child, based on the development of cognitive, emotional, physical and behavioral capacities that are typical for an age or age group.

Sexuality Content

The District ensures any sexuality content is age-appropriate and developmentally appropriate for the age of the student receiving the instruction, regardless of age or grade level. The District provides parents the opportunity to review instructional materials that include sexuality content prior to providing instruction or permitting third parties to do so on behalf of the District. Upon request of the parent a student is excused from instruction including sexuality content and is permitted to participate in an alternative assignment.

Instruction including sexuality content is not provided to students in kindergarten through third grade by the District or any third party acting on behalf of the district.

Student Health and Well-Being

The District promptly notifies a student's parent of any substantial change in the student's services, including counseling services, or monitoring related to their mental, emotional or physical health or well-being or the school's ability to provide them a safe and supportive learning environment. The parental notice reinforces the fundamental right of parents to make decisions regarding the upbringing and control of their children and that the District does not inhibit parental access to the student's education and health records maintained by the school.

Notice is provided through the methods the District generally communicates with parents including, but not limited to, email, phone call, letter or other direct forms of communication.

District personnel are prohibited from directly or indirectly encouraging a student to withhold information from a parent concerning the student's mental, emotional or physical health or well-being, or a change in related services or monitoring. District personnel are prohibited from discouraging or prohibiting parental notification of and involvement in decisions affecting a student's mental, emotional or physical health or well-being.

Parental Authorization for Student Health Care Services

The District obtains parental authorization before providing any type of health care services to students, including physical, mental and behavioral health care services and parents can choose whether to authorize the District to provide health care services. The Board directs the Superintendent to adopt procedures to obtain necessary authorization from parents, which may include but is not limited to whatever means the District generally obtains parental authorization.

At the beginning of each school year, the District notifies parents of each health care service offered at, or facilitated in cooperation with, their student's school and their option to withhold consent or decline any specified service. Parental consent to health care services does not waive the parent's right to access the student's educational or health records or to be notified about a change in the student's services or monitoring.

Prior to providing a health care service to a student, the District notifies parents whether the service is required to be provided by the District under State law and if other options for a student to access the service exist. This requirement can be satisfied by an annual notice to parents at the beginning of the school year.

Provisions related to parental authorization for student health care services do not apply to emergency situations, first aid, other unanticipated minor health care services or health care services provided pursuant to a student's IEP or section 504 plan.

Concerns and Appeals Procedure

A parent may file a written concern with a school principal or assistant principal regarding a topic addressed in this policy, which must be resolved within 30 days after receipt. Written concerns received by a school principal or assistant principal about this policy are investigated fully and fairly. Anonymous written concerns may not be investigated.

A parent may appeal a principal's or assistant principal's decision to the Superintendent. If a parent appeals a principal's or assistant principal's decision, the Superintendent/designee must conduct a hearing on the decision. Based on the findings of that hearing, the Superintendent decides whether to affirm the principal's or assistant principal's decision. If the Superintendent does not affirm the decision, they determine the resolution to the parent's concern.

A parent may appeal the Superintendent's decision to the Board. If a parent appeals the Superintendent's decision, the Board must review the Superintendent's decision and, if the Board determines it necessary, hold a hearing on the Superintendent's decision. Based on the findings of that hearing, the Board decides whether to affirm the Superintendent's decision. If the Board does not affirm the decision, it determines a new resolution to the parent's concern.

Nothing in this procedure prevents a parent from contacting a member of the Board regarding the parent's concerns with the operation of a school under its supervision.

The Board directs the Superintendent/designee to develop procedures to ensure prompt and fair attention to written concerns about this policy. The District notifies parents of their right to file a written concern by whatever means the District generally communicates with parents including, but not limited to, email, phone call or other direct forms of communication.

Legal References

- Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g
- Health Insurance Portability and Accountability Act (HIPAA)
- Ohio Constitution, Article I, Section 10a
- ORC 2151.421
- ORC 2317.02
- ORC Chapter 2903
- ORC 2919.26
- ORC Chapter 2930
- ORC 3113.31
- ORC 3313.473
- ORC 3313.60
- ORC 3313.6011
- ORC 3313.666
- ORC 3313.98
- ORC 3314.0310
- ORC 3323.01
- ORC 3326.091
- ORC Chapter 3798
- ORC 4732.19
- ORC 5122.04

Cross References

- IGAE, Health Education
- IGAH/IGAI, Family Life Education/Sex Education
- IGBL, Parent and Family Involvement in Education
- JHC, Student Health Services and Requirements

NOTE: House Bill 8 (2024) enacted Revised Code (RC) 3313.473, which created the "Parents' Bill of Rights," requiring districts to adopt a policy promoting parental involvement in the public school system.

Under RC 3313.473, schools are required to ensure instruction on sexuality content provided to students grades 3-12 is age-appropriate and developmentally appropriate and ensure instruction on sexuality content is not provided to students grades K-3. The provision also creates requirements related to parental right to review and opt out of sexuality content, parental notification requirements related to student health services, parental right to opt out of specified student health services, parental right to file written concerns, procedures for addressing written concerns and more.

THIS IS A REQUIRED POLICY

Legal

[Family Educational Rights and Privacy Act; 20 USC 1232g](#)
[Health Insurance Portability and Accountability Act \(HIPPA\)](#)
[Ohio Constitution Art I, Section 10a](#)
[ORC 2151.421](#)
[ORC 2317.02](#)
[ORC Chapter 2903](#)
[ORC 2919.26](#)
[ORC Chapter 2930](#)
[ORC 3113.31](#)
[ORC 3313.473](#)
[ORC 3313.60](#)
[ORC 3313.6011](#)
[ORC 3313.666](#)
[ORC 3313.98](#)
[ORC 3314.0310](#)
[ORC 3323.01](#)
[ORC 3326.091](#)
[ORC Chapter 3798](#)
[ORC 4732.19](#)
[ORC 5122.04](#)



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised)
Title	**OSBA Sample** Staff-Student Relations
Code	GBH (Also JM)
Status	From OSBA
Adopted	February 10, 2020
Last Revised	December 9, 2024

****This is the OSBA Sample****

Staff-Student Relations

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Soliciting, encouraging, engaging or consummating an inappropriate relationship with any student, minor or individual who was a student in the preceding 12 months is prohibited.
7. Staff members shall not use disparaging remarks, insults or sarcasm against students under any circumstances.

8. Staff members shall maintain appropriate professional, emotional and social boundaries in the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships ~~but, instead, should refer the student to the appropriate individual or agency for assistance.~~
12. Staff members shall not willingly or knowingly violate any student confidentiality required by Federal or State law.
13. Staff members shall not groom a student or minor for the purpose of establishing an inappropriate emotional, romantic or sexual relationship.

Social Media

1. District staff are prohibited from posting data, documents, photographs or inappropriate information on any social media platform that might result in a disruption of classroom activity or that violates State or Federal law relating to staff and student privacy. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff are prohibited from providing personal social media passwords to students.
3. Fraternization between District staff and students via the internet, personal email accounts, text messaging, personal social media and other modes of virtual technology is also prohibited.
4. Access of personal social media during school hours is prohibited.

Violation of the prohibitions listed above may result in staff and/or student discipline in accordance with State law, Board policies and regulations, the staff and student codes of conduct and handbooks and/or staff negotiated agreements. Violations by staff also may be reported to the **Ohio Department State Board** of Education for further investigation. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social media created for curricular, cocurricular or extracurricular purposes.

Legal References

ORC 3313.20
 ORC 3313.473
 ORC 3319.031
 ORC 3319.311
 OAC Chapter 3301-73
 CONTRACT REF.: Teachers' Negotiated Agreement
 CONTRACT REF.: Support Staff Negotiated Agreement

Cross References

GBCA - Staff Conflict of Interest
 GBCB - Staff Conduct
 GBI - Staff Gifts and Solicitations
 IGBLA - Promoting Parental Involvement
 IIBH - District Websites
 JFC - Student Conduct (Zero Tolerance)
 JG - Student Discipline
 JHF - Student Safety
 JHG - Reporting Child Abuse and Mandatory Training
 JL - Student Gifts and Solicitations
 JO - Student Records
 KBA - Public's Right to Know
 Staff Handbooks
 Student Handbooks

NOTE: The success or failure of the instructional program is influenced heavily upon the relationship between staff and students. Boards are encouraged to use this policy as a tool in which to set the parameters for the relationship between staff and students. Specific provisions may be added, modified or removed.

The popularity of social media is yet another concern for districts. Social media adds another layer of responsibility and accountability to the relationship between staff and students.

The Licensure Code of Professional Conduct for Ohio Educators (Licensure Code) is adopted and updated by the State Board of Education (SBOE) due to legislative requirements. The Licensure code serves as a basis for decisions on issues relating to licensure and provides a guide for conduct having professional implications. It covers teachers, principals, superintendents, educational aides, coaches, substitute teachers and other individuals credentialed by the SBOE. It is used in conjunction with applicable statutes and administrative rules.

Legal

[ORC 3313.20](#)

[ORC 3313.473](#)

[ORC 3319.031](#)

[ORC 3319.311](#)

[OAC Chapter 3301-73](#)

CONTRACT REF.: Teachers' Negotiated Agreement

CONTRACT REF.: Support Staff Negotiated Agreement



Book	Policy Manual
Section	Section G: Personnel
Title	Staff-Student Relations
Code	GBH (Also JM)
Status	Active
Adopted	February 10, 2020
Last Revised	December 9, 2024
Prior Revised Dates	06/15/2020

Staff-Student Relations

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Staff must maintain an appropriate relationship with all students at all times, both in and outside the classroom. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not solicit, encourage, engage, or consummate an inappropriate relationship with a student or minor.
5. Staff members shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Soliciting, encouraging, engaging or consummating an inappropriate relationship with any student, minor or individual who was a student in the preceding 12 months is prohibited.
7. Staff members shall not use disparaging remarks, insults or sarcasm against students under any circumstances.

8. Staff members shall maintain appropriate professional, emotional and social boundaries in the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not willingly or knowingly violate any student confidentiality required by Federal or State law.
13. Staff members shall not groom a student or minor for the purpose of establishing an inappropriate emotional, romantic or sexual relationship.

1. District staff are prohibited from posting data, documents, photographs or inappropriate information on any social media platform that might result in a disruption of classroom activity or that violates State or Federal law relating to staff and student privacy. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff are prohibited from providing personal District social media passwords to students.
3. Communications between District staff and students via the internet, personal email accounts, text messaging, apps, personal social media and other modes of personal technology are discouraged. Staff members shall not solicit, encourage, engage, or consummate an inappropriate relationship with a student or minor through the use of technology.
4. Regarding District-approved social media, District staff may communicate with current students only under those circumstances approved by the District. Teachers are limited to communicating with students regarding matters relevant to a student's classwork. Staff with extracurricular responsibilities are limited to communicating with students about the team they coach or the school activity they advise.

CROSS REFS.: Staff Handbooks
Student Handbooks
Licensure Code of Professional Conduct for Ohio Educators

Cross References

- [GBCA - Staff Conflict of Interest](#)
- [GBCB - Staff Conduct](#)
- [GBI - Staff Gifts and Solicitations](#)

IIBH - District Website Publishing

JFC - Student Conduct (Zero Tolerance)

JG - Student Discipline

JHF - Student Safety

JHG - Reporting Child Abuse and Mandatory Training

JL - Student Gifts and Solicitations

JO - Student Records

KBA - Public's Right to Know



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised)
Title	**OSBA Sample** Family Life Education/Sex Education
Code	IGAH / IGAI
Status	From OSBA

****This is the OSBA Sample****

Family Life Education/Sex Education

The Board believes that the purpose of family life and sex education is to help students acquire factual knowledge, attitudes and values, which result in behavior that contributes to the well-being of the individual, the family and society.

Helping students attain a mature and responsible attitude toward human sexuality is a continuous task of every generation. Parents have the primary responsibility to assist their children in developing moral values. The schools should support and supplement parents' efforts in these areas by offering students factual information and opportunities to discuss concerns, issues and attitudes.

The District complies with all statutory requirements for curriculum and materials used for instruction, parental notice, right to review materials and any applicable parental opt-out or opt-in provisions provided under State law.

In addition to the requirements listed below, the policies and regulations concerning the approval of new curriculum content, units and materials apply to any course(s) dealing with family life and sex education.

1. Instructional materials to be used in family life/sex education are available for review by parents during school hours.
2. Teachers who provide age-appropriate instruction in family life/sex education have professional preparation in the subject area.

In accordance with Ohio Revised Code (RC) 3313.6011(C)(1), the course material and instruction in sexually transmitted infection must:

1. emphasize that abstinence from sexual activity is the only protection that is 100% effective against unwanted pregnancy, sexually transmitted disease and the sexual transmission of HIV;
2. stress that students should abstain from sexual activity until after marriage;
3. teach the potential physical, psychological, emotional, and social side effects of participating in sexual activity outside of marriage;
4. teach that conceiving children at an early age or outside of marriage increases the likelihood of hardship in life;
5. stress that sexually transmitted diseases are serious possible hazards of sexual activity;
6. advise students of the laws pertaining to financial responsibility of parents to children born inside and outside of marriage;

7. advise students of the circumstances under which it is criminal to have sexual contact with a person under the age of 16 pursuant to RC 2907.04 and
8. emphasize adoption as an option for unintended pregnancies.

Upon written request of the student's parent or guardian, a student must be excused from taking instruction in sexually transmitted infection education.

If the District or a school offers additional instruction in sexually transmitted infection or sexual education not specified in RC 3313.6011(C)(1), all parents or guardians of students must be notified of such instruction. The notice includes the name of any instructor, vendor name when applicable and the name of the curriculum being used. This additional instruction is only provided to students for whom the student's parent or guardian has submitted written permission for their student to receive the instruction.

Legal References

Elementary and Secondary Education Act; 20 USC 1221 et seq.
ORC 3313.473
ORC 3313.60
ORC 3313.6011
OAC 3301-35-04

Cross References

IGAE - Health Education
IGBLA – Promoting Parental Involvement

NOTE: Senate Bill (SB) 168 (2024) modifies the terms that must be included under Ohio Revised Code (RC) 3313.6011 (C) (1) and updates terminology. SB 168 changes references of "venereal disease" education to "sexually transmitted infection" education and references of "wedlock" to "marriage."

House Bill (HB) 110 adds a new requirement that if a district or a school will offer additional instruction in sexually transmitted infection or sexual education beyond that specified in RC 3313.6011(C)(1), all parents or guardians of students must be notified of such instruction. The notice must include the name of any instructor, vendor name when applicable and the name of the curriculum being used. This additional instruction can only be provided to students for whom the student's parent or guardian has submitted written permission for their student to receive the instruction.

The Ohio Department of Education and Workforce (ODEW) is required to conduct an annual audit of each district at the start of each school year for compliance with the sex education requirements of RC 3313.60(A)(5)(c). The report must include the findings of each audit and the name of any organization or program providing materials to a district regarding sexually transmitted infection instruction. The report must be published and posted in a prominent location on ODEW's website.

HB 8 (2024) enacted RC 3313.473, which created the "Parents' Bill of Rights," requiring districts to adopt a policy promoting parental involvement in the public school system. The bill also limits instruction on "sexuality content" as defined in the bill including new requirements for curriculum, parental notification, and parental right to review materials and opt student out of instruction.

THIS IS A REQUIRED POLICY

Legal

[Elementary and Secondary Education Act; 20 USC 1221 et seq.](#)
[ORC 3313.473](#)
[ORC 3313.60](#)
[ORC 3313.6011](#)
[OAC 3301-35-04](#)



Book	Policy Manual
Section	Section I: Instruction
Title	Family Life Education/Sex Education
Code	IGAH/IGAI
Status	Active
Adopted	August 14, 2001
Last Revised	December 9, 2024
Prior Revised Dates	08/12/2003, 05/11/2015, 11/08/2021

Family Life Education/Sex Education

The Board believes that the purpose of family life and sex education is to help students acquire factual knowledge, attitudes and values which result in behavior which contributes to the well-being of the individual, the family and society.

Helping students attain a mature and responsible attitude toward human sexuality is a continuous task of every generation. Parents have the primary responsibility to assist their children in developing moral values. The schools should support and supplement parents' efforts in these areas by offering students factual information and opportunities to discuss concerns, issues and attitudes.

In addition to the requirements listed below, the policies and regulations concerning the approval of new curriculum content, units and materials apply to any course(s) dealing with family life and sex education.

1. Instructional materials to be used in family life/sex education are available for review by parents.
2. Teachers who provide age appropriate instruction in family life/sex education will utilize District-approved curriculum and guidelines in the subject area.

The course material and instruction in sexually transmitted infection will be in accordance with Ohio Revised Code (RC) 3313.6011(C).

Upon written request of the student's parent or guardian a student must be excused from taking instruction in sexually transmitted infection education.

If the District or a school offers additional instruction in sexually transmitted infection or sexual education not specified in RC 3313.6011(C)(1), all parents or guardians of students must be notified of such instruction. The notice includes the name of any instructor, vendor name when applicable and the name of the curriculum being used. This additional instruction is only provided to students for whom the student's parent or guardian has submitted written permission for their student to receive the instruction.

Legal Elementary and Secondary Education Act; 20 USC 1221 et seq.
 ORC 3313.60
 ORC 3313.6011

IGAE - Health Education



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised)
Title	**OSBA Sample** Guidance Program
Code	IJ
Status	From OSBA
Adopted	August 14, 2001
Last Revised	May 11, 2015

****This is the OSBA Sample****

Guidance Program

The Board views guidance as helping students understand themselves relative to their abilities, aptitudes, interests, attitudes, strengths and limitations. This process is meant to assist students in the development of their potential and their decisions relating to personal, educational and career matters.

Guidance is based upon these broad fundamental principles.

1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
2. Conditions are improvable. Equality of educational opportunity benefits the individual and society.
3. Guidance is a continual and developmental process.
4. Guidance does not propose to program an individual's course of action but rather tries to assist the individual in arriving at his/her own satisfactory solutions.
5. Guidance should assist the individual to understand his/her circumstances and opportunities and to plan his/her life in a satisfactory manner to serve himself/herself as well as society.

Guidance services include a wide variety of testing programs and interpretation of results to students, parents and staff. These programs assist students in developing good study habits and personal guidance, which is in keeping with the principles of human dignity and equality.

A written guidance plan is developed to provide systematic aid to students in kindergarten through 12th grade regarding educational, career, civic, personal and social concerns, including the harmful effects of drugs, alcohol and tobacco. This plan provides for appraisal of students' academic abilities, a variety of counseling opportunities and approaches, educational and career planning and, when necessary, appropriate referral. The plan is evaluated and submitted to the Board for adoption every three years.

The guidance department is responsible for assisting with implementation of the testing dimension of the educational program. The guidance staff further assists the instructional staff and administration in developing and implementing intervention programs to assist students to realize academic improvement.

Counseling services are provided by certificated/licensed school counselors. **The District promptly notifies a student's parent of any substantial change in the student's services, including counseling services, or monitoring related to their mental, emotional or physical health or well-being or the school's ability to provide them a safe and supportive learning environment.**

Legal References

ORC 3313.473
OAC 3301-35-04
OAC 3301-35-05
OAC 3301-35-06

Cross References

AFI, Evaluation of Educational Resources
IGBLA, Promoting Parental Involvement
IL, Testing Programs
JK, Employment of Students

Legal

[ORC 3313.473](#)
[OAC 3301-35-04](#)
[OAC 3301-35-05](#)
[OAC 3301-35-06](#)



Book	Policy Manual
Section	Section I: Instruction
Title	Guidance Program
Code	IJ
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	04/03/2006

Guidance Program

The Board views guidance as helping students understand themselves relative to their abilities, aptitudes, interests, attitudes, strengths and limitations. This process is meant to assist students in the development of their potential and their decisions relating to personal, educational and vocational matters.

Guidance is based upon these broad fundamental principles.

1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
2. Conditions are improvable. Equality of educational opportunity benefits the individual and society.
3. Guidance is a continual and developmental process. Every experience of the individual influences him/her in some way.
4. Guidance does not propose to program an individual's course of action but rather tries to assist the individual in arriving at his/her own satisfactory solutions.
5. Guidance should assist the individual to understand his/her circumstances and opportunities and to plan his/her life in a satisfactory manner to serve himself/herself as well as society.

Guidance services include a wide variety of testing programs and interpretation of results to students, parents and staff. These programs assist students in developing good study habits and personal guidance which is in keeping with the principles of human dignity and equality.

A written guidance document is developed to provide systematic aid to students in kindergarten through 12th grade regarding educational, career, civic, personal and social concerns including the harmful effects of drugs, alcohol and tobacco. This plan provides for appraisal of students' academic abilities, a variety of counseling opportunities and approaches, educational and career planning and, when necessary, appropriate referral. The document is evaluated and submitted to the Board for adoption every three years.

The guidance department is responsible for assisting with implementation of the testing dimension of the standards-based educational program. The guidance staff further assists the instructional staff and administration in developing and implementing intervention programs to assist students to realize academic improvement.

Counseling services are provided by certificated school counselors.

Legal

ORC 3317.023

OAC 3301-35-04

OAC 3301-35-05

OAC 3301-35-06



Cross References

AFI - Evaluation of Educational Resources



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised)
Title	**OSBA Sample** Student Health Services and Requirements
Code	JHC
Status	From OSBA
Adopted	August 14, 2001
Last Revised	May 11, 2015

****This is the OSBA Sample****

Student Health Services and Requirements

The Board recognizes the responsibility of the District to help protect the health of students. Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well-being. Student health services ensure continuity and create linkages between school, home and community service providers. The District's comprehensive school improvement plan, needs and resources determine the linkages. The principal is responsible for the administration of the health program in his/her school.

Of necessity, school health services must be limited to the prevention and detection of health problems, referral of problems through parents to the family physicians or community health agencies and emergency care.

Each school shall have on file for each student an emergency medical authorization form providing information from the parent(s) on how they wish the school to proceed in the event of a health emergency involving the student and authorization for the school in case emergency action must be taken.

Annually, the District will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

Parental Authorization for Student Health Care Services

The District obtains parental authorization before providing any type of health care services to students, including physical, mental and behavioral health care services and parents can choose whether to authorize the District to provide health care services. The Board directs the Superintendent to adopt procedures to obtain necessary authorization from parents, which may include but is not limited to whatever means the District generally obtains parental authorization.

At the beginning of each school year, the District notifies parents of each health care service offered at, or facilitated in cooperation with, their student's school and their option to withhold consent or decline any specified service. Parental consent to health care services does not waive the parent's right to access the student's educational or health records or to be notified about a change in the student's services or monitoring.

The District notifies parents prior to providing a health care service to a student whether the service is required to be provided by the District under State law and if other options for a student to access the service exist. This requirement can be satisfied by an annual notice to parents at the beginning of the school year.

Provisions related to parental authorization for student health care services do not apply to emergency situations, first aid, other unanticipated minor health care services or health care services provided pursuant to a student's IEP or section 504 plan.

Concerns regarding this process are managed in accordance with applicable policies and procedures.

Legal References

Elementary and Secondary Education Act; 20 USC 1221 et seq.
Health Insurance Portability and Accountability Act; 29 USC 1181 et seq.
42 USC 12101 et seq. (1997)
20 USC 1232g et seq.
20 USC Section 1400
20 USC 6301 et seq.
29 USC 794(a) (1988)
ORC 3313.473
ORC 3313.50
ORC 3313.67 through 3313.73
OAC 3301-35-04
OAC 3301-35-06

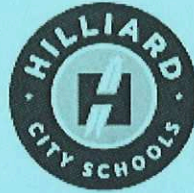
Cross References

IGBA, Programs for Students With Disabilities
IGBLA, Promoting Parental Involvement
JED, Student Absences and Excuses
JHCB, Immunizations
JHCD, Administering Medicines to Students
JHG, Reporting Child Abuse and Mandatory Training

NOTE: THIS IS A REQUIRED POLICY

Legal

[Elementary and Secondary Education Act; 20 USC 1221 et seq.](#)
[Health Insurance Portability and Accountability Act; 29 USC 1181 et seq.](#)
[42 USC 12101 et seq. \(1997\).](#)
[20 USC 1232g et seq.](#)
[20 USC Section 1400](#)
[20 USC 6301 et seq.](#)
[29 USC 794\(a\) \(1988\).](#)
[ORC 3313.473](#)
[ORC 3313.50](#)
[ORC 3313.67 through 3313.73](#)
[OAC 3301-35-04](#)
[OAC 3301-35-06](#)



Book	Policy Manual
Section	Section J: Student
Title	Student Health Services and Requirements
Code	JHC
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	05/13/2003, 03/09/2004, 04/13/2011

Student Health Services and Requirements

The Board recognizes the responsibility of the schools to help protect the health of students. Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental, emotional and social well-being. Student health services ensure continuity and create linkages between school, home and community service providers. The District's comprehensive school improvement plan, needs and resources determine the linkages.

School health services may be limited to the prevention, detection, and treatment of health problems, referral of problems through parents to the family physicians or community health agencies and emergency care.

Each school shall have on file for each student an emergency medical authorization form providing information from the parent(s) on how they wish the school to proceed in event of a health emergency involving the student and authorization for the school in case emergency action must be taken.

Annually, the District will notify parents of physical exams or screenings conducted on students.

Legal	<u>Elementary and Secondary Education Act; 20 USC 1221 et seq.</u> <u>Health Insurance Portability and Accountability Act; 29 USC 1181 et seq.</u> <u>42 USC 12101 et seq. (1997)</u> <u>20 USC 1232g et seq.</u> <u>20 USC Section 1400</u> <u>20 USC 6301 et seq.</u> <u>29 USC 794(a) (1988)</u> <u>ORC 3313.50</u> <u>ORC 3313.67 through 3313.73</u> <u>OAC 3301-35-04</u>
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Cross References

IGBA - Programs for Students With Disabilities

JED - Student Absences and Excuses

JHCB - Immunizations

JHCD - Administering Medicines to Students

JHG - Reporting Child Abuse and Mandatory Training



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised)
Title	**OSBA Sample** Physical Examinations of Students
Code	JHCA
Status	From OSBA
Adopted	August 14, 2001
Last Revised	December 9, 2024

****This is the OSBA Sample****

Physical Examinations of Students

The District requires health records of students under the following circumstances.

1. Kindergarten and first-grade students entering school for the first time must have a completed health record before being admitted to school.
2. Health records are requested for all students transferring into the District. If the previous school does not forward a record or if it is incomplete, it is the parents' responsibility to comply with health requirements for students.
3. Students must have physical examinations prior to their participation in interscholastic athletic programs.

The District screens students for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders prior to November 1 of the school year in which a pupil is enrolled for the first time in either kindergarten or first grade in a manner determined by the Board. The District notifies parents, prior to August 1 of the year in which the pupil is required to be screened and gives parents the opportunity to submit a written statement excluding their children. If the results of any screening reveal the possibility of special learning needs, the District conducts further assessment in accordance with State law.

The District reports compliance with these screening requirements to the Ohio Department of Education **and Workforce** by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Parents have the right to refuse to allow their child to participate in nonemergency invasive physical examinations or screenings. Invasive physical exam is defined as any "medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision or scoliosis exam."

The District notifies parents, on an annual basis, of the administration of ~~additional~~ health and physical screenings and examinations and, thereby, gives parents the opportunity to exclude their children.

Legal References

Elementary and Secondary Education Act; 20 USC 1221 et seq.

ORC 3301.68
ORC 3313.473
ORC 3313.50
ORC 3313.671
ORC 3313.673
ORC 3313.68
ORC 3313.73
ORC Chapter 3323

Cross References

IGBLA, Promoting Parental Involvement
JEC, School Admission
JHC, Student Health Services and Requirements
JHCB, Immunizations

NOTE: *The District may administer the required kindergarten/first grade screenings directly or contract with another person or governmental entity. The Board also may establish a list of approved providers of screening services and request the parents utilize one of the providers, if the Board requests for screenings to be obtained by the parents, they must provide them with the list of providers and also provide information on screening services available in the community to those who cannot afford them.*

Senate Bill 216 (2018) enacted Ohio Revised Code 3301.68 requiring the Ohio Department of Education and Workforce (ODEW) to establish, distribute and monitor a consolidated school mandate report for school districts. Except where specifically required by law, ODEW cannot require a separate report for the items included in the report. Each district must complete and file the report by November 30 annually.

The report must require each district or school to denote "yes" to indicate compliance or "no" to indicate noncompliance with the following prescribed items and to provide any other information that the department requests regarding those items:

- *training on the use of physical restraint or seclusion on students;*
- *training on harassment, intimidation, or bullying;*
- *training on the use of cardiopulmonary resuscitation and an automated external defibrillator;*
- *training on crisis prevention intervention;*
- *the establishment of a wellness committee;*
- *the reporting of a district's or school's compliance with nutritional standards;*
- *screening for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders of students enrolled for the first time in kindergarten or first grade and*
- *compliance with interdistrict and intradistrict open enrollment requirements.*

If a district or school denotes "no" on any item it must provide a written explanation to the board within 30 days for why that item was not completed and a written plan of action for accurately and efficiently addressing the problem.

Legal

[Elementary and Secondary Education Act; 20 USC 1221 et seq.](#)

[ORC 3301.68](#)

[ORC 3313.473](#)

[ORC 3313.50](#)

[ORC 3313.671](#)

[ORC 3313.673](#)

[ORC 3313.68](#)

[ORC 3313.73](#)



Book	Policy Manual
Section	Section J: Student
Title	Physical Examinations of Students (Student Screening Programs)
Code	JHCA
Status	Active
Adopted	August 14, 2001
Last Revised	December 9, 2024
Prior Revised Dates	02/25/2002, 05/13/2003, 05/11/2015, 02/11/2019

Physical Examinations of Students
(Student Screening Programs)

The District requires health records of students under the following circumstances.

1. All students entering school for the first time must have a completed health/immunization record before being admitted to school.
2. Health and immunization records are requested for all students transferring into the District. If the previous school does not forward a record or if it is incomplete, it is the parents' responsibility to comply with health requirements for students.
3. Students must have physical examinations prior to their participation in interscholastic athletic programs.
4. Preschool students are required to submit a completed physical examination annually.

The District screens students for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders prior to November 1 of the school year in which a pupil is enrolled for the first time in either kindergarten or first grade in a manner determined by the Board. The District notifies parents, prior to August 1 of the year in which the pupil is required to be screened and gives parents the opportunity to submit a written statement excluding their children. If the results of any screening reveal the possibility of special learning needs, the District conducts further assessment in accordance with State law.

The District reports compliance with these screening requirements to the Ohio Department of Education and Workforce by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Parents have the right to refuse to allow their child to participate in nonemergency invasive physical examinations or screenings. Invasive physical exam is defined as any "medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision or scoliosis exam."

The District notifies parents, on an annual basis, of the administration of additional health and physical screenings and examinations and, thereby, gives parents the opportunity to exclude their children.

Legal

Elementary and Secondary Education Act; 20 USC 1221 et seq.

ORC 3301.68

ORC 3313.50

ORC 3313.671

ORC 3313.673

ORC 3313.68

ORC 3313.73

ORC Chapter 3323

Cross References

JEC - School Admission

JHC - Student Health Services and Requirements

JHCB - Immunizations



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised)
Title	**OSBA Sample** Student Safety
Code	JHF
Status	From OSBA
Adopted	August 14, 2001
Last Revised	May 11, 2015

****This is the OSBA Sample****

Student Safety

The Board believes that students have the right to be protected in all facets of the education program and directs the Superintendent/designee to develop and maintain a safety instruction program for all students. Safety instruction in the District includes:

1. establishing appropriate safety rules;
2. learning how to practice safety and prevent accidents;
3. learning how to safely use and properly care for tools and equipment so as to reduce the potential for accidents;
4. developing habits of good housekeeping, proper storage and handling of materials, and sanitation;
5. becoming familiar with personal protection devices and the proper clothing to be worn for safety purposes;
6. learning how to cooperate with others in the promotion and operation of a safety program in the schools, on school grounds and in school vehicles;
7. instructing students not to accept gifts or automobile rides from strangers. Students are also instructed to tell staff members, parents or law enforcement officials of any suspicious strangers in or around school property;
8. providing instruction in personal safety and assault prevention in grades kindergarten through 6. Upon the written request of a parent, a student shall be excused from such instruction and
9. providing age-appropriate instruction in dating violence prevention in grades 7-12.

In an attempt to further ensure student safety, staff members:

1. shall not send students on errands that would require the student to leave school property and/or drive a vehicle;
2. shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships ~~but, instead, should refer the student to the appropriate individual or agency for assistance;~~

3. shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background and
4. shall immediately report any suspected signs of child abuse or neglect.

In addition to instruction in safety, buildings are inspected annually to detect and remedy health and safety hazards. Staff members shall immediately report to the building administrator any accident or safety hazard he/she detects. The Superintendent is authorized and directed to develop appropriate means for the implementation of this policy.

Legal References

ORC 3313.473
ORC 3313.60
ORC 3313.643
ORC 3313.96
ORC 3737.73
OAC 3301-35-06

Cross References

AFI, Evaluation of Educational Resources
EB, Safety Program
GBH, Staff-Student Relations (Also JM)
IGAE, Health Education
IGBLA, Promoting Parental Involvement
JEE, Student Attendance Accounting (Missing and Absent Children)
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCH, Alcohol Use by Students
JFCI, Student Drug Abuse
JHG, Reporting Child Abuse and Mandatory Training
JHH, Notification About Sex Offenders
JO, Student Records

NOTE: THIS IS A REQUIRED POLICY

Legal

[ORC 3313.473](#)
[ORC 3313.60](#)
[ORC 3313.643](#)
[ORC 3313.96](#)
[ORC 3737.73](#)
[OAC 3301-35-06](#)



Book	Policy Manual
Section	Section J: Student
Title	Student Safety
Code	JHF
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	06/28/2010

Student Safety

The Board believes that students have the right to be protected in all facets of the education program and directs the Superintendent/designee to develop and maintain a safety instruction program for all students. Safety instruction in the District includes:

1. establishing appropriate safety rules;
 2. learning how to practice safety and prevent accidents;
 3. learning how to safely use and properly care for tools and equipment so as to reduce the potential for accidents;
 4. developing habits of good housekeeping, proper storage and handling of materials, and sanitation;
 5. becoming familiar with personal protection devices and the proper clothing to be worn for safety purposes;
 6. learning how to cooperate with others in the promotion and operation of a safety program in the schools, on school grounds and in school vehicles;
 7. instructing students about the dangers that strangers present. Students are also instructed to tell staff members, parents or law enforcement officials of any suspicious strangers in or around school property;
 8. instructing students about the responsible use of technology;
 9. providing instruction in personal safety and assault prevention in grades kindergarten through 6. Upon the written request of a parent, a student shall be excused from such instruction and
 10. providing age-appropriate instruction in dating violence prevention in grades 7 through 12.
- In an attempt to further ensure student safety, staff members:
1. shall not send students on errands that would require the student to leave school property and/or drive a vehicle;
 2. shall not attempt to clinically diagnose a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance;
 3. shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores,

grades, behavior, mental or physical health and/or family background and

4. shall immediately report any suspected signs of child abuse or neglect.

In addition to instruction in safety, buildings are inspected annually to detect and remedy health and safety hazards. Staff members shall immediately report to the building administrator any accident or safety hazard he/she detects. The Superintendent/designee is authorized and directed to develop appropriate means for the implementation of this policy.

Legal

ORC 3313.60

ORC 3313.643

ORC 3313.96

ORC 3737.73

OAC 3301-35-06

Cross References

AFI - Evaluation of Educational Resources

EB - Safety Programs

GBH (Also JM) - Staff-Student Relations

IGAE - Health Education

JEE - Student Attendance Accounting (Missing and Absent Children)

JFCF - Hazing and Bullying (Harassment, Intimidation and Dating Violence)

JFCG/JFCH/JFCI - Tobacco Use by Students/Alcohol Use by Students/Student Drug Abuse

JHG - Reporting Child Abuse and Mandatory Training

JHH - Notification About Sex Offenders

JO - Student Records



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Other)
Title	**OSBA Sample** First Aid
Code	EBBA
Status	From OSBA
Adopted	August 14, 2001
Last Revised	December 9, 2024

****This is the OSBA Sample****

First Aid

The school nurse develops guidelines for the emergency care of any student or staff member who is injured or becomes ill at school or while engaged in a school-sponsored activity. The guidelines are reviewed by the Board prior to implementation.

In the case of an emergency involving a student, the emergency medical authorization form is followed and efforts are made to contact the parent/guardian.

The guidelines provide for at least one person in each building to have special training in first aid.

The District provides employee automated external defibrillator (AED) training in accordance with State law. Compliance with this training requirement is reported to the Ohio Department of Education and Workforce by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

In accordance with State law, an AED is placed in each school building. The Board directs the Superintendent/designee to develop an emergency action plan for the use of AEDs for Board approval. If an AED is used in case of emergency, a good faith effort must be made to activate or have another person activate an emergency medical services system as soon as possible. No employee who uses an AED that is placed in a school is held criminally liable or personally liable in civil damages for injury, death or loss to person or property for using an AED in good faith, regardless of whether the person has obtained appropriate training on how to perform automated external defibrillation or successfully completed a course in cardiopulmonary resuscitation, except in the case of willful or wanton misconduct or when there is no good faith attempt to activate an emergency medical services system.

Legal References

- ORC 2305.23
- ORC 3301.56
- ORC 3301.68
- ORC 3313.473
- ORC 3313.5310
- ORC 3313.6021
- ORC 3313.6023
- ORC 3313.712

ORC 3313.717
ORC 3701.85
OAC 3301-27-01
OAC 3301-35-06

Cross References

EB - Safety Program
EBBC - Bloodborne Pathogens
EBC - Emergency Management and Safety Plans
IGBLA - Promoting Parental Involvement
IGD - Cocurricular and Extracurricular Activities
JHCD - Administering Medicines to Students
Emergency Medical Authorization Form
Staff Handbooks

NOTE: *The guidelines for administering first aid and emergency care should be placed in the District's comprehensive safety plan, unless the District has included the guidelines in other staff handbooks.*

House Bill 47 (2024) updated Ohio Revised Code (RC) 3313.717 to require the placement of AEDs in each school or sports facility.

Training must be provided to teachers, principals, administrative employees, coaches, athletic trainers and any other employee subject to the RC 3319.073(A) employee in-service training requirements. The Board must adopt an emergency action plan for the use of AEDs and may use the Ohio Department of Health model plan developed under RC 3701.851.

Under RC 3313.6021, students in grades 9-12 are required to receive instruction in CPR and use of an AED. Students may be excused from this instruction in accordance with State law.

Senate Bill 216 (2018) enacted RC 3301.68 requiring the Ohio Department of Education and Workforce (ODEW) to establish, distribute and monitor a consolidated school mandate report for school districts. Except where specifically required by law, ODEW cannot require a separate report for the items included in the report. Each district must complete and file the report by November 30 annually.

The report must require each district or school to denote "yes" to indicate compliance or "no" to indicate noncompliance with the following prescribed items and to provide any other information that the department requests regarding those items:

- *Training on the use of physical restraint or seclusion on students;*
- *Training on harassment, intimidation, or bullying;*
- *Training on the use of cardiopulmonary resuscitation and an automated external defibrillator;*
- *Training on crisis prevention intervention;*
- *The establishment of a wellness committee;*
- *The reporting of a district's or school's compliance with nutritional standards;*
- *Screening for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders of students enrolled for the first time in kindergarten or first grade and*
- *Compliance with interdistrict and intradistrict open enrollment requirements.*

If a district or school denotes "no" on any item it must provide a written explanation to the Board within 30 days for why that item was not completed and a written plan of action for accurately and efficiently addressing the problem.

THIS IS A REQUIRED POLICY

Legal [ORC 2305.23](#)
[ORC 3301.56](#)

[ORC 3301.68](#)

[ORC 3313.473](#)

[ORC 3313.5310](#)

[ORC 3313.6021](#)

[ORC 3313.6023](#)

[ORC 3313.712](#)

[ORC 3313.717](#)

[ORC 3701.85](#)

[OAC 3301-27-01](#)

[OAC 3301-35-06](#)



Book	Policy Manual
Section	Section E: Support Services
Title	First Aid
Code	EBBA
Status	Active
Adopted	August 14, 2001
Last Revised	December 9, 2024
Prior Revised Dates	05/11/2015, 12/18/2017, 02/11/2019

First Aid

The school nurse develops guidelines for the emergency care of any student or staff member who is injured or becomes ill at school or while engaged in a school-sponsored activity. The guidelines are reviewed by the Board prior to implementation.

In the case of an emergency involving a student, the emergency medical authorization form is followed and efforts are made to contact the parent/guardian.

The guidelines provide for at least one person in each building to have special training in first aid.

The District provides employee automated external defibrillator (AED) training in accordance with State law. Compliance with this training requirement is reported to the Ohio Department of Education and Workforce by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

In accordance with State law, an AED is placed in each school building. The Board directs the Superintendent/designee to develop an emergency action plan for the use of AEDs for Board approval. If an AED is used in case of emergency, a good faith effort must be made to activate or have another person activate an emergency medical services system as soon as possible. No employee who uses an AED that is placed in a school is held criminally liable or personally liable in civil damages for injury, death or loss to person or property for using an AED in good faith, regardless of whether the person has obtained appropriate training on how to perform automated external defibrillation or successfully completed a course in cardiopulmonary resuscitation, except in the case of willful or wanton misconduct or when there is no good faith attempt to activate an emergency medical services system.

CROSS REFS.: Emergency Medical Authorization Form
Staff Handbooks

Legal [ORC 2305.23](#)
[ORC 3301.56](#)

ORC 3301.68
ORC 3313.5310
ORC 3313.6021
ORC 3313.6023
ORC 3313.712
ORC 3313.717
ORC 3701.85
OAC 3301-27-01
OAC 3301-35-06

Cross References

EB - Safety Programs
EBBC - Bloodborne Pathogens
EBC - Emergency Management and Safety Plans
IGD - Cocurricular and Extracurricular Activities
JHCD - Administering Medicines to Students



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Other)
Title	**OSBA Sample** Parent and Family Involvement in Education (Version 1)
Code	IGBL
Status	From OSBA
Adopted	August 14, 2001
Last Revised	July 5, 2017

****This is the OSBA Sample****

Parent and Family Involvement in Education
(Version 1)

The Board believes that parent and family involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents and families in the education of their children generally result in higher achievement scores, improved student behavior and reduced absenteeism. All parents, family members and foster caregivers are encouraged to take an active role in the education of their children or foster children.

The Board directs the administration to develop along with parents, family members and foster caregivers the necessary regulations to ensure that this policy is followed and that parent and family involvement is encouraged. The regulations are to:

1. encourage strong home-school partnerships;
2. provide for consistent and effective communication between parents and family members or foster caregivers and school officials;
3. offer parents and family members or foster caregivers ways to assist and encourage their children or foster children to do their best and
4. offer ways parents and family members or foster caregivers can support classroom learning activities.

In addition, building administrators/designees of schools receiving Title I funds will jointly develop with and distribute to parents of children participating in Title I programs a written parent and family involvement policy and guidelines. The requirements of the policy and guidelines are consistent with Federal and State law.

Legal References

Elementary and Secondary Education Act; 20 USC 1221 et seq.
ORC 3313.472
ORC 3313.473
ORC 3313.48
OAC 3301-35-02
OAC 3301-35-04
OAC 3301-35-06

Cross References

IGBI, English Learners

IGBJ, Title I Programs

IGBLA, Promoting Parental Involvement

Student Handbooks

NOTE: THIS IS A REQUIRED POLICY

Legal

[Elementary and Secondary Education Act; 20 USC 1221 et seq.](#)

[ORC 3313.472](#)

[ORC 3313.473](#)

[ORC 3313.48](#)

[OAC 3301-35-02](#)

[OAC 3301-35-04](#)

[OAC 3301-35-06](#)



Book	Policy Manual
Section	Section I: Instruction
Title	Parent and Family Involvement in Education
Code	IGBL
Status	Active
Adopted	August 14, 2001
Last Revised	July 5, 2017
Prior Revised Dates	10/13/2008, 05/11/2015

Parent and Family Involvement in Education

The Board believes that parent and family involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents and families in the education of their children generally result in higher achievement scores, improved student behavior and reduced absenteeism. All parents/guardians, family members and foster caregivers are encouraged to take an active role in the education of their children or foster children.

The Board directs the administration to develop along with parents/guardians, family members and foster caregivers the necessary regulations to ensure that this policy is followed and that parent and family involvement is encouraged. The regulations are to:

1. encourage strong home-school partnerships;
 2. provide for consistent and effective communication between parents/guardians and family members or foster caregivers and school officials;
 3. offer parents/guardians and family members or foster caregivers ways to assist and encourage their children or foster children to do their best and
 4. offer ways parents/guardians and family members or foster caregivers can support classroom learning activities.
- In addition, building administrators/designees of schools receiving Title I funds will jointly develop with and distribute to parents of children participating in Title I programs a parent and family involvement policy and guidelines. The requirements of the policy and guidelines are consistent with Federal and State law.

CROSS REFS.: Student Handbooks

Legal	<u>Elementary and Secondary Education Act; 20 USC 1221 et seq.</u> <u>ORC 3313.472</u> <u>ORC 3313.48</u> <u>OAC 3301-35-02</u>
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OAC 3301-35-04

OAC 3301-35-06

Cross References

IGBI - English Learners

IGBI - Title I Programs





Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Other)
Title	**OSBA Sample** Health Education
Code	IGAE
Status	From OSBA
Adopted	August 14, 2001
Last Revised	December 9, 2024

****This is the OSBA Sample****

Health Education

The Board is committed to a sound, comprehensive health education program as an integral part of each student's general education. At a minimum, the health education program meets the requirements established by State law and includes instruction in nutrition; drugs, alcohol and tobacco, including electronic smoking devices; sexually transmitted infections; annual developmentally appropriate child sexual abuse prevention (grades K-6); personal safety and assault prevention (grades K-6); developmentally appropriate dating violence prevention and sexual violence prevention (grades 7-12); prescription opioid abuse prevention and anatomical gifts (organ and tissue donation).

The District provides at least one hour or one standard class period per year for each of the following to students in grades 6-12: evidence-based suicide awareness and prevention; safety training and violence prevention and evidence-based social inclusion instruction. The District may utilize student assemblies, digital learning and homework to satisfy these requirements.

The District complies with all statutory requirements for curriculum and materials used for instruction, parental notice, right to review materials and any applicable parental opt-out or opt-in provisions provided under State law.

The Board believes that an opportunity for effective health education lies with the public schools because of the opportunity to reach almost all students at an age when positive, lifelong health, wellness and safety habits may be instilled.

In an effort to promote a relevant approach to the instruction of health education, the Board continues to stress the need for curricular, personnel and financial commitments to ensure a health education program of high quality in the public schools.

Legal References

- ORC 3313.473
- ORC 3313.60
- ORC 3313.666
- ORC 3319.073
- OAC 3301-35-04
- OAC 3301-35-06

Cross References

- EB - Safety Program
- EBC - Emergency Management and Safety Plans

EFG - Student Wellness Program
IGAF - Physical Education
IGAG - Drugs, Alcohol and Tobacco Education
IGAH - Family Life Education
IGAI - Sex Education
IGBLA - Promoting Parental Involvement
JFC - Student Conduct (Zero Tolerance)
JFCF - Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JHF - Student Safety
JHG - Reporting Child Abuse and Mandatory Training

NOTE: Senate Bill (SB) 168 (2024) modifies the terms that must be included under Ohio Revised Code (RC) 3313.6011 (C) (1) and updates terminology. SB 168 changes references of "venereal disease" education to "sexually transmitted infection" education and references of "wedlock" to "marriage."

RC 3313.60(A)(5) requires the District to provide health education including instruction in specific areas as outlined in this policy. The provisions also define:

1. when the District has a requirement to provide advance notice of a type of instruction provided;
2. requirements for what training programs and curriculum can be used for specific areas of instruction;
3. when a parent has the right to request specific instructional materials for review (in addition to other State and Federal law provisions providing the right to request instructional materials) and timelines for provision of such materials and
4. when a parent may opt their student out of instruction in a particular area.

Legal

[ORC 3313.473](#)

[ORC 3313.60](#)

[ORC 3313.666](#)

[ORC 3319.073](#)

[OAC 3301-35-04](#)

[OAC 3301-35-06](#)



Book	Policy Manual
Section	Section I: Instruction
Title	Health Education
Code	IGAE
Status	Active
Adopted	August 14, 2001
Last Revised	December 9, 2024
Prior Revised Dates	04/03/2006, 04/26/2010, 06/28/2010, 05/11/2015, 07/05/2017, 11/8/2021, 05/08/2023

Health Education

The Board is committed to a sound, comprehensive health education program as an integral part of each student's general education. At a minimum, the health education program meets the requirements established by State law and includes professional learning opportunities in procedures to be used in all phases of student wellness: instruction in nutrition; mental health; drugs, alcohol and tobacco, including electronic smoking devices; sexually transmitted infections; annual developmentally appropriate child sexual abuse prevention (grades K-6); personal safety and assault prevention (grades K-6); developmentally appropriate dating violence prevention and sexual violence prevention (grades 7-12) and anatomical gifts (organ and tissue donation).

The Board and the staff continue to seek ways to educate students about the dangers of the misuse and abuse of drugs, alcohol and tobacco, including electronic smoking devices. Instructional units include sessions about the harmful effects of and legal restrictions against the use of drugs of abuse, alcohol and tobacco, including electronic smoking devices.

The District provides at least one hour or one standard class period per year for each of the following to students in grades 6-12: evidence-based suicide awareness and prevention; safety training and violence prevention and evidence based social inclusion instruction. The District may utilize student assemblies, digital learning and homework to satisfy these requirements.

The District complies with all statutory requirements for curriculum and materials used for instruction, parental notice, right to review materials and any applicable parental opt-out or opt-in provisions provided under State law.

The Board believes that effective health education is created in partnership with schools and families.

In an effort to promote a relevant approach to the instruction of health education, the Board continues to stress the need for curricular, personnel and financial commitments to ensure a health education program of high quality in the public schools.

Legal	<u>ORC 3313.60</u>
	<u>ORC 3313.666</u>
	<u>ORC 3319.073</u>
	<u>OAC 3301-35-04</u>

Cross References

EB - Safety Programs

EBC - Emergency Management and Safety Plans

EFG - Wellness

IGAH/IGAI - Family Life Education/Sex Education

JFC - Student Conduct (Zero Tolerance)

JFCF - Hazing and Bullying (Harassment, Intimidation and Dating Violence)

JHF - Student Safety

JHG - Reporting Child Abuse and Mandatory Training



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised)
Title	**OSBA Sample** Public's Right to Know
Code	KBA
Status	From OSBA
Adopted	August 14, 2001
Last Revised	May 11, 2015

****This is the OSBA Sample****

Public's Right to Know

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of Districtwide interest is coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office during the hours when the administrative offices are open.

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

The District may ask that the identity of an individual requesting information and the reason the information is sought be in writing. The District first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released for profit-making purposes or when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure.

All records responsive to the request are made available in a reasonable period of time. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary. **An individual who is allegedly aggrieved by the failure of the District to promptly prepare the records for inspection or for any other failure of the District to respond to the request may file a complaint using the required form provided by the Clerk of the Court of Claims with the District. Upon receipt of the complaint, the District has three business days to cure or otherwise address the alleged failure. After this three-business-day period, the allegedly aggrieved individual may pursue a legal remedy provided under law if the failure alleged in the complaint has not been cured or otherwise resolved to their satisfaction.**

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of requests physically sent by mail or another delivery service to any one person may be limited to 10 a month unless the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes. If the District provides public records on a free and accessible website, the number of requests delivered in a digital format to any one person may be limited to 10 a month unless the records requested are not provided on the website and the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule is maintained and readily available to the public in the central office.

Legal References

- Family Educational Rights and Privacy Act; 20 USC 1232g
- ORC 121.22
- ORC 149.011
- ORC 149.35
- ORC 149.381
- ORC 149.41
- ORC 149.43
- ORC 3319.321
- OAC 3301-35-03
- OAC 3301-35-04

Cross References

- BDC, Executive Sessions
- BDDG, Minutes
- EHA, Data and Records Retention
- GBL, Personnel Records
- GBS, Health Insurance Portability and Accountability Act (HIPAA)
- IGBA, Programs for Students With Disabilities
- JO, Student Records
- KA, School-Community Relations Goals
- KKA, Recruiters in the Schools

NOTE: THIS IS A REQUIRED POLICY

Legal

- [Family Educational Rights and Privacy Act; 20 USC 1232g](#)
- [ORC 121.22](#)
- [ORC 149.011](#)
- [ORC 149.35](#)
- [ORC 149.381](#)

[ORC 149.41](#)

[ORC 149.43](#)

[ORC 3319.321](#)

[OAC 3301-35-03](#)

[OAC 3301-35-04](#)



Book	Policy Manual
Section	Section K: School-Community Relations
Title	Public's Right to Know
Code	KBA
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	10/11/2005, 01/28/2008, 06/19/2009, 07/09/2013

Public's Right to Know

In fulfillment of the rationale for the creation of public governing bodies, the meetings and records of the Board are considered matters of public information.

Educational matters are discussed and decisions made at public meetings of the Board. Per Ohio Revised Code Section (RC) 121.22, areas of discussion limited to executive session include the following:

1. considering personnel matters;
2. considering the purchase of property or the sale of same at competitive bidding, when premature disclosure would give an unfair competitive advantage to a private party;
3. conferring with legal counsel concerning disputes involving the Board that are the subject of pending or imminent court action;
4. preparing for, conducting or reviewing collective bargaining;
5. considering matters required to be kept confidential by Federal or State law;
6. considering specialized details or security arrangements and
7. to consider a request for economic development assistance with political subdivision.

The official minutes of the Board, its written policies and its financial records are open for inspection in the District's administrative office during normal business hours. However, no records pertaining to individual students are released for inspection by the public or any unauthorized persons. Only that information deemed 'directory information' may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released for profit-making purposes or when parents have affirmatively withdrawn their consent to release in writing. Release of employee records are subject to any applicable collective bargaining agreements to the extent permitted by law.

The Board supports the right of the people to know about the programs and services of their schools and encourages dissemination of information about Hilliard Schools to its publics. The Board may, by resolution, designate one or more persons to attend public records training on its behalf.

Parents of students enrolled in the District who wish to review instructional materials for classes in which their child is enrolled should submit such requests directly to the teacher of the class.

Instructional materials that are public records pursuant to State law are made available for review. Instructional materials containing personally identifiable student information or student specific information are student records and are not public records. The release of student records is governed by State and Federal law and the Board's student records policy and regulations. If a record contains questions, answers or other information related to tests, test protocols or copyrighted information for which disclosure and/or copying is prohibited by law or pursuant to generally accepted testing standards, then disclosure and/or copying is not provided.

Each principal is authorized and expected to keep the school's community informed about the school's program and activities. It is the responsibility of each staff member to facilitate dissemination of information by helping news media representatives obtain available information as accurately, quickly and conveniently as possible.

Public Record Request(s)

The Board recognizes the importance of public records as the record of the acts of this District and the repository of information about this District. Members of the public have the right to inspect and copy, with certain exceptions, the public records of this District.

The public records of this District are defined by RC 149.43. The Board makes the public records of this District available for inspection and copying with the exception of those records exempted from such inspection and copying by law. The Treasurer/designee is the person responsible for public records.

In order to ensure all citizens have an equal right to examine and copy the records of this District and to ensure the inspection does not endanger the safety of the records or unreasonably interfere with the discharge of the duties of the Treasurer/designee, all requests for the inspection of public records are made in the following manner:

1. Any individual wishing to review a public record may make the request verbally or in writing. A request form is available to those who prefer to put their request in writing. All requests are honored within a reasonable time.
2. An individual may purchase copies of the public records of this District upon the payment of a fee, as set by the Superintendent/designee, equivalent to the cost of handling and reproduction.
3. No public record may be removed from the office in which it is maintained.

Legal

[Family Educational Rights and Privacy Act; 20 USC 1232g](#)

[ORC 121.22](#)

[ORC 149.011](#)

[ORC 149.35](#)

[ORC 149.381](#)

[ORC 149.41](#)

[ORC 149.43](#)

[ORC 3319.321](#)

[OAC 3301-35-03](#)

[OAC 3301-35-04](#)

Cross References

[BDC - Executive Sessions](#)

[BDDG - Minutes](#)

[EHA - Data and Records Retention](#)

[GBL - Personnel Records](#)

[IGBA - Programs for Students With Disabilities](#)

[JO - Student Records](#)

[KA - School-Community Relations Goals](#)

[KKA - Recruiters in the Schools](#)



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised)
Title	**OSBA Sample** Computer/Online Services (Acceptable Use and Internet Safety)
Code	EDE
Status	From OSBA
Adopted	August 14, 2001
Last Revised	December 9, 2024

****This is the OSBA Sample****

Computer/Online Services
(Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy, computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The Board does not condone the use of such materials.

Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District may also use monitoring devices that, to the extent permitted by law, maintain a running log of internet activity and record which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District-provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

Monitoring of School-Issued Devices

For the following provisions, "school-issued device" means hardware, software, devices and accounts that a school district, acting independently or with a technology provider, provides to an individual student for ~~that student's~~ **student personal** use. "Technology provider" means a person who contracts with a school district to provide a school-issued device for student use and creates, receives or maintains **education**~~educational~~ records pursuant or incidental to its contract with the District. **"Technology provider" does not include a county board of developmental disabilities, educational service center, information technology center, assessment provider, curriculum provider, or city, local, exempted village or joint vocational school district that enters into a service contract with a school district that includes issuing school-issued devices to students.**

In compliance with State law, the District and technology providers in contract with the District are prohibited from electronically accessing or monitoring the following except when otherwise authorized by law:

1. location-tracking features of a school-issued device;
2. audio or visual receiving, transmitting or recording features of a school-issued device;
3. student interactions with a school-issued device, including, but not limited to, keystrokes and web-browsing activity.

These prohibitions on electronic access and monitoring of school-issued devices do not apply ~~to~~**in** the following circumstances:

1. where limited to a noncommercial educational purpose for instruction, technical support or exam-proctoring by District employees, student teachers, staff, a vendor or the Ohio Department of Education and Workforce (ODEW), **and advance notice is provided**;
2. the activity is permitted under a judicial warrant **or subpoena unless otherwise prohibited by State or Federal law**;
3. the District or provider is notified or becomes aware that the device is missing or stolen;
4. the activity is necessary to prevent or respond to a threat to life or safety and access is limited to that purpose;
5. the activity is necessary to comply with Federal or State law;
6. the activity is necessary to participate in federal or state funding programs.

In any year the District or a technology provider elects to generally monitor a school-issued device under any of these circumstances, the District must provide notice to all parents of enrolled students. If **access or** monitoring of a student's school-issued device occurs due to **any of the circumstances listed a judicial warrant or subpoena, a missing or stolen device, or in response to a threat to life or safety and the school district initiates responsive action**, the District must notify the parent of the student within 72 hours of access and provide a written description of the triggering circumstance, including which features of the device were accessed and a description of the threat, if any. This notice is not required when the notice itself would pose a threat to life or safety, **but notice must be given within 72 hours after the threat has ceased**.

A contract entered into between a school district and a county board of developmental disabilities, educational service center, joint vocational school district, another school district or an information technology center for services, including the general monitoring or access of school-issued devices, must indicate which entity is responsible for providing notice.

Maintenance of ~~Education~~ Educational Records by Technology Providers

Technology providers in contract with the District must comply with State law provisions related to the collection, use and protection of data as if it were a school district. ~~Education~~ Educational records created, received, maintained or disseminated by technology providers are solely the property of the District. Technology providers in contract with the District must comply with the following:

1. if ~~education~~ Educational records maintained by the technology provider are subject to a breach, the technology provider will disclose to the District all information necessary to comply with State law following discovery of the breach;
2. unless renewal of a contract with the District is reasonably anticipated, the technology provider will destroy or return all ~~education~~ Educational records created, received or maintained to the District within 90 days of the expiration of the contract;
3. the technology provider cannot sell, share or disseminate ~~education~~ Educational records, except as part of a valid delegation or assignment under the contract with the District, unless otherwise allowed by State law;
4. the technology provider cannot use ~~education~~ Educational records for any commercial purpose other than the services contracted for by the District.

A contract between technology providers and the District must ensure appropriate security safeguards for ~~education~~ Educational records, including, but not limited to:

1. a restriction on unauthorized access by the technology provider's employees or contractors;
2. a requirement that the technology provider's employees or contractors may be authorized to access ~~education~~ Educational records only as necessary to fulfill the official duties of the employee or contractor.

Notice and Inspection of Technology Provider Contracts

The District must provide parents and students annual notice by August 1 of any curriculum, testing or assessment technology provider contract affecting a student's ~~education~~ Educational records. The notice can be by mail, electronic mail or other direct form of communication and must do all of the following:

1. identify each curriculum, testing or assessment technology provider with access to **educationeducational** records;
2. identify the **educationeducational** records affected by the curriculum, testing or assessment technology provider contract;
3. include information about the contract inspection;
4. provide contact information for a school department that can answer parent and student questions or concerns regarding programs or activities that allow a technology provider access to **educationeducational** records.

The District must also provide parents and students an opportunity to inspect a complete copy of any technology provider contract.

Legal References

U.S. Constitution Art. I, Section 8
 Family Educational Rights and Privacy Act; 20 USC 1232g et seq.
 Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii); (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)
 ORC 3313.20
 ORC 3319.321
 ORC 3319.325 through 3319.327

Cross References

AC - Nondiscrimination
 ACA - Nondiscrimination on the Basis of Sex
 ACAA - Sexual Harassment
 EDEB - Bring Your Own Technology (BYOT) Program
 GBCB - Staff Conduct
 GBH - Staff-Student Relations (Also JM)
 IB - Academic Freedom
 IIA - Instructional Materials
 IIBH - District Websites
 JFC - Student Conduct (Zero Tolerance)
 JFCF - Hazing and Bullying (Harassment, Intimidation and Dating Violence)
 Staff Handbooks
 Student Handbooks

NOTE: Senate Bill (SB) 29 (2024) created new provisions Ohio Revised Code (RC) 3319.325 through 3319.327 related to the use of education records by technology providers and impacts other RC provisions. The new provisions require technology providers in contract with districts to comply with the same provisions as districts under RC Chapter 1347 with regard to data collection and use. The new provisions also impact contracts between technology providers and districts, requiring safeguards and creating prohibitions against use of data and education records, including against use for commercial purposes by technology providers. Commercial purposes do not include providing specific services contracted for, or using aggregate information removed of any personally identifiable information for improving maintaining, developing, supporting or diagnosing the provider's site, service or operation.

House Bill (HB) 432 (2024) amended SB 29 provisions to limit notification requirements on districts and impact on district contracts with technology providers. Changes include, but are not limited to, revised definitions of "student" to include only currently enrolled K-12 students rather than also including formerly enrolled students and applicants. The definition of "technology provider" was narrowed to limit impact on district contracts. Finally, circumstances in which 72-hour notice is required were limited to specified circumstances where districts initiate "responsive action," such as disciplinary measures.

Other changes SB 29 makes include specifying that, unless otherwise provided by law, no one can release or permit access to educational support services data for any public school student. A minor revision to RC 149.43 excludes "educational support services data" from the definition of public records in order to prohibit release or access to such data.

The Children's Internet Protection Act (CIPA) requires districts that receive federal funds to purchase computers, direct access to the internet under the Elementary and Secondary Education Act or receive federal universal E-Rate service discounts and internet connections services under the Communications Act to adopt, implement and maintain computer use policies that address these issues:

1. access by minors to material deemed as harmful to minors on the internet and World Wide Web;

2. *access by both adults and minors to visual depictions that are obscene, child pornography on the internet and World Wide Web;*
3. *safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;*
4. *unauthorized access, including "hacking" and other unlawful activities by minors online;*
5. *unauthorized disclosure, use and dissemination of personal information regarding minors;*
6. *measures designed to restrict access to materials deemed "harmful to minors" and*
7. *educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.*

The District must create a plan for educating students concerning appropriate online behavior; this plan is separate from the policy manual. The FCC has provided resources including OnGuardOnline.gov to aid districts in developing local plans.

In addition, the popularity of social networking websites has made it necessary for administrators to address the access of these sites on District property. Specific language restricting use, along with the disciplinary penalties imposed on offenders, should be placed in staff and student handbooks.

It is important to note that the FCC recognizes that while some individual social media sites could potentially contain material harmful to minors, social networking websites are not per se harmful to minors, and therefore do not automatically have to be blocked. This decision is left up to the District's discretion.

Additional policy language addressing social networking is found in GBH (Also JM), Staff-Student Relations and IIBH, District Websites.

Additionally, the Board shall make a local determination as to what is classified "inappropriate for minors" in line with the current definition.

In report 11-125, FCC adopted the following definition of minor: "any individual who has not attained the age of 17 years." All E-Rate program participants must use this definition of minor for the purpose of this topic.

The District internet safety policy must be made available to the FCC upon request.

THIS IS A REQUIRED POLICY

Legal

[U.S. Constitution Art. I, Section 8](#)

[Family Educational Rights and Privacy Act; 20 USC 1232g et seq.](#)

[Children's Internet Protection Act; 47 USC 254 \(h\)\(5\)\(b\)\(iii\); \(P.L. 106-554, HR 4577, 2000, 114 Stat 2763\).](#)

[ORC 3313.20](#)

[ORC 3319.321](#)

[ORC 3319.325 through 3319.327](#)



Book	Policy Manual
Section	Section E: Support Services
Title	Computer/Online Services
Code	EDE
Status	Active
Adopted	August 14, 2001
Last Revised	December 9, 2024
Prior Revised Dates	07/12/2005, 10/13/2008, 11/28/2011, 04/25/2012, 08/13/2012, 07/09/2013, 05/11/2015, 02/10/2020, 08/09/2021

Computer/Online Services

Network Acceptable Use Policy

The Hilliard City School District ("District") recognizes that technologies open opportunities to information and modes of communication. The use of technology is a privilege. The District supports access to appropriate resources by staff, volunteers and students ("users") for educational purposes and other legitimate District business based upon the user's legitimate needs. Due to the rapid change in technology, a user's access and/or this policy are subject to change at any time.

In exchange for the use of the Network resources, either on-site or by remote access, the user understands and agrees to the following:

- 1. Privilege:** Access to the Network (including but not limited to, digital communication and the Internet) is a privilege, not a right. Accordingly, access requires responsible and lawful use. The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. The District administrators and/or Network managers may perform the following actions for any legitimate reason, including but not limited to the purposes of maintaining system integrity and ensuring that users are using the Network consistent with this policy: monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the Network and any and all materials, files, information, software, communication and other content transmitted, received or stored in connection with this usage. The Network and all information, content and files are the property of the District, and users should not have any expectation of privacy regarding those materials.
- 2. Acceptable Use:** The Network shall be used primarily for educational and legitimate District business purposes. The District's goal in so providing this technology to users is to promote efficiency and excellence in the workplace and education, assist in the collaboration and exchange of information, facilitate personal growth in the use of technology and enhance information gathering and communications skills.
- 3. Access:** Selected Network resources are intended for staff and students of Hilliard City Schools. Access is not transferable and may not be shared. Users shall not share their passwords or otherwise allow anyone to gain unauthorized access to the Network. A user is responsible for any violations of this agreement committed by someone who, with the user's express or implied permission, accessed the Network with the user's password.
- 4. Network Etiquette:** Use of the Network has great potential to enhance the productivity of the users. The Network, however, could also be abused. Users shall be held accountable for their use or misuse of the Network. All

users are responsible for good behavior while using the Network, just as they are in a classroom, in a school hallway or at any school-sponsored activity. Each user must abide by generally accepted rules of Network etiquette, which include but are not limited to the following:

- A. Users shall not obtain copies of, or modify, files, other data or passwords belonging to other users without express authorization.
 - B. Users shall not misrepresent themselves on the Network.
 - C. Users shall not use the Network in any way that would disrupt the operation of the network; intentionally abuse the software and/or hardware; or intentionally consume limited computer paper excessively or telephone resources, such as through spamming, creating or transmitting mass emails or chain letters or extensively using the Network for noncurriculum-related communications or other purposes exceeding this policy.
 - D. Users shall not create or transmit offensive, harassing, threatening, abusive, defamatory, pornographic or vulgar usernames, messages or materials.
 - E. Except for educational or professional purposes, users (employees, volunteers or students) shall not reveal any personal information beyond directory information about themselves including, but not limited to a user's Network password(s) or social security numbers. Requests for information should be scrutinized by standards of public disclosure.
 - F. The confidentiality of any information stored in or created, received or sent over the email system or through Internet access cannot be guaranteed.
 - G. Users shall not use the Network for any commercial activities, such as buying, advertising or selling goods or services, unless it is for legitimate District business, except any activity in the "Shopping Network" folder.
 - H. Users shall not create, transmit or download any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or bond issue, unless for legitimate classroom educational purposes, except any activity in the "HEA" or "OAPSE" folders. Additionally, users shall not solicit political contributions through the Network from any person or entity, except any activity in the "HEA" or "OAPSE" folders.
 - I. Users shall not create, transmit, download or copy any materials (a) that are in violation of District policies or any Federal, State or local laws, including but not limited to confidential information, copyrighted material, material protected by trade secrets, and any materials that would violate the District's harassment or discrimination policies; or (b) that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials, or pornographic, sexually explicit or obscene materials.
 - J. Users routinely shall delete outdated or unnecessary digital communications and files.
 - K. Users shall not use or have software or websites intended to circumvent the District Web filtering system.
5. **Websites:** Websites created through the Network and/or linked to the District's website for teachers, schools, or departments must relate specifically to those educational activities or programs. The District reserves the right to require that material and/or links to other sites found to be contrary to the District's interests be altered or removed. Any Web pages created using the District's equipment or created as part of classroom or club assignment become the property of Hilliard City Schools.
6. **Vandalism:** Vandalism is prohibited. Vandalism is any malicious attempt to hack, alter, harm or destroy software, hardware, data of another user, other Network resources or the use of the Network to harm or destroy anything on the Internet or outside networks. Vandalism includes but is not limited to the intentional uploading, downloading, creating or transmitting of computer viruses, worms, Trojan horses or other destructive programs or applications.
7. **Security:** If users identify a security problem on the Network, such as evidence of hacking, users must notify a system administrator immediately. All users agree to cooperate with the District in the event of an investigation into any allegations of abuse or security breaches on the Network.
8. **Service Disclaimer:** The District makes no warranties of any kind, whether expressed or implied, for the Network services it provides. The District will not be responsible for any damages a user may suffer arising out of the user's use of, or inability to use, the Network, including but not limited to the loss of data resulting from delays, non-

deliveries, mis-deliveries, service interruptions, or user error or omissions. The District is not responsible for the accuracy of information obtained through electronic information resources; hence, this information should be used at the user's own risk.

9. **Blocked Internet Sites:** The District utilizes current, state-of-the-art filtering software in an attempt to block any Internet sites that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. In an effort to prevent access to inappropriate material, we are currently using the vendor's pre-set filters, but "harmful to minors" would include, but not be limited to, any site that may be labeled as alcohol/drugs, extreme, gambling, gruesome content, hate/discrimination, incidental nudity, nudity, pornography, profanity, sexual materials, Spyware/Adware and tobacco.
10. **Internet Safety:** Along with monitoring the online activities of minors, the District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.
11. **Violations of This Policy:** Violations of this policy may result in disciplinary action including, but not limited to, restriction or termination of access to the Network and/or other discipline in accordance with the applicable student conduct policy, or other Board policies. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

Annually, a student who wishes to have computer network and internet access during the school year must read and acknowledge the acceptable use and internet safety policy. Students and staff are asked to acknowledge a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District provided device must use such platforms in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

Monitoring of School-Issued Devices

For the following provisions, "school-issued device" means hardware, software, devices and accounts that a school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. "Technology provider" means a person who contracts with a school district to provide a school-issued device for student use and creates, receives or maintains educational records pursuant or incidental to its contract with the District.

In compliance with State law, the District and technology providers in contract with the District are prohibited from electronically accessing or monitoring the following except when otherwise authorized by law:

1. location-tracking features of a school-issued device;
2. audio or visual receiving, transmitting or recording features of a school-issued device;
3. student interactions with a school-issued device, including, but not limited to, keystrokes and web-browsing activity.

These prohibitions on electronic access and monitoring of school-issued devices do not apply to the following circumstances:

1. where limited to a noncommercial educational purpose for instruction, technical support or exam-proctoring by District employees, student teachers, staff, a vendor or the Ohio Department of Education and Workforce (ODEW), and advance notice is provided;
2. the activity is permitted under a judicial warrant;
3. the District or provider is notified or becomes aware that the device is missing or stolen;
4. the activity is necessary to prevent or respond to a threat to life or safety and access is limited to that purpose;
5. the activity is necessary to comply with Federal or State law;

6. the activity is necessary to participate in federal or state funding programs.

In any year the District or a technology provider elects to generally monitor a school-issued device under any of these circumstances, the District must provide notice to all parents of enrolled students. If monitoring of a student's school-issued device occurs due to any of the circumstances listed, the District must notify the parent of the student within 72 hours of access and provide a written description of the triggering circumstance, including which features of the device were accessed and a description of the threat, if any. This notice is not required when the notice itself would pose a threat to life or safety, but notice must be given within 72 hours after the threat has ceased.

Maintenance of Educational Records by Technology Providers

Technology providers in contract with the District must comply with State law provisions related to the collection, use and protection of data as if it were a school district. Educational records created, received, maintained or disseminated by technology providers are solely the property of the District. Technology providers in contract with the District must comply with the following:

1. if educational records maintained by the technology provider are subject to a breach, the technology provider will disclose to the District all information necessary to comply with State law following discovery of the breach;
2. unless renewal of a contract with the District is reasonably anticipated, the technology provider will destroy or return all educational records created, received or maintained to the District within 90 days of the expiration of the contract;
3. the technology provider cannot sell, share or disseminate educational records, except as part of a valid delegation or assignment under the contract with the District, unless otherwise allowed by State law;
4. the technology provider cannot use educational records for any commercial purpose other than the services contracted for by the District.

A contract between technology providers and the District must ensure appropriate security safeguards for educational records, including, but not limited to:

1. a restriction on unauthorized access by the technology provider's employees or contractors;
2. a requirement that the technology provider's employees or contractors may be authorized to access educational records only as necessary to fulfill the official duties of the employee or contractor.

Notice and Inspection of Technology Provider Contracts

The District must provide parents and students annual notice by August 1 of any curriculum, testing or assessment technology provider contract affecting a student's educational records. The notice can be by mail, electronic mail or other direct form of communication and must do all of the following:

1. identify each curriculum, testing or assessment technology provider with access to educational records;
2. identify the educational records affected by the curriculum, testing or assessment technology provider contract;
3. include information about the contract inspection;
4. provide contact information for a school department that can answer parent and student questions or concerns regarding programs or activities that allow a technology provider access to educational records.

The District must also provide parents and students an opportunity to inspect a complete copy of any technology provider contract.

CROSS REFS.: Staff Handbooks
Student Handbooks

Legal

U.S. Constitution Art. I, Section 8

Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii); (P.L. 106-554, HR 4577, 2000, 114 Stat 2763).

ORC 3313.20

ORC 3319.321

ORC 3319.325 through 3319.327

CONTRACT REF.: Teachers' Negotiated Agreement

CONTRACT REF.: Classified Staff Negotiated Agreement

Cross References

AC - Nondiscrimination

ACA - Nondiscrimination on the Basis of Sex

ACAA - Sexual Harassment

GBCB - Staff Conduct

GBH (Also JM) - Staff-Student Relations

IB - Academic Freedom

IIA - Instructional Materials

IIBH - District Website Publishing

JFC - Student Conduct (Zero Tolerance)

JFCF - Hazing and Bullying (Harassment, Intimidation and Dating Violence)



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised - REQUIRING DISTRICT CUSTOMIZATION)
Title	**OSBA Sample** Board Committees
Code	BCE
Status	From OSBA
Adopted	August 14, 2001
Last Revised	May 11, 2015

****This is the OSBA Sample****

Board Committees

The Board may authorize the establishment of committees from among its membership as it finds such action necessary to study operations in specific areas and to make recommendations for Board action.

The following may govern the appointment and function of Board committees.

1. The committee is established through action of the Board.
2. The chairperson and members are named by the Board President.
3. The committee may make recommendations for Board action but may not act for the Board unless specifically authorized.
4. The Board President and the Superintendent are ex officio members of all committees.
5. No committee appointments extend beyond the ensuing annual organizational meeting, at which time the newly elected President has the privilege of making new appointments or reappointments. A committee may be dissolved at any time by a majority vote.
6. The Open Meetings Act (Sunshine Law) and its exceptions apply to Board meetings and Board-appointed committee and subcommittee meetings.

(permissive language – include to allow committee meetings to be held virtually)

Board members may participate in committee meetings via video conference or other electronic technology in accordance with the following:

1. **Board members are not compensated for attending committee meetings.**
2. **The Board member provides notification to the committee chair of their intent to participate virtually at least 48 hours before the meeting.**
3. **The Board provides notification of committee meetings held virtually in accordance with Board policies and procedures for notification of meetings. Notice must be provided at least 72 hours in advance of the meeting to the media who have requested notification and other parties required to be notified in a**

matter that the individual can determine the time, location and agenda and the manner by which the meeting will be conducted. In the event of an emergency, the Board immediately notifies the news media that have requested notification and other parties required to be notified of the time, place and purpose of the meeting.

- 4. The public is provided access to the virtual meeting commensurate with the method in which the meeting or hearing is being conducted. Methods may include but not be limited to livestreaming via the internet, cable or public access channels, or by any means of any other similar electronic technology.**
- 5. The Board ensures the public can observe and hear the discussion and deliberations of all members of the meeting whether the Board members are participating in person or electronically.**
- 6. Board members participating virtually must have sufficient internet or other electronic connection to allow them to be seen and heard clearly and must be visible at all times.**
- 7. Any votes taken in the meeting are taken by roll call vote unless there is a motion for unanimous consent and the motion is not objected to by a Board member. If a vote is taken unanimously, the Board provides the public with information on how members of the Board voted including any members who abstained from voting.**
- 8. A virtual committee meeting is not held and a Board member cannot attend committee meetings virtually if any of the following apply:**
 - A. The meeting involves a vote to approve a major nonroutine expenditure as determined by the Treasurer;**
 - B. The meeting involves a vote to approve a significant hiring decision as determined by the Board;**
 - C. The meeting involves a purpose to propose, approve or vote on a tax issue or tax increase or**
 - D. If, upon notification of an upcoming meeting, and no later than 48 hours before the meeting the greater of at least 10% of the Board committee or at least two members of the committee, notify the chairperson that an item on the agenda must be acted on at a meeting conducted fully in person. Upon the chairperson's acknowledgement of receipt of notification, the Board committee takes action on the agenda item only in a meeting conducted fully in person.**

Legal References

ORC 121.22(B)
ORC 121.221

Cross References

ABA, Community Involvement in Decision Making (Also KC)
ABB, Staff Involvement in Decision Making (Also GBB)
BCB, Board Officers
BCF, Advisory Committees to the Board
BCFA, Business Advisory Council to the Board
BDDG, Minutes
BDDH, Public Participation at Board Meetings (Also KD)

NOTE: House Bill (HB) 257, effective April 9, 2025, enacts Ohio Revised Code (RC) 121.221 authorizing some public bodies to meet virtually in specific circumstances.

Even though a school board of education and its committees and subcommittees are public bodies, RC 121.221(B)(5)(a) provides that no public body may hold virtual meetings or hearings if the members of the public body either:

- receive compensation (other than reimbursement for expenses) for their positions as members or*
- are elected by vote of the general public to their positions as members.*

This means that, even though school boards are public bodies, boards whose members are either elected or receive compensation for their service would not be permitted, under RC 121.221, to hold virtual meetings. In other words, most, if not all, school boards and educational service center governing boards cannot hold virtual meetings under the newly enacted provision.

However, the law defines "public body" to include school board committees and subcommittees. Because they are not elected to these committees, RC 121.221 may allow board committees to hold virtual meetings, provided that the members of the committee are not compensated for service on the committee. Boards that are interested in holding committee meetings virtually should consult with their legal counsel about how the new law applies to these meetings.

RC 121.221 requires that boards adopt a policy on virtual meetings before holding them. The policy must include specific elements. School boards can use such a policy for committee meetings.

If the Board wants to allow committee members to participate virtually, a policy must be adopted by the Board prior to holding such meetings that specifies all of the required components of RC 121.221.

Legal

[ORC 121.22\(B\)](#)

[ORC 121.221](#)

Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Board Committees
Code	BCE
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015

Board Committees

The Board may authorize the establishment of committees from among its membership as it finds such action necessary to study operations in specific areas and to make recommendations for Board action.

The following guidelines may govern the appointment and function of Board committees.

1. The committee is established through action of the Board.
2. The members are named by the Board President.
3. The committee may present findings for Board consideration but may not act for the Board unless specifically authorized.
4. No committee appointments extend beyond the ensuing annual organizational meeting, at which time the newly elected President has the privilege of making new appointments or re-appointments. A committee may be dissolved at any time by a majority vote.
5. The Open Meetings Act (Sunshine Law) and its exceptions apply to Board meetings and Board-appointed committee and subcommittee meetings.

Legal	<u>ORC 121.22(B)</u> <u>ORC 3313.18</u>
Cross References	<u>ABA (Also KC) - Community Involvement in Decision Making</u> <u>ABB (Also GBB) - Staff Involvement in Decision Making</u> <u>BCB - Board Officers</u> <u>BCF - Advisory Committees to the Board</u> <u>BDC - Executive Sessions</u> <u>BDDG - Minutes</u>



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised)
Title	**OSBA Sample** School Board Meetings
Code	BD
Status	From OSBA
Adopted	August 14, 2001
Last Revised	February 10, 2020

****This is the OSBA Sample****

School Board Meetings

The Board transacts all business at official meetings of the Board. These may be either regular or special meetings. At the organizational meeting, the Board shall fix the time for holding its regular meetings, which shall be held at least once every two months. Special meetings are called between the regularly scheduled meetings to consider specific topics.

All regular and special Board meetings and Board-appointed committee meetings are open to the public. All Board meetings are publicized and conducted in compliance with the Open Meetings Act (Sunshine Law). No action may be taken by the Board in executive session.

(Permissive language)

~~**A member of the Board may participate in a Board meeting by means of a telephone or videoconference or by any means of communication by which all persons participating in the meeting are able to communicate with one another. A member of the Board who participates in this manner may not vote at the meeting and will not be counted for purposes of determining whether a quorum is present.**~~

Legal References

- ORC 121.22(B)
- ORC 121.22(C)
- ORC 121.221(B)(5)
- ORC 3313.14
- ORC 3313.15
- ORC 3313.16

Cross References

- BCA, Board Organizational Meeting
- BCE, Board Committees
- BDC, Executive Sessions
- BDDA, Notification of Meetings
- BDDF, Voting Method
- BDDH, Public Participation at Board Meetings (Also KD)
- BDDJ, Broadcasting and Taping of Board Meetings (Also KBCD)

NOTE: The above sample policy covers both regular and special meetings and thus is filed under the general term, School Board Meetings, code BD. More extensive policies on regular and special meetings might be separated and filed under the codes pertaining to each type, BDA and BDB, respectively. The cross-references are to codes in which information directly related to school board meetings is filed in this manual.

House Bill (HB) 257, effective April 9, 2025, enacts Ohio Revised Code (RC) 121.221 authorizing some public bodies to meet virtually in specific circumstances.

Even though a school board of education and its committees and subcommittees are public bodies, RC 121.221(B)(5)(a) provides that no public body may hold virtual meetings or hearings if the members of the public body either:

- receive compensation (other than reimbursement for expenses) for their positions as members or
- are elected by vote of the general public to their positions as members.

This means that, even though school boards are public bodies, boards whose members are either elected or receive compensation for their service would not be permitted, under RC 121.221, to hold virtual meetings. In other words, most, if not all, school boards and educational service center governing boards cannot hold virtual meetings under the newly enacted provision.

Legal

[ORC 121.22\(B\)](#)

[ORC 121.22\(C\)](#)

[ORC 121.221\(B\)\(5\)](#)

[ORC 3313.14](#)

[ORC 3313.15](#)

[ORC 3313.16](#)



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	School Board Meetings
Code	BD
Status	Active
Adopted	August 14, 2001
Last Revised	February 10, 2020
Prior Revised Dates	01/14/2013, 05/11/2015

School Board Meetings

The Board transacts all business at official meetings of the Board. These may be either regular or special meetings. At the organizational meeting, the Board shall fix the time for holding its regular meetings. Regular meetings shall be held at least once every two months. Special meetings are meetings called between the regularly scheduled meetings to consider specific topics.

All regular and special meetings of the Board are open to the public, school personnel and members of the news media. All Board meetings are publicized and conducted in compliance with the Open Meetings Act (Sunshine Law). No action may be taken in executive session.

A member of the Board may participate in a Board meeting by means of a telephone or videoconference or by any means of communication by which all persons participating in the meeting are able to communicate with one another. A member of the Board who participates in this manner may not vote at the meeting and will not be counted for purposes of determining whether a quorum is present.

Legal	<u>ORC 121.22(B)</u>
	<u>ORC 121.22(C)</u>
	<u>ORC 3313.14</u>
	<u>ORC 3313.15</u>
	<u>ORC 3313.16</u>

Cross References	<u>BCA - Board Organizational Meeting</u>
	<u>BCE - Board Committees</u>
	<u>BDC - Executive Sessions</u>
	<u>BDDA - Notification of Meetings</u>
	<u>BDDF - Voting Method</u>

BDDH (Also KD) - Public Participation at Board Meetings

BDDJ (Also KBCD) - Broadcasting and Taping of Board Meetings



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised - REQUIRING DISTRICT CUSTOMIZATION)
Title	**OSBA Sample** Student Expulsion
Code	JGE
Status	From OSBA
Adopted	August 14, 2001
Last Revised	October 26, 2020

****This is the OSBA Sample****

Student Expulsion

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. A student cannot be expelled from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 **school** days, but not more than one year, **unless otherwise permitted by law**. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to expelling a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

~~**Beginning with the 2019-2020 academic year, the District will reduce the number of expulsions for non-serious offenses, as defined by State law, for students in grades pre-K through three in accordance with State law. Such expulsions will be eliminated by the 2021-2022 school year.**~~

Expulsions for students in grades pre-K through three may only be issued for serious offenses in accordance with State law.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within ~~24 hours~~ **one school day** of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Permanent Exclusion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

(permissive language – include if want to allow for these optional expulsions)

Expulsions for Imminent and Severe Endangerment

The Board authorizes the Superintendent to expel a student for an initial period of up to 180 school days for actions that the Superintendent determines pose imminent and severe endangerment to the health and safety of other students or school employees, even though the student's actions may not qualify for permanent exclusion. When issuing expulsions under these provisions, the Superintendent complies with all other applicable requirements of this expulsion policy and State law including, but not limited to, notices and hearings.

"Imminent and severe endangerment" means any of the following actions taken by a student:

- 1. bringing a firearm to a school operated by the Board or any other property owned or controlled by the Board;**
- 2. bringing a firearm to an interscholastic competition, extracurricular event, or any other program or activity sponsored by the District or in which the District is a participant;**
- 3. bringing a knife capable of causing serious bodily injury to a school operated by the Board, any other property owned or controlled by the Board, or to an interscholastic competition, extracurricular event, or any other program or activity sponsored by the District or in which the District is a participant;**
- 4. committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property while the student is at a school operated by the Board, any other property owned or controlled by the Board, or an interscholastic competition, extracurricular event, or any other program or activity sponsored by the school District or in which the District is a participant;**
- 5. making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat or**
- 6. making an articulated or verbalized threat, including a hit list, threatening manifesto, or social media post, that would lead a reasonable person to conclude that the pupil poses a serious threat.**

The Superintendent develops conditions for the expelled student to satisfy prior to the student's reinstatement and provides a written copy of these conditions to the Board, the student and the student's parent, guardian or custodian at the beginning of the expulsion period. The conditions must include an assessment to determine whether the student poses a danger to the student's self or to other students or school employees. The assessment must be completed by a psychiatrist, licensed psychologist, or licensed school psychologist employed or contracted by the District and agreed upon by the student's parent and the Superintendent. Any applicable costs for the assessment are managed in accordance with law. The assessment must include a determination from the psychiatrist, psychologist, or school psychologist as to whether the student poses a danger to the student's self or to other students or school employees and may include recommendations for contingent conditions on the student's reinstatement. The conditions for reinstatement should be established in a manner so that satisfying the conditions demonstrates behavioral improvement compared to this initial assessment.

At the end of the expulsion period, the Superintendent assesses the student to determine whether the student has shown sufficient rehabilitation to be reinstated, meaning that the student has met all conditions for reinstatement set by the Superintendent and no longer pose a danger to the student's self or to other students or school employees. In making this determination, the Superintendent considers the required assessment made by the psychiatrist, psychologist, or school psychologist and whether the student has met the conditions developed by the Superintendent at the beginning of the expulsion period. For an expulsion period of 180 school days or an extended expulsion period of 90 school days, the Superintendent makes this determination in consultation with a multidisciplinary team selected by the Superintendent.

If the Superintendent determines the student has shown sufficient rehabilitation, the Superintendent may reinstate the student.

If the Superintendent determines the student has not shown sufficient rehabilitation, the Superintendent may extend the expulsion of an additional period of up to 90 school days. If the Superintendent extends the expulsion, they must develop conditions for the student to satisfy prior to their reinstatement that may be the same as those developed for the original expulsion period. A written copy of these conditions is provided to the Board, the student and the student's parent, guardian or custodian at the beginning of the extended expulsion period. At the end of the extended expulsion period, the Superintendent reassesses the student in the same manner as was conducted at the end of the original expulsion period and may reinstate the student or extend the expulsion for an additional period of up to 90 school days. There is no limit on the number of times an expulsion can be extended in accordance with these procedures.

Reduction of Expulsion

Prior to the end of the original expulsion or of an extended expulsion, the Superintendent may reduce the expulsion on a case-by-case basis if they determine the student has met all the conditions developed by the Superintendent at the beginning of the expulsion period, in compliance with District policy regarding the reduction of an expulsion period. Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

Early Assessment

Prior to the end of the original expulsion or of an extended expulsion, the student or student's parent, guardian or custodian may request the Superintendent complete an early assessment of the student. If requested, the Superintendent must assess the student in the manner that would otherwise be conducted at the end of the expulsion period to determine whether the student has shown sufficient rehabilitation. A request for early assessment can be made once during the original expulsion period and once during every extended period.

Contingent Reinstatement

The Superintendent may develop contingent conditions for a student's reinstatement in the following circumstances:

1. when the assessment is made at the end of the original expulsion period and the Superintendent determines the student has shown sufficient rehabilitation to be reinstated;
2. when the Superintendent has determined during the expulsion period to reduce the expulsion or

3. when the parent has requested an early assessment and the Superintendent has determined that the student has shown sufficient rehabilitation to be reinstated.

The conditions may include the conditions developed for the original expulsion period and recommendations made by the psychiatrist, psychologist or school psychologist in their required assessment. The Superintendent establishes a duration under which the student must meet the contingent conditions that may extend to the student's graduation date. A written copy of these conditions is provided to the Board, the student and the student's parent, guardian or custodian when the Superintendent makes the reinstatement decision. The conditions for reinstatement should be established in a manner so that satisfying the conditions demonstrates behavioral improvement compared to this initial assessment. If a student fails to meet the contingent conditions, the Superintendent may revoke the student's reinstatement and establish an extended expulsion period in the same manner as an extended expulsion would otherwise be issued.

Continued Educational Plan

The Superintendent develops a list of alternative educational options for students expelled under these provisions.

A plan for the continued education of a student expelled under these provisions who does not have an Individualized Education Plan (IEP) is developed within 15 school days after the beginning of the original expulsion or of any extended expulsion and within 10 school days of the original expulsion or of any extended expulsion for a student with an IEP. The plan is developed by the Superintendent in consultation with the student and their parent, guardian or custodian and also includes the student's IEP team for a student with an IEP. The plan may include: education by the District in an alternative setting such as that which may be provided to a student who is otherwise expelled, including instruction at home; enrollment in another district or other type of public or nonpublic school; or any other form of instruction that complies with RC 3321.

Appeal

The student or the student's parent, guardian or custodian may appeal any expulsion determination made by the Superintendent under these provisions in the same manner as other expulsions are appealed as outlined in this policy.

Reporting

The Board directs the Superintendent to provide the Ohio Department of Education and Workforce with records of each expulsion made under these provisions and any changes to the student's expulsion status. The records must not include a student's name and must include the following:

1. the name of the student's school;
2. the reason for the student's expulsion;
3. the duration of the expulsion and any extension of the expulsion;
4. the total number of students expelled by the District in the school year as of the date of the report and
5. the student's age, gender, race and other demographic information.

Legal References

Education Amendments of 1972, Title IX; 20 USC 1681 et seq.
ORC Chapter 2506
ORC 3313.66
ORC 3313.661
ORC 3313.662
ORC 3313.668

Cross References

ACAA, Sexual Harassment
ECAB, Vandalism
IGCI, Community Service
JEGA, Permanent Exclusion
JFC, Student Conduct (Zero Tolerance)

JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCJ, Weapons in the Schools
JG, Student Discipline
JGD, Student Suspension
JGDA, Emergency Removal of Student

NOTE: House Bill (HB) 206 (2024) authorizes a board to adopt a policy authorizing the superintendent to expel a student for actions that pose "imminent and severe endangerment" to the health and safety of other students or school employees even though the actions may not qualify for permanent exclusion under RC 3313.662. Boards wanting to allow for this should include the language included in this policy and comply with all statutory requirements for such expulsions.

HB 410 (2016) prohibits districts from disciplining a student based solely on the basis of the student being absent from school without legitimate excuse.

HB 318 (2018) restricts out-of-school suspensions and expulsions for students in grades pre-K through three unless the behavior rises to a certain level specified in State law. It is recognized that these forms of discipline are commonly used as a behavior management tool and therefore the General Assembly established a gradual phase in.

For each of the school years 2018-2019, 2019-2020, 2020-2021 and 2021-2022 each school district must report to Ohio Department of Education and Workforce (ODEW) the number of out-of-school suspensions and expulsions issued to a student in grades pre-K through three categorized by the following offenses:

- Type 1 - A serious offense for which suspension or expulsion is required or authorized by law
- Type 2 - An offense not classified as a Type 1 serious offense, but for which the school determined suspension or expulsion was necessary to protect the immediate health and safety of the student, the student's classmates, or the staff and teacher
- Type 3 - Any other offense not described above

Using the numbers reported for the 2018-2019 school year as a baseline each district must reduce the number of Type 3 suspensions and expulsions according to the following schedule to be in compliance with the revised law:

- 2017-2018 and 2018-2019 – 0% reduction in Type 3 suspensions and expulsions
- 2019-2020 – 25% reduction in Type 3 suspensions and expulsions
- 2020-2021 – 50% reduction in Type 3 suspensions and expulsions
- 2021-2022 – 100% reduction in Type 3 suspensions and expulsions

For the 2021-2022 school year and going forward all suspensions and expulsions for students in any of grades pre-K through three can only be for Type 1 or Type 2 offenses. Type 3 offenses must be at zero.

HB 477 addresses the potential liability related to the procurement of mental health services for students. Under amended Ohio Revised Code 3313.668 a school district, school board member, or district employee is not liable for damages in a civil action for injury, death, or loss to person or property allegedly arising from a district employee's decision not to procure mental health services for a suspended or expelled student. There is an exception to this liability protection where the decision is made with malicious purpose, in bad faith, or in wanton or reckless manner. This new language does not eliminate, limit or reduce any other immunity or defense to which the District, Board member, or employee may be entitled to under the law.

On May 6, 2020, the U.S. Department of Education issued the long-awaited final Title IX regulations, which go into effect August 14, 2020. The Title IX regulations specifically define sexual harassment and establish detailed procedures for how school districts must respond to allegations of sexual harassment. Districts must follow the Title IX complaint process before the imposition of any disciplinary sanctions or other actions that are not supportive measures when the behavior is sexual harassment. This requirement will likely impact a district's current procedures for handling student discipline. Districts should ensure that all sexual harassment complaints are handled in accordance with the Title IX regulations that are outlined in ACA, Sexual Harassment and ACA-R, Sexual Harassment Grievance Process.

THIS IS A REQUIRED POLICY

Legal

[Education Amendments of 1972, Title IX; 20 USC 1681 et seq.](#)

[ORC Chapter 2506](#)

[ORC 3313.66](#)

[ORC 3313.661](#)

[ORC 3313.662](#)

[ORC 3313.668](#)



Book	Policy Manual
Section	Section J: Student
Title	Student Expulsion
Code	JGE
Status	Active
Adopted	August 14, 2001
Last Revised	October 26, 2020
Prior Revised Dates	11/11/2003, 05/11/2015, 04/25/2016, 04/17/2017, 05/13/2019, 02/10/2020

Student Expulsion

At times the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. A student cannot be expelled from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than 80 days duration. An expulsion can extend beyond the end of the school year, if there are fewer school days than expulsion days remaining in the school year, then the Superintendent/designee may apply any remaining part of all the period of the expulsion to the following school year.

The Superintendent/designee may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent/ designee to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion in to the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to expelling a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

Beginning with the 2019-2020 academic year, the District will reduce the number of expulsions for non-serious offenses, as defined by State law, for students in grades pre-K through three in accordance with State law. Such expulsions will be eliminated by the 2021-2022 school year.

The Superintendent/designee will give the student and parent, guardian or custodian written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent or representative have the opportunity to appear on request before the Superintendent/ designee to challenge the action or to otherwise explain the student's actions. This notice will state the time and place to appear, which must not be less than three days nor later than five days after the notice is given.

Within one school day of the expulsion, the Superintendent will notify the parents, guardians or custodians of the student and the Treasurer.

The notice will include the reasons for the expulsion and the right of the student, parent, guardian or custodian to appeal to the Board or its designee; the right to be represented at the appeal and the right to request the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Permanent Exclusion

If the offense is one for which a school district may seek permanent expulsion, then the notice will contain that information.

Appeal to the Board

A student remains expelled for the duration of the expulsion or until action is taken on any appeal. A student who is 18 or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent or guardian.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the court of common pleas.

Legal

[Education Amendments of 1972, Title IX; 20 USC 1681 et seq.](#)

[ORC Chapter 2506](#)

[ORC 3313.66](#)

[ORC 3313.661](#)

[ORC 3313.662](#)

[ORC 3313.668](#)

Cross References

[ACAA - Sexual Harassment](#)

[ECAB - Vandalism](#)

[IGCI - Community Service](#)

[JEGA - Permanent Exclusion](#)

[JFC - Student Conduct \(Zero Tolerance\)](#)

[JFCF - Hazing and Bullying \(Harassment, Intimidation and Dating Violence\)](#)

[JFCJ - Weapons in the Schools](#)

[JG - Student Discipline](#)

[JGD - Student Suspension](#)

[JGDA - Emergency Removal of Student](#)



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised - REQUIRING DISTRICT CUSTOMIZATION)
Title	**OSBA Sample** Administering Medicines to Students (Version 1)
Code	JHCD
Status	From OSBA
Adopted	August 14, 2001
Last Revised	February 12, 2024

****This is the OSBA Sample****

Administering Medicines to Students (Version 1)

Administering Prescription Drugs to Students

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. **A prescription drug is a drug that is to be administered pursuant to the instructions of the prescriber, whether or not required by law to be sold only upon a prescription.**
2. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
3. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The **prescription** drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
4. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
5. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the **prescription** drug or other person licensed to prescribe medication.
6. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the **prescription** drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
7. No employee who is authorized by the Board to administer a **prescribed prescription** drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the **prescription** drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."

8. ~~No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.~~

Administering Over-the-Counter Drugs to Students

An over-the-counter drug is a drug that may be legally sold without a prescription and that is administered without the instruction of a prescriber.

(Choose one of the following):

Authorized employees may, in the course of their employment, administer over-the-counter drugs to students in accordance with procedures developed by the Superintendent/designee. Such procedures must at minimum require parental consent for administration.

-OR-

Employees may not administer over-the-counter drugs to students in the course of their employment.

(keep from here on for all districts)

These procedures for over-the-counter medications do not apply to care given in the following situations; such situations are managed in accordance with law and any applicable policies and procedures:

1. **emergency care occurring at the scene of an emergency outside of a hospital, doctor's office, or other place having proper medical equipment;**
2. **emergency care administered by a physician, dentist, or nurse volunteering at a school athletic event;**
3. **emergency care provided in a school district pursuant to an emergency medical authorization submitted by a student's parent or guardian;**
4. **emergency use of epinephrine autoinjectors in a school district pursuant to a school policy regarding their use;**
5. **diabetes care provided in accordance with an order signed by a student's treating practitioner;**
6. **emergency use of inhalers in a school district pursuant to a school policy regarding their use and**
7. **emergency use of injectable or nasally administered glucagon in a school district pursuant to a school policy regarding its use.**

Religious Convictions

No person employed by the Board is required to administer a prescription or over-the-counter drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a prescription or over-the-counter drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine autoinjector (**epipenEpiPen**) to treat anaphylaxis (severe allergic reactions). The right to carry and use an **epipenEpiPen** extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an **epipenEpiPen** is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

Seizure Medication

If a student has an active seizure disorder diagnosis, the school nurse, or another school employee if the school does not employ a nurse, will create an individualized seizure action plan for that student in accordance with State law. The action plan must include information on how to administer prescribed seizure drugs to the student and school districts must designate at least one employee in each school building aside from a school nurse to be trained every two years on implementing seizure action plans, including training in administering seizure drugs.

Prescription drugs prescribed for a seizure disorder that are to be administered to students may be kept in an easily accessible location.

Students are allowed to possess seizure medications at school or at any activity, event or program sponsored by or in which the student's school is a participant, if the student has the written approval of the student's physician containing all information required by law and, if the student is a minor, the written approval of the parent, guardian, or other person having care or charge of the student. The school principal and, if a school nurse is assigned to the student's school building, the school nurse, must receive copies of the written approvals.

Legal References

- ORC 2305.23
- ORC 2305.231
- ORC 3313.64
- ORC 3313.7112
- ORC 3313.7117
- ORC 3313.712
- ORC 3313.713
- ORC 3313.716
- ORC 3313.718
- ORC 3314.03
- ORC 3314.141
- OAC 3301-35-06

Cross References

- EBBA, First Aid
- JFCH, Alcohol Use by Students
- JFCI, Student Drug Abuse

NOTE: This policy must be accompanied by regulations formally adopted by the Board, which enumerate in more specific terms the requirements of Ohio Revised Code Section (RC) 3313.713.

House Bill (HB) 70 (2024) requires districts to modify medication policy to address the authority of its employees, when acting in situations other than those addressed by provisions of State law, to administer over-the-counter drugs to students enrolled in the schools of the District. The policy may include provisions on the following:

1. *Whether the District will authorize any employees, in the course of their employment, to administer any over-the-counter drugs to students;*

2. *Whether the permission of the parent or guardian will be required before a District employee may administer an over-the-counter drug to a student. In light of changes from HB 8 (2024) districts should consider requiring such parental permission.*

Beginning July 1, 2011, HB 009 permits only employees of the Board who are licensed health professionals, or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board, to administer prescription drugs to students in school districts.

The law grants boards the continued authority to outright prohibit any employee, including licensed health professionals, from administering any prescription drugs to students, or to prohibit administration of drugs that require certain procedures, such as injections.

Students With Diabetes

HB 264 (2014), effective September 11, 2014, requires districts to ensure that each student with diabetes who is enrolled in the District receives appropriate and needed diabetes care in accordance with an order signed by the student's treating physician, and in accordance with State law. These requirements appear in RC 3313.7112, and include specific training requirements for nonlicensed health professionals who perform diabetes care tasks for such students — including administration of medications. Within 14 days of receipt of an order signed by a student's treating physician, the Board must inform the student's parent/guardian or other person having care or charge of the student that the student may be entitled to a 504 plan regarding the student's diabetes. If a student has a 504 plan, the specific provisions of State law may be integrated into this student's plan. However, there is no requirement that a student has to have a 504 plan to receive the necessary care outlined.

If the required statutory criteria are met, a student may manage his/her care within the classroom, and all other areas of the school, and possess the equipment and supplies necessary for this care. A student with diabetes must be permitted to attend the school to which he/she would be assigned if the student did not have diabetes, and care must be provided at the school in accordance with the provisions of RC 3313.7112.

A district cannot compel or require employees to complete the statutory trainings, and cannot discipline employees for refusing to be trained. HB 367 (2014) allows a board of education to contract with an educational service center (ESC) for a school nurse, registered nurse or licensed practical nurse employed by the ESC to provide diabetes care to students in the District.

Annually, by December 31, the District must report to the Ohio Department of Education and Workforce the number of enrolled students with diabetes during the previous school year, and the number of errors associated with administration of diabetes medication during the previous school year.

HB 33 (2023), effective October 3, 2023, requires public school districts and chartered nonpublic schools to create an individualized seizure action plan for every student with an active seizure disorder diagnosis. The new provision also includes training requirements for school staff on implementation of the plan and administration of prescribed seizure disorder drugs to students subject to an individualized seizure action plan. In addition to a written request from the student's parent(s), guardian(s) or other person(s) in charge of the student to have one or more prescribed seizure drugs administered to him/her, seizure action plans must also include drug information from the student's treating practitioner and any other component required by law.

THIS IS A REQUIRED POLICY

Legal

[ORC 2305.23](#)

[ORC 2305.231](#)

[ORC 3313.64](#)

[ORC 3313.7112](#)

[ORC 3313.7117](#)

[ORC 3313.712](#)

[ORC 3313.713](#)

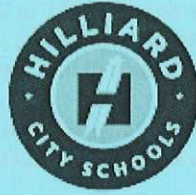
[ORC 3313.716](#)

[ORC 3313.718](#)

[ORC 3314.03](#)

[ORC 3314.141](#)

[OAC 3301-35-06](#)



Book	Policy Manual
Section	Section J: Student
Title	Administering Medicines to Students
Code	JHCD
Status	Active
Adopted	August 14, 2001
Last Revised	February 12, 2024
Prior Revised Dates	04/09/2007, 04/13/2011, 07/07/2011, 11/24/2014, 05/11/2015, 04/25/2016

Administering Medicines to Students

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
4. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
7. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Autoinjectors

Individual students with an identified life-threatening allergy are permitted to carry and use an epinephrine autoinjector (epipen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epipen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an epipen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. The principal and/or the school nurse must have received copies of these required written approvals. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

The Board recognizes that many students may have an allergic reaction at school from known or unknown allergens. The first line of treatment for anaphylaxis is the prompt use of epinephrine (epipen). In response to providing a safe school environment, all schools may have non-individual specific epinephrine autoinjector on-site. Procedures for management, use and administration of non-individual specific epinephrine autoinjector are located on-site pursuant to Ohio Revised Code 3313.7110.

Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

Seizure Medication

If a student has an active seizure disorder diagnosis, the school nurse, or another school employee if the school does not employ a nurse, will create an individualized seizure action plan for that student in accordance with State law. The action plan must include information on how to administer prescribed seizure drugs to the student and school districts must designate at least one employee in each school building aside from a school nurse to be trained every two years on implementing seizure action plans, including training in administering seizure drugs.

Legal	<u>ORC 2305.23</u>
	<u>ORC 2305.231</u>
	<u>ORC 3313.64</u>
	<u>ORC 3313.7112</u>
	<u>ORC 3313.712</u>
	<u>ORC 3313.713</u>
	<u>ORC 3313.716</u>
	<u>ORC 3313.718</u>
	<u>ORC 3314.03</u>
	<u>ORC 3314.141</u>
	<u>OAC 3301-35-06</u>

Cross References

EBBA - First Aid

JFCG/JFCH/JFCI - Tobacco Use by Students/Alcohol Use by Students/Student Drug Abuse



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised)
Title	**OSBA Sample** Administering Prescription Drugs to Students (General Regulation)
Code	JHCD-R-1
Status	From OSBA

****This is the OSBA Sample****

Administering ~~Medicines~~ Prescription Drugs to Students
(General Regulation)

Students needing medication are encouraged to receive the medication at home, if possible.

Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care or charge of the student, that the **prescription** drug be administered to the student.
2. Each person designated to administer ~~medication~~ **prescription drugs** receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:
 - A. the name and address of the student;
 - B. the school and class in which the student is enrolled;
 - C. the name of the **prescription** drug and the dosage to be administered;
 - D. the times or intervals at which each dosage of the **prescription** drug is to be administered;
 - E. the date on which the administration of the **prescription** drug is to begin;
 - F. the date on which the administration of the **prescription** drug is to cease;
 - G. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency and
 - H. special instructions for administration of the **prescription** drug, including sterile conditions and storage.
3. The parent(s) agree to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe medication as described above changes.
4. The person authorized to administer the **prescription** drug receives a copy of the statement described above.
5. The **prescription** drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed

professional.

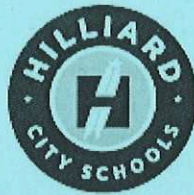
The person designated by the Board establishes a location in each school building for the storage of **prescription** drugs to be administered. Unless otherwise authorized by State law, all such **prescription** drugs shall be stored in that location in a locked storage place. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

No person who has been authorized by the Board to administer a **prescription** drug and has a copy of the most recent statement which was given to him/her prior to administering the drug is liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes "gross negligence or wanton or reckless misconduct."

A person employed by the Board is not required to administer a prescribed drug to a student unless a Board regulation establishes a requirement; furthermore, the Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Board policy and regulations regarding dispensation of medication must be formally adopted by the Board and may be changed, modified or revised only by action of the Board.

NOTE: THIS IS A REQUIRED REGULATION



Book	Policy Manual
Section	Section J: Student
Title	Administering Medicines to Students
Code	JHCD-R
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	04/09/2007, 07/07/2011, 11/24/2014

Administering Medicines to Students

Students needing medication are encouraged to receive the medication at home, if possible.

Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care or charge of the student, that the drug be administered to the student.

2. Each person designated to administer medication receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:

- A. the name and address of the student;
- B. the school and class in which the student is enrolled;
- C. the name of the drug and the dosage to be administered;
- D. the times or intervals at which each dosage of the drug is to be administered;
- E. the date on which the administration of the drug is to begin;
- F. the date on which the administration of the drug is to cease;
- G. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency and
- H. special instructions for administration of the drug, including sterile conditions and storage.

It is the student's responsibility to come to the office to receive his/her medication. New authorization forms must be submitted at the beginning of each school year.

3. The parent(s) agree to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe

medication as described above changes.

4. The person authorized to administer the drug receives a copy of the statement described above.

5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional. The medication and dosage listed on the label must be identical to the authorization form. Parents are responsible for keeping record of the amount of medication at school and for sending more when needed.

The person designated by the Board establishes a location in each school building for the storage of drugs to be administered. Unless otherwise authorized by State law, all such drugs shall be stored in that location in a locked storage place. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him/her prior to administering the drug is liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes "gross negligence or wanton or reckless misconduct."

A person employed by the Board is not required to administer a prescribed drug to a student unless a Board regulation establishes a requirement; furthermore, the Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Board policy and regulations regarding dispensation of medication must be formally adopted by the Board and may be changed, modified or revised only by action of the Board.

Inhalers

In order for a student to possess and use an inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

The physician's written approval must specify the minimum following information:

1. the student's name and address;
2. the name of the medication contained in the inhaler;
3. the date the administration of the medication is to begin;
4. the date, if known, that the administration of the medication is to cease;
5. written instructions that outline the procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack;
6. any severe adverse reactions that may occur to the student using the inhaler that should be reported to the physician;
7. any severe reactions that may occur to another student for whom the inhaler is not prescribed, should he/she receive a dose of the medication;
8. at least one emergency telephone number for contacting the physician;
9. at least one emergency telephone number for contacting the parent, guardian or other person having care or charge of the student in an emergency and
10. any other special instructions from the physician.

In no circumstances will the District, any member of the Board or any Board employee be liable for injury, death or loss of person or property when a District employee prohibits a student from using an inhaler because the employee believes in good faith that the required written approvals have not been received by the principal. Additionally, liability cannot accrue because the employee permits the use of an inhaler when the employee believes in good faith that the written approval(s) have been received by the appropriate authority.

Medication — Self-/Administered — Grades 7-12

1. Students in grades 7-12 may self-administer a nonprescription/over the counter medication at the parent's discretion. The student's parent must send a note with the student stating the name of the medication, dose, time it is to be taken, date it is to be taken and then signed by the parent. This note must be presented to an

administrator for their signature. The student may only carry a one-day supply of medication on his/her person. No such medication shall be given to another student.

2. School personnel are not responsible for administration or supervisions of self-administered medication.

Use of Epinephrine Autoinjectors

Student possession of an epipen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

The prescriber's written approval must specify at least the following information.

1. student's name and address;
2. names and dose of the medication contained in the autoinjector;
3. the date the administration of the medication is to begin and, if known, the date the administration of the medication is to cease;
4. acknowledgement that the prescriber has determined that the student is capable of possessing and using the epipen appropriately and has provided the student with training in the proper use of the epipen;
5. circumstances in which the epipen should be used;
6. written instructions that outline procedures school personnel should follow if the student is unable to administer the medication or the medication does not produce the expected relief from the student's anaphylaxis (allergic response);
7. any severe reaction that:
 - A. the student may experience that should be reported to the prescriber or
 - B. that may occur to another student for whom the medication is not prescribed, if that student receives a dose of the medication;
8. at least one emergency telephone number each for contacting the prescriber and the parent and
9. any other special instructions from the prescriber.

Whenever a student is administered epinephrine at school or at an activity, event or program sponsored by the school or in which the school is a participant, a school employee must immediately request assistance from an emergency medical service provider. Request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

The Board and District employees are not liable in damages in a civil action for injury, death or loss to person or property allegedly arising if:

1. a school employee prohibits a student from using an epipen because he/she has a good faith belief that the conditions for carrying and using the medication have not been satisfied;
2. a school employee permits a student to carry and use an epipen because of the good faith that the conditions have been satisfied or
3. In instances in which a student is rightfully permitted to carry an epipen, the use of the medication by a student for whom it was not prescribed.

All immunities granted to schools under the sovereign immunity law or any other law applies.



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised)
Title	**OSBA Sample** College Credit Plus
Code	IGCH-R (Also LEC-R)
Status	From OSBA
Adopted	August 14, 2001
Last Revised	December 9, 2024

****This is the OSBA Sample****

College Credit Plus

District Obligations

The District is required to notify all 6th through 11th grade students and their parents about the College Credit Plus (CCP) program through multiple, easily accessible resources by February 1 of each school year. The notice includes all information required by State law. The District promotes the CCP program on the District website, including details of current agreements with partnering colleges.

Students and/or parent(s) are required to submit written notice of intent to participate to the principal by April 1 **of the year in which the student wishes to enroll and may submit written notice as early as February 15 or November 1 of the student's intent to participate in the program in the next semester or term. Any student who provides notification by April 1 may be approved to participate in the program the next full school year. Any student who provides notification by November 1 may be approved to participate in the program for the next semester or term only.** Failure to inform the principal of intent to participate by the April 1 **or November 1** deadline shall result in the student having to secure written permission from the principal in order to participate in the program. If the principal denies a student's request for written permission, the student may appeal to the Superintendent. The Superintendent's decision is final.

The District holds an annual informational session between October 1 and February 15 to which partnering colleges located within 30 miles of the school (or the closest college if none are located within 30 miles) are invited. The informational session includes information on benefits and consequences of participation in CCP, and outlines any changes or additions to program requirements.

The District is required to provide counseling services to students prior to their participation in the program. Counseling services include but are not limited to:

1. program eligibility;
2. any necessary financial arrangements for tuition, textbooks and fees;
3. process of granting academic credits;
4. criteria for any transportation aid;

5. available support services;
6. scheduling;
7. the effect of the grade attained in the course being included in the student's grade-point average, if applicable;
8. consequences of failing or not completing a course under the program, including the effect on the student's ability to complete District graduation requirements;
9. benefits to the student of successfully completing a course under the program, including the ability to reduce the overall cost of, and the amount of time required for, a college education;
10. academic and social responsibilities of students and parents relative to this program;
11. information about and encouraging the use of college counseling services;
12. information about eligible courses;
13. information on CCP probation, dismissal and appeal procedures;
14. the standard program information packet developed by the Ohio Department of Higher Education (ODHE) and
15. the permission slip jointly developed by the Ohio Department of Education **and Workforce** (ODEW) and ODHE regarding the potential for mature subject matter in a course taken through CCP and information about the potential for mature subject matter in courses in which the student intends to enroll through CCP and that courses will not be modified based upon CCP enrollee participation regardless of where the course of instruction occurs.

The District develops both a 15-credit hour and a 30-credit hour model course pathway for courses offered under CCP in consultation with a partnering college. Each pathway must include courses, which once completed, apply to at least one degree or professional certification offered at the college. The pathways may be organized by desired major or career path, or may include various core courses required for a degree or professional certification by the college. The pathways are published among the school's official list of course offerings for participant selection. No participant is required to enroll only in courses included in a model pathway.

The District implements a policy for awarding grades and calculating class standing for CCP courses that is equivalent to the school's policy for other advanced standing programs or District-designated honors courses. Any grade weighting or class standing enhancements applicable to advanced standing programs or District-designated honors courses are similarly applied to CCP courses.

Student Enrollment

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college's and relevant academic program's established standards for admission, enrollment and course placement, including any course specific capacity limits. The student and his/her parent also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program. The student and his/her parent also must sign and include in their application to the college, the permission slip developed by ODEW and ODHE regarding the potential for mature subject matter in a course taken through CCP.

The student may opt to receive college credit only or both college and high school credit. The student must designate his/her choice at the time of enrollment.

Students may enroll only in eligible courses as defined in rules adopted by ODHE. Upon receipt of the notice of pre-term admission, the student's secondary school verifies the student is enrolled in eligible courses. If the student is enrolled in ineligible courses, the school notifies the student and their parent that they must withdraw from the ineligible course(s). Students failing to withdraw prior to the college's no-fault withdrawal date will be responsible for all tuition, fees and textbook costs for the course.

If a student completes an eligible college course, the Board shall award him/her appropriate credit toward high school graduation if, at the time of enrollment, he/she elects to receive credit for courses toward fulfilling the graduation requirements.

High school credit awarded for eligible courses successfully completed counts toward graduation requirements and subject area requirements.

1. The Board awards comparable credit for the eligible course(s) completed at the college.
2. If no comparable course is offered, the Board grants an appropriate number of elective credits.
3. Any disputes between the student and the Board regarding high school credits granted for a course may be appealed by the student to ODEW. ODEW's decision on these matters is final.
4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.
5. Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system, CCP courses are treated in the same way as other advanced standing program or honors course.

Students of military families participating in CCP who must withdraw from the school because of a permanent change of station order out of state to transition from one military installation to another may:

1. complete the course for the semester in which the student is enrolled in an online format if possible, or
2. withdraw from the course without academic or financial penalty.

High School/College Enrollment

1. A student who enrolls in CCP for the first time in:
 - A. grades 7, 8 or 9 may receive credit toward high school graduation for up to the equivalent of four academic school years.
 - B. 10th grade may receive credit toward high school graduation for up to the equivalent of three academic school years.
 - C. 11th grade may receive credit toward high school graduation for up to the equivalent of two academic school years.
 - D. 12th grade may receive credit for up to the equivalent of one academic school year.
2. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.
3. For the purpose of this program, an academic year begins with the summer term. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.
4. College courses for which three semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.

Student Eligibility

Students wishing to participate in CCP must meet all statutory eligibility requirements. For purposes of these requirements, a "relevant high school course" is defined as a high school course that provides the appropriate academic foundation or career-technical education skills for the college course in which the student intends to enroll, as determined by the applicable institution of higher education. To be eligible, students must meet one of the following criteria:

1. be considered remediation-free on one of the Ohio Revised Code (RC) 3345.061(F) assessments;
2. have a cumulative unweighted high school grade point average (GPA) of at least 3.0;
3. have a cumulative unweighted high school GPA of at least 2.75 but less than 3.0 and received an "A" or "B" grade in a relevant high school course;
4. for participating seventh or eighth grade students without a cumulative unweighted high school GPA available, have received an A or B grade in a relevant high school course or

5. have participated in CCP prior to September 30, 2021 and scored within one standard error of measurement below the remediation-free threshold on one of the RC 3345.061(F) assessments and

A. have a cumulative high school GPA of at least 3.0 or for participating seventh or eighth grade students a cumulative GPA of 3.0 in the applicable grade level or

B. receive a recommendation from a school counselor, principal or career-technical program advisor.

Underperforming Students/CCP Probation

A student meeting at least one of the following is considered an underperforming student for purposes of CCP:

1. Cumulative GPA of less than 2.0 in college courses taken through CCP or
2. Withdraw from or receive no credit for two or more courses in the same term.

A student meeting the definition of an underperforming student for two consecutive terms of enrollment is considered an ineligible student.

The student's secondary school will place an underperforming student on CCP probation within the program and notify the student, parent and the college they are enrolled in of their status. The student may enroll in no more than one college course in any term when on CCP probation and cannot enroll in a college course in the same subject as a college course in which they received a grade of D or F or for which they received no credit. Students enrolled in impermissible courses who fail to dis-enroll prior to the college's no-fault withdrawal date are responsible for all costs associated with the course(s) and dismissed from CCP as an ineligible student.

If a student taking a permissible college course after placement on CCP probation and the course grade raises the student's cumulative college course GPA to 2.0 or higher, the student is removed from CCP probation and may participate in CCP without restrictions unless they again meet the definition of an underperforming student. A student on CCP probation who does not raise their GPA to the required minimum through the course grade is dismissed from CCP by the student's secondary school.

Students dismissed from the program are prohibited from taking any college courses through CCP and must dis-enroll for any college courses they may be registered for in the next term prior to the no-fault withdrawal date.

Each secondary school establishes an academic progress policy defining the progress students must achieve to be reinstated in CCP on CCP probation. The policy must state that failure to make academic progress as defined in the policy will result in an extension of CCP dismissal. The policy also includes the procedures for a student to request an appeal of their CCP status.

A student may request the secondary school allow the student to participate in CCP after one term of CCP dismissal. Summer term is not counted as a term of dismissal unless the student is enrolled in one or more high school courses during the summer. Upon review of the student's academic progress through review of their full high school and college academic records, the school will: continue the student's dismissal; place the student on CCP probation or allow the student to participate in CCP without restrictions in accordance with the school academic progress policy.

A student may appeal their status to the Superintendent within five business days of notification of CCP dismissal or prohibition from taking a college course in the same subject as a college course in which they received a grade of D or F or for which they received no credit. Upon consideration of any extenuating circumstances separate from academic performance that may have affected the student's CCP status, the Superintendent will issue a decision within 10 business days after the appeal is made and may:

1. allow the student to participate in the program without restrictions;
2. allow the student to take a course in the subject area in which they received a grade of D or F or for which they received no credit;
3. allow the student to participate in CCP on CCP probation or
4. maintain the student's dismissal from the program.

The Superintendent's decision is final.

If the decision is to continue the student's dismissal and the student is enrolled in a college, the student's college will allow the student to withdraw from all courses in which the student is enrolled without penalty and the student's secondary school shall not be required to pay for those courses. If the Superintendent fails to issue a decision on the appeal within the required timeframe and the student is enrolled in a college, the college will allow the student to withdraw from all impermissible courses without penalty and, if the decision on the appeal is made after the institution's prescribed no-fault withdrawal date, the student's secondary school shall pay for those courses.

Summer Term Eligibility

A student who is scheduled or anticipated to graduate from high school may not participate in CCP for any term beginning after the student's scheduled or anticipated graduation date or in any course offered at a college during a summer term that begins during the student's last quarter of high school.

Financial Responsibilities

1. If a student elects to enroll for college credit only (Option A), the student is responsible for all costs associated with the course.
2. If a student elects to enroll for the combination high school/college credit (Option B), the District is responsible for all costs associated with the eligible course at a public college/university. Students participating in CCP under Option B at a private college may be charged tuition and/or fees unless they are economically disadvantaged.
3. If a student fails a CCP course, the student or parent(s) may be responsible for all costs associated with the course. The District may not seek reimbursement from a student who fails a course if he/she is economically disadvantaged, unless the student has been expelled.
4. Students enrolled for the combination of high school/college credit are not eligible for financial aid from the college.
5. Upon parental application and determination of need, an eligible student, as defined by State law, enrolling for the combination of high school and college credit in the program may receive full or partial reimbursement for the necessary costs of transportation between the secondary school that he/she attends and the college/university in which he/she is enrolled.

Other Considerations

1. A student enrolled in the program follows the District attendance policy, as well as the District code of conduct, for curricular and extracurricular activities. These policies and codes are applicable during the time the student is attending high school and is on school property for any class or activity.
2. If a student is expelled from the District, the Board will deny high school credit for college courses taken during the period of the student's expulsion.

The Superintendent must send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the Board has denied high school credit for postsecondary education courses taken during the expulsion. If the expulsion period is extended, the Superintendent must notify the college of the extension. The college may withdraw its acceptance of a student who has been expelled. Unless otherwise authorized by State law, the expelled student is ineligible to enroll in a college under CCP for subsequent college terms during the expulsion period.

3. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment. Adjustments to individual schedules may be made by the school administration.
4. The District will not deny students the opportunity to participate in extracurricular activities because of their participation in CCP. The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. Courses used for eligibility determination may be a combination of high school and college courses. Students also must meet any additional District eligibility requirements.

NOTE: The notice provided to students and parents outlining the College Credit Plus (CCP) program must include the following information:

- Cost, including:
 - notice of CCP opportunities that have no cost to students, including the free option to attend public institutions of higher education;

- *clear references to the potential cost of participation at a nonpublic institution of higher education and*
- *the prohibition of charging economically disadvantaged students who choose to attend a nonpublic institution of higher education.*
- *Criteria for student participation, including but not limited to:*
 - *the requirement for a counseling session prior to participation (Ohio Revised Code (RC) 3365.04).*
 - *a notice that states: "Students must submit a written notice of their intent to participate in the upcoming academic year, by April 1, in accordance with Section 3365.03 of the RC, but may submit the written notice of intent to participate as early as February 15. Students desiring to participate in college credit plus in the summer are strongly encouraged to submit letters of intent and begin the admissions process starting in February and prior to the April 1 notice of intent deadline in order to improve chances of meeting summer registration timelines."*
- *Student participation options:*
 - *a statement secondary schools cannot limit a student's participation in CCP to only the courses offered in that school and that students may also participate online or at any other participating institution of higher education, or any combination thereof.*
 - *a statement that participating students may be concurrently enrolled in multiple postsecondary institutions and may concurrently take postsecondary courses from more than one institution of higher education.*
 - *list of courses offered at the secondary school through an agreement with an institution of higher education.*
 - *a statement students should review the course catalog of an institution of higher education for a full listing of course offerings of the institution.*
- *Specific information pertaining to the student's opportunity to participate during the summer term and the responsibility of the student to notify the college and students prior high school prior to a transfer to a new school when participating in a summer term course.*
- *Deadlines pertinent to the student's participation, including all deadlines associated with summer term participation.*
- *The designated point of contact at the secondary school for CCP who can answer questions from students, parents and the community regarding the program's operation and who will act as a liaison to the State to monitor future changes or amendments to the program.*
- *Specific information regarding a student's option to participate in CCP, at the high school-if applicable-, online, or at an institution of higher education, must also be part of all communications developed by the secondary school to promote CCP.*

Districts are required to report CCP program data by July 15 annually in accordance with requirements to be developed by the Ohio Department of Higher Education (ODHE) and Ohio Department of Education and Workforce (ODEW).

While districts are required to apply any weighted grading policy in a similar manner for CCP courses, districts are not required to create a weighted grade policy if they do not already have one. It is important to note, however, that if you are using a weighted grading policy, a higher value may not be placed on honors courses or other advanced standing program than on CCP courses.

Senate Bill (SB) 104 (2024) amended RC 3365 to include:

- *RC 3365.04 (H) to require public or chartered nonpublic schools to use CCP forms developed by the Chancellor of Higher Education and ODEW. It prohibits schools from modifying those forms without prior approval from the Chancellor and ODEW.*
- *RC 3365.05 (I) requires higher education institutions participating in CCP to provide orientations for CCP students, guided by concise directives from the Chancellor and ODEW.*
- *RC 3365.11 (B) requires the Chancellor to establish an alternative credentialing process to certify instructors with relevant teaching experience as CCP instructors. The Chancellor must establish the alternative credentialing process*

by Aug. 25, 2025.

- RC 3365.14 (A) requires the Chancellor, in consultation with ODEW, to ensure full engagement and participation in CCP by public colleges and public secondary schools, such as by publicly displaying program participation data by college and secondary schools.
- RC 3365.14 (B) requires the Chancellor and ODEW to collect data relative to the actual cost of CCP programming and submit it to the Auditor of State. The Auditor of State must review and audit that data and submit a one-time report to the General Assembly about the findings of that review and audit.
- ODEW must include a yes/no status indicator on the state report card indicating whether the District or building promotes and provides information on the CCP program in accordance with RC 3365.04.
- RC 3365.15 (C) requires the Chancellor and ODEW to jointly submit an annual report on the outcomes of CCP by December 31.

SB 3 (2016) added RC 3313.5314 stating that students attending the District or home education, nonpublic school, community school and STEM school students otherwise eligible to participate in extracurricular activities in the District cannot be denied the opportunity to participate in extracurricular activities in the District solely because of their participation in CCP. Students still must meet the District eligibility requirements.

House Bill (HB) 49 (2017) amended RC 3365.03(E) to state that the college to which a student applies will pay for one assessment used to determine that student's eligibility. Any additional assessment used for this purpose will be the financial responsibility of the student.

Ohio Administrative Code (OAC) 3333-1.65.12 defines courses eligible for payment under CCP.

Each secondary school must adopt an academic progress policy in accordance with OAC 3333-1.65.13. Districts should review information provided by ODHE when developing this school specific policy.

Districts must include information on eligible courses and CCP probation in the required informational session. Districts may incorporate the required counseling session into the annual informational session provided the secondary school makes alternate dates available for those unable to attend the annual information session.

HB 110 (2021) adds new requirements for notice of the potential for mature subject matter in CCP courses. Mature subject matter is defined as any course subject matter or material of a graphic, explicit, violent or sexual nature. HB 110 also revised the academic eligibility requirements for student participation.



Book	Policy Manual
Section	Section I: Instruction
Title	College Credit Plus
Code	IGCH-R (Also LEC-R)
Status	Active
Adopted	August 14, 2001
Last Revised	December 9, 2024
Prior Revised Dates	01/10/2011, 04/13/2011, 11/25/2013, 05/11/2015, 07/08/2015, 08/08/2016, 07/05/2015, 12/18/2017, 10/08/2018, 11/08/2021, 08/08/2022, 11/07/2022, 05/08/2023

College Credit Plus

District Obligations

The District is required to notify all 6th through 11th grade students and their parents about the College Credit Plus (CCP) program through multiple, easily accessible resources by February 1 of each school year. The notice includes all information required by State law. The District promotes the CCP program on the District website, including details of current agreements with partnering colleges.

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1. program eligibility;
2. any necessary financial arrangements for tuition, textbooks, and fees;
3. process of granting academic credits;
4. criteria for any transportation aid;
5. available support services;

6. scheduling;
7. the effect of the grade attained in the course being included in the student's grade-point average, if applicable;
8. consequences of failing or not completing a course under the program, including the effect on the student's ability to complete District graduation requirements;
9. benefits to the student of successfully completing a course under the program, including the ability to reduce the overall cost of, and the amount of time required for, a college education;
10. academic and social responsibilities of students and parents relative to this program;
11. information about and encouraging the use of college counseling services;
12. information about eligible courses;
13. information on CCP probation, dismissal and appeal procedures;
14. the standard program information packet developed by the Ohio Department of Higher Education (ODHE) and
15. the permission slip jointly developed by the Ohio Department of Education and Workforce (ODEW) and ODHE regarding the potential for mature subject matter in a course taken through CCP and information about the potential for mature subject matter in courses in which the student intends to enroll through CCP and that courses will not be modified based upon CCP enrollee participation regardless of where the course of instruction occurs.

The District develops both a 15-credit hour and a 30-credit hour model course pathway for courses offered under CCP in consultation with a partnering college. Each pathway must include courses, which once completed, apply to at least one degree or professional certification offered at the college. The pathways may be organized by desired major or career path, or may include various core courses required for a degree or professional certification by the college. The pathways are published among the school's official list of course offerings for participant selection. No participant is required to enroll only in courses included in a model pathway.

The District implements a policy for awarding grades and calculating class standing for CCP courses that is equivalent to the school's policy for other advanced standing programs or District-designated honors courses. Any grade weighting or class standing enhancements applicable to advanced standing programs or District-designated honors courses are similarly applied to CCP courses.

Student Enrollment

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college's and relevant academic program's established standards for admission, enrollment and course placement, including any course specific capacity limits. The student and his/her parent/guardian also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program. The student and his/her parent/guardian also must sign and include in their application to the college, the permission slip developed by ODEW and ODHE regarding the potential for mature subject matter in a course taken through CCP.

The student may opt to receive college credit only or both college and high school credit. The student must designate his/her chosen option at the time of enrollment.

Students may enroll only in eligible courses as defined in rules adopted by the ODHE. Upon receipt of the notice of pre-term admission of the student's secondary school verifies the student is enrolled in eligible courses. If the student is enrolled in ineligible courses the school notifies the student and their parent that they must withdraw from the ineligible course(s). Students failing to withdraw prior to the college's no-fault withdrawal date will be responsible for all tuition, fees and textbook costs for the course.

If a student completes an eligible college course, the Board shall award him/her appropriate credit toward high school graduation if, at the time of enrollment, he/she elects to receive credit for courses toward fulfilling the graduation requirements.

High school credit award for eligible courses successfully completed counts toward graduation requirements and subject area requirements.

1. The Board awards comparable credit for the eligible course(s) completed at the college.
2. If no comparable course is offered, the Board grants an appropriate number of elective credits.
3. Any disputes between the student and the Board regarding high school credits granted for a course may be appealed by the student to the Ohio Department of Education and Workforce (ODEW). ODEW's decision on these matters is final.
4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.
5. Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system, CCP courses are treated in the same way as other advanced standing program or honors course.

Students of military families participating in CCP who must withdraw from the school because of a permanent change of station order out of state to transition from one military installation to another may:

1. complete the course for the semester in which the student is enrolled in an online format if possible, or
2. withdraw from the course without academic or financial penalty.

High School/College Enrollment

1. A student who enrolls in CCP for the first time in:
 - A. grades 7, 8 or 9 may receive credit toward high school graduation for up to the equivalent of four academic school years.
 - B. 10th grade may receive credit toward high school graduation for up to the equivalent of three academic school years.
 - C. 11th grade may receive credit toward high school graduation for up to the equivalent of two academic school years.
 - D. 12th grade may receive credit for the equivalent of one academic school year.
2. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.
3. For the purpose of this program, an academic year begins with the summer term. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.
4. College courses for which three, or more, semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.

Student Eligibility

Students wishing to participate in CCP must meet all statutory eligibility requirements. For purposes of these requirements, a "relevant high school course" is defined as a high school course that provides the appropriate academic foundation or career-technical education skills for the college course in which the student intends to enroll, as determined by the applicable institution of higher education. To be eligible, students must meet one of the following criteria:

1. be considered remediation-free on one of the Ohio Revised Code (RC) 3345.061(F) assessments;
2. have a cumulative unweighted high school grade point average (GPA) of at least 3.0;
3. have a cumulative unweighted high school GPA of at least 2.75 but less than 3.0 and received an 'A' or 'B' grade in a relevant high school course;

4. for participating seventh or eighth grade students without a cumulative unweighted high school GPA available, have received an A or B grade in a relevant high school course or
5. have participated in CCP prior to September 30, 2021 and scored within one standard error of measurement below the remediation-free threshold on one of the RC 3345.061(F) assessments and
 - A. have a cumulative high school GPA of at least 3.0 or for participating seventh or eighth grade students a cumulative GPA of 3.0 in the applicable grade level or
 - B. receive a recommendation from a school counselor, principal or career-technical program advisor.

Underperforming Students/CCP Probation

A student meeting at least one of the following is considered an underperforming student for purposes of CCP:

1. Cumulative GPA of less than 2.0 in college courses taken through CCP or
2. Withdraw from or receive no credit for two or more courses in the same term.

A student meeting the definition of an underperforming student for two consecutive terms of enrollment is considered an ineligible student.

The student's secondary school will place an underperforming student on CCP probation within the program and notify the student, parent and the college they are enrolled in of their status. The student may enroll in no more than one college course in any term when on CCP probation and cannot enroll in a college course in the same subject as a college course in which they received a grade of D or F or for which they received no credit.

Students enrolled in impermissible courses who fail to dis-enroll prior to the college's no-fault withdrawal date are responsible for all costs associated with the course(s) and dismissed from CCP as an ineligible student.

If a student taking a permissible college course after placement on CCP probation and the course grade raises the student's cumulative course GPA to 2.0 or higher, the student is removed from CCP probation and may participate in CCP without restrictions unless they again meet the definition of an underperforming student. A student on CCP probation who does not raise their GPA to the required minimum through the course grade, is dismissed from CCP by the student's secondary school.

Students dismissed from the program are prohibited from taking any college courses through CCP and must dis-enroll for any college courses they may be registered for in the next term prior to the no-fault withdrawal date.

Each secondary school establishes an academic progress policy defining the progress students must achieve to be reinstated in CCP on CCP probation. The policy must state that failure to make academic progress as defined in the policy will result in an extension of CCP dismissal. The policy also includes the procedures for a student to request an appeal of their CCP status.

A student may request the secondary school allow the student to participate in CCP after one term of CCP dismissal. Summer term is not counted as a term of the dismissal unless the student is enrolled in one or more high school courses during the summer. Upon review of the student's academic progress through review of their full high school and college academic records the school will: continue the student's dismissal; place the student on CCP probation or allow the student to participate in CCP without restrictions in accordance with the school academic progress policy.

A student may appeal their status to the Superintendent within five business days of notification of CCP dismissal or prohibition from taking a college course in the same subject as a college course in which they received a grade of D or F or for which they received no credit. Upon consideration of any extenuating circumstances separate from academic performance that may have affected the student's CCP status the Superintendent will issue a decision within 10 business days after the appeal is made and may:

1. allow the student to participate in the program without restrictions;
2. allow the student to take a course in the subject area in which they received a grade of D or F or for which they received no credit;
3. allow the student to participate in CCP on CCP probation or
4. maintain the student's dismissal from the program.

The Superintendent's decision is final.

If the decision is to continue the student's dismissal and the student is enrolled in a college, the student's college will allow the student to withdraw from all courses in which the student is enrolled without penalty and the student's secondary school shall not be required to pay for those courses. If the Superintendent fails to issue a decision on the appeal within the required timeframe and the student is enrolled in a college, the college will allow the student to withdraw from all impermissible courses without penalty and, if the decision on the appeal is made after the institution's prescribed no-fault withdrawal date, the student's secondary school shall pay for those courses.

Summer Term Eligibility

A student who is scheduled or anticipated to graduate from high school may not participate in CCP for any term beginning after the student's scheduled or anticipated graduation date or in any course offered at a college during a summer term that begins during the student's last quarter of high school.

Financial Responsibilities

1. If a student elects to enroll for college credit only (Option A), the student is responsible for all costs associated with the course.
2. If a student elects to enroll for the combination of high school/college credit (Option B), the District is responsible for all costs associated with the eligible course at a public college/university. Students participating in CCP under Option B at a private college may be charged tuition and/or fees unless they are economically disadvantaged.
3. If a student fails a CCP course, the student or parent(s) may be responsible for all costs associated with the course. The District may not seek reimbursement from a student who fails a course if he/she is economically disadvantaged, unless the student has been expelled.
4. Students enrolled for the combination of high school/college credit are not eligible for financial aid from the college.
5. Upon parental application and determination of need an eligible student, as defined by State law, enrolling for the combination of high school and college credit in the program may receive full or partial reimbursement for the necessary costs of transportation between the secondary school that he/she attends and the college/university in which he/she is enrolled.

Other Considerations

1. A student enrolled in the program follows the District attendance policy, as well as the District code of conduct, for curricular and extracurricular activities. These policies and codes are applicable during the time the student is attending high school and is on school property for any class or activity.
2. If a student is expelled from the District, the Board will deny high school credit for college courses taken during the period of the student's expulsion.

The Superintendent/designee must send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the Board has denied high school credit for postsecondary education courses taken during the expulsion. If the expulsion period is extended, the Superintendent/designee must notify the college of the extension. The college may withdraw its acceptance of a student who has been expelled. Unless otherwise authorized by State law, the expelled student is ineligible to enroll in a college under CCP for subsequent college terms during the expulsion period.

3. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment. Adjustments to individual schedules may be made by the school administration.
4. The District will not deny students the opportunity to participate in extracurricular activities because of their participation in CCP. The District adheres to the Ohio High School Athletic Association and its own eligibility policy to participate in athletics. Credits used for eligibility determination may be a combination of high school and college courses. Students also must meet any additional District eligibility requirements.



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised)
Title	**OSBA Sample** Interdistrict Open Enrollment (Do Not Participate)
Code	JECBB
Status	From OSBA
Adopted	August 14, 2001
Last Revised	December 9, 2024

****This is the OSBA Sample****

Interdistrict Open Enrollment
(Do Not Participate)

The Board does not participate in an open enrollment program for students from other districts and does not accept such students **except when otherwise required by law**.

The Board permits a nonresident student to apply and enroll in the District schools free of any tuition obligation if both of the following apply:

- 1. the student's parent is a member of the United States Army, Navy, Air Force, Space Force, Marine Corps, or Coast Guard who is on full-time active duty and**
- 2. the student's parent provides the District with a copy of the parent's official written order verifying the parent's status as an active duty member of the armed forces.**

A student enrolled under this provision whose parent is subsequently discharged or released from active duty is permitted to attend school for the remainder of the school year in which the parent is discharged or released from active duty. After the conclusion of that school year, the student is no longer permitted to enroll under this provision unless they have a parent on active duty.

Such students may apply and enroll in the District schools free of any tuition obligation, provided that all procedures as outlined in the administrative regulations are met. Requirements include:

- 1. application procedures, including deadlines for application and notification to students of acceptance or rejection and the superintendents of adjacent districts whenever an adjacent district's student's application is approved;**
- 2. procedures for admission;**
- 3. District capacity limits by grade level, school building and educational program are determined;**
- 4. resident students and previously enrolled adjacent district students have preference over first-time applicants;**
- 5. no requirements of academic, athletic, artistic or any other skill or proficiency;**

6. **no limitations on admitting students with disabilities, unless services required in an Individualized Education Program are not available in the District;**
7. **no requirement that the student be proficient in the English language;**
8. **no rejection of any applying student because the student has been subject to disciplinary proceedings, except an applicant who has been suspended or expelled by the adjacent district for 10 consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought and**
9. **procedures to ensure maintenance of an appropriate racial balance in the District's schools.**

The District notifies the Ohio Department of Education **and Workforce** (ODEW) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODEW upon request.

Compliance with this policy is reported to ODEW by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Legal References

ORC 3313.64
ORC 3313.98
ORC 3313.983
ORC Chapter 3327
OAC 3301-48-02

Cross References

IGDJ - Interscholastic Athletics

NOTE: Senate Bill 208 (2024) requires a district to allow for open enrollment of a student whose parent is full time active military duty to enroll tuition free even if the District does not otherwise accept open enrollment students or only accepts applications from adjacent district students.

Districts are required to notify the Ohio Department of Education and Workforce (ODEW) of any change to this policy within 30 days of adoption. ODEW also may request a district to report any complaints filed or received regarding its open enrollment policy and may request documentation to verify open enrollment policies are being adhered to and complaints are being addressed. This oversight may include on-site visits.

SB 216 (2018) enacted Ohio Revised Code 3301.68 requiring ODEW to establish, distribute and monitor a consolidated school mandate report for school districts. Except where specifically required by law, ODEW cannot require a separate report for the items included in the report. Each district must complete and file the report by November 30 annually.

The report must require each district or school to denote "yes" to indicate compliance or "no" to indicate noncompliance with the following prescribed items and to provide any other information that the department requests regarding those items:

- *Training on the use of physical restraint or seclusion on students;*
- *Training on harassment, intimidation, or bullying;*
- *Training on the use of cardiopulmonary resuscitation and an automated external defibrillator;*
- *Training on crisis prevention intervention;*
- *The establishment of a wellness committee;*
- *The reporting of a district's or school's compliance with nutritional standards;*
- *Screening for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders of students enrolled for the first time in kindergarten or first grade and*

- *Compliance with interdistrict and intradistrict open enrollment requirements.*

If a district or school denotes "no" on any item it must provide a written explanation to the Board within 30 days for why that item was not completed and a written plan of action for accurately and efficiently addressing the problem.

THIS IS A REQUIRED POLICY

Legal

[ORC 3313.64](#)

[ORC 3313.98](#)

[ORC 3313.983](#)

[ORC Chapter 3327](#)

[OAC 3301-48-02](#)



Book	Policy Manual
Section	Section J: Student
Title	Interdistrict Open Enrollment (Do Not Participate)
Code	JECBB
Status	Active
Adopted	August 14, 2001
Last Revised	December 9, 2024
Prior Revised Dates	05/11/2015, 02/11/2019

Interdistrict Open Enrollment
(Do Not Participate)

The Board does not wish to participate in an open enrollment program and will entirely prohibit interdistrict open enrollment from any other district.

The District notifies the Ohio Department of Education and Workforce (ODEW) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODEW upon request.

Compliance with this policy is reported to the ODEW by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Legal

[ORC 3313.64](#)

[ORC 3313.98](#)

[ORC 3313.983](#)

[ORC Chapter 3327](#)

[OAC 3301-48-02](#)

Cross References

[JECB - Admission of Nonresident Students](#)



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised)
Title	**OSBA Sample** Reporting Child Abuse and Mandatory Training
Code	JHG
Status	From OSBA
Adopted	August 14, 2001
Last Revised	December 9, 2024

****This is the OSBA Sample****

Reporting Child Abuse and Mandatory Training

All employees of the District who know or have reasonable cause to suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered, is suffering or faces a threat of suffering any type of abuse or neglect are required to immediately report such information to the public children services agency or the local law enforcement agency.

Conversely, public children services agencies must notify the Superintendent of any allegations of child abuse and neglect reported to them involving the District, as well as the disposition of the investigation.

To ensure prompt reports, procedures for reporting are made known to the school staff. A person who participates in making such reports is immune from any civil or criminal liability, provided the report is made in good faith.

The Board directs the Superintendent/designee to develop a program of in-service training in child abuse prevention; child sexual abuse; violence; school safety and violence prevention including human trafficking; substance abuse, the promotion of positive youth development, youth suicide awareness and prevention and the use of an automatic external defibrillator (AED). Training is also provided on the Board's harassment, intimidation, or bullying policy.

Where required, the in-service training program is developed in consultation with public or private agencies or persons involved in child abuse prevention, school safety, violence prevention or intervention programs or youth suicide awareness and prevention. The child sexual abuse training **is may be** provided by law enforcement officers or prosecutors with experience in handling cases involving child sexual abuse or child sexual violence.

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of the established in-service training within two years of commencing employment with the District, and every five years thereafter.

Middle and high school employees who work as teachers, counselors, nurses, school psychologists and administrators must receive training in dating violence prevention. The curriculum for training in dating violence prevention is developed by the Superintendent/designee and training must occur within two years of commencing employment and every five years thereafter.

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist, administrator or any other personnel the Board deems appropriate shall complete training in youth suicide awareness and prevention once every two years.

Legal References

ORC 2151.011
ORC 2151.421
ORC 3313.6023
ORC 3313.662
ORC 3313.666
ORC 3319.073

Cross References

EB - Safety Program
EBBA - First Aid
EBC - Emergency Management and Safety Plans
IGAE - Health Education
JFCF - Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JHF - Student Safety

NOTE: THIS IS A REQUIRED POLICY

Legal

[ORC 2151.011](#)
[ORC 2151.421](#)
[ORC 3313.6023](#)
[ORC 3313.662](#)
[ORC 3313.666](#)
[ORC 3319.073](#)



Book	Policy Manual
Section	Section J: Student
Title	Reporting Child Abuse and Mandatory Training
Code	JHG
Status	Active
Adopted	August 14, 2001
Last Revised	December 9, 2024
Prior Revised Dates	10/25/2004, 01/28/2008, 12/14/2009, 04/26/2010, 05/11/2015, 5/13/2019, 05/08/2023

Reporting Child Abuse and Mandatory Safety Training

All employees of the District who know or have reasonable cause to suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered, is suffering or faces a threat of suffering any type of abuse or neglect are required to immediately report such information to the public children services agency or the local law enforcement agency.

To ensure prompt reports, procedures for reporting are made known to the school staff. A person who participates in making such reports is immune from any civil or criminal liability, provided the report is made in good faith.

The Board directs the Superintendent/designee to design professional development for child abuse prevention; child sexual abuse; violence; school safety and violence prevention including human trafficking; substance abuse, the promotion of positive youth development, youth suicide awareness and prevention and the use of an automatic external defibrillator (AED). Training is also provided on the Board's harassment, intimidation, or bullying policy.

Where required the in-service training program is developed in consultation with public or private agencies or persons involved in child abuse prevention, school safety, violence prevention or intervention programs or youth suicide awareness and prevention. The child sexual abuse training is provided by law enforcement officers or prosecutors with experience in handling cases involving child sexual abuse or child sexual violence.

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of the established professional development within two years of commencing employment with the District, and every five years thereafter.

Middle and high school employees who work as teachers, counselors, nurses, school psychologists and administrators must receive training in dating violence prevention. The curriculum for training in dating violence prevention is developed by the Superintendent/designee and training must occur within two years of commencing employment and every five years thereafter.

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist, administrator or any other personnel the Board deems appropriate shall completed training in youth suicide awareness and prevention once every two years.

Conversely, public children services agencies must notify the Superintendent/designee of any allegations of child abuse and neglect reported to them involving the District, as well as the disposition of the investigation.

Legal

ORC 2151.011

ORC 2151.421

ORC 3313.662

ORC 3313.666

ORC 3319.073

Cross References

EB - Safety Programs

EBC - Emergency Management and Safety Plans

IGAE - Health Education

JFCF - Hazing and Bullying (Harassment, Intimidation and Dating Violence)

JHF - Student Safety



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised)
Title	**OSBA Sample** Programs for Students With Disabilities
Code	IGBA
Status	From OSBA
Adopted	August 14, 2001
Last Revised	December 9, 2024

****This is the OSBA Sample****

Programs for Students With Disabilities

All students with disabilities living within the District are identified, evaluated and placed in appropriate educational programs. This includes children for whom the District is the district of residence who are being held or have been court ordered to juvenile detention centers or children who have been committed to community correctional facilities. Additionally, all parentally placed private school children with disabilities who reside in a state other than Ohio and attend a private school within the District are located, identified and evaluated. Due process requirements, procedural safeguards and confidential treatment of information are adhered to as required by State and Federal law.

The Superintendent is expected to supervise all special education programs and to assign a member of the staff to coordinate efforts. The person designated is responsible for the identification of students with disabilities, the evaluation of disabilities and evaluation procedures, the design of Individualized Education Programs (IEP), plans and placement.

All procedures are in accordance with State and Federal law.

The IEP determined for each identified student is developed in accordance with the student's individual needs. The plan provides for reevaluation of the student's needs, progress and effectiveness of the program being offered.

Although the District requires all students with disabilities to be tested, each student with a disability is considered individually relative to his/her participation in the District's educational and testing programs. Alternative assessments may be required. Students must make yearly gains toward closing the achievement gap as defined by the **State Board of Education Ohio Department of Education and Workforce** performance targets.

The Board, ~~by resolution,~~ directs the administration to comply with and follow the **Ohio Department of Education and Workforce model special education policies and procedures Ohio Operating Standards for the Education of Children with Disabilities**.

The Board, by resolution, adopts either the Ohio Department of Education and Workforce model special education policies and procedures or a locally developed model in compliance with the Ohio Operating Standards for the Education of Children with Disabilities.

Legal References

Elementary and Secondary Education Act; 20 USC 1221 et seq.
Individuals with Disabilities Education Act; 20 USC 1400 et seq.
Rehabilitation Act; 29 USC 706(8)

Rehabilitation Act; 29 USC 794
Rehabilitation Act; 29 USC 794a
504 Regulations 34 CFR 104
504 Regulations 34 CFR 300.131
Americans with Disabilities Act; 42 USC 12101 et seq.
ORC 3313.50
ORC 3323.01 et seq.
ORC 3325.01 et seq.
OAC Chapter 3301-51
OAC 3301-55-01

Cross References

ACB, Nondiscrimination on the Basis of Disability
IGBJ, Title I Programs
IL, Testing Programs
JB, Equal Educational Opportunities
JGF, Discipline of Students with Disabilities
KBA, Public's Right to Know

NOTE: *Ohio's Operating Standards for Ohio Educational Agencies Serving Children with Disabilities ("Operating Standards") require districts to adopt written policies and procedures regarding the education of children with disabilities. In July 2024, the Ohio Department of Education and Workforce (ODEW) released updated model special education policies and procedures. These model special education policies and procedures do not need to be adopted in their entirety as board policy. Instead, a board of education should pass a resolution directing district administrators to comply with and follow either ODEW's model special education policies and procedures or special education policies and procedures that are developed locally by the board of education and approved by ODEW.*

Boards are required to adopt either the model special education policies and procedures or an approved local model by May 30, 2025, and notify the Office of Exceptional Children of the adopted policies and procedures by Nov. 30 annually thereafter.

THIS IS A REQUIRED POLICY

Legal

[Elementary and Secondary Education Act; 20 USC 1221 et seq.](#)
[Individuals with Disabilities Education Act; 20 USC 1400 et seq.](#)
Rehabilitation Act; 29 USC 706(8)
[Rehabilitation Act; 29 USC 794](#)
[Rehabilitation Act; 29 USC 794a](#)
[504 Regulations 34 CFR 104](#)
[504 Regulations 34 CFR 300.131](#)
[Americans with Disabilities Act; 42 USC 12101 et seq.](#)
[ORC 3313.50](#)
[ORC 3323.01 et seq.](#)
[ORC 3325.01 et seq.](#)
[OAC Chapter 3301-51](#)
[OAC 3301-55-01](#)



Book	Policy Manual
Section	Section I: Instruction
Title	Programs for Students With Disabilities
Code	IGBA
Status	Active
Adopted	August 14, 2001
Last Revised	December 9, 2024
Prior Revised Dates	7/26/2004, 10/15/2007, 12/14/2009, 1/14/2013, 5/11/2015, 08/08/2016

Programs for Students With Disabilities

The Board is committed to providing education for all youth of compulsory age who are legal residents of the District. All students with disabilities living within the District are identified, evaluated and placed in appropriate educational programs. This includes children for whom the District is the district of residence who are being held or have been court ordered to juvenile detention centers or children who have been committed to community correctional facilities. Additionally, all parentally-placed private school children with disabilities who reside in a state other than Ohio and attend a private school within the District, are located, identified and evaluated. Due process requirements, procedural safeguards and confidential treatment of information are adhered to as required by State and Federal law.

The Superintendent is expected to supervise all special education programs and to assign a member of the staff to coordinate efforts. The person designated is responsible for the identification of students with disabilities, the evaluation of disabilities and evaluation procedures, the design of Individualized Education Programs (IEP), plans and placement. All procedures are in accordance with State and Federal law.

The IEP determined for each identified student is developed in accordance with the student's individual needs. The plan provides for re-evaluation of the student's needs, progress and effectiveness of the program being offered.

Although the District requires all students with disabilities to be tested, each student with a disability is considered individually relative to his/her participation in the District's educational and testing programs. Alternative assessments may be required. Students must make yearly gains towards closing the achievement gap as defined by the Ohio Department of Education and Workforce performance targets.

The Board, by resolution, directs the administration to comply with and follow the Ohio Department of Education and Workforce model special education policies and procedures.

Legal [Elementary and Secondary Education Act; 20 USC 1221 et seq.](#)
 [Individuals with Disabilities Education Act; 20 USC 1400 et seq.](#)
 Rehabilitation Act; 29 USC 706(8)
 [Rehabilitation Act; 29 USC 794](#)

Rehabilitation Act; 29 USC 794a

504 Regulations 34 CFR 104

504 Regulations 34 CFR 300.131

Americans with Disabilities Act; 42 USC 12101 et seq.

State Department of Education Special Education Policies and Procedures, Free
Appropriate Public Education-101

ORC 3313.50

ORC 3323.01 et seq.

ORC 3325.01 et seq.

OAC Chapter 3301-51

OAC 3301-55-01

Cross References

IGBJ - Title I Programs

IL - Student Assessment

JB - Equal Educational Opportunities

KBA - Public's Right to Know



Book	Policy Manual
Section	Issue 1 of 2025 March RESOLUTION
Title	Adopt Special Education Model Policies and Procedures
Code	Resolution
Status	From OSBA

RESOLUTION TO ADOPT SPECIAL EDUCATION MODEL POLICIES AND PROCEDURES

WHEREAS, RC 3323.08 requires each school district to provide assurances to the Ohio Department of Education and Workforce (DEW) that the district will provide for the education of children with disabilities within its jurisdiction and has in effect policies, procedures, and programs that are consistent with the policies and procedures adopted by DEW; and

WHEREAS, DEW developed a document entitled "Special Education Model Policies and Procedures" ("Model Policies") that a board of education may adopt to fulfill the requirement described in the preceding paragraph; and

WHEREAS, the district has reviewed the Model Policies and determined that certain statements within the Model Policies are unnecessary to comply with state and federal law or conflict with existing state and federal laws and/or applicable case law;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby adopts DEW's Model Policies in their entirety except for the following sentences, which are specifically rejected in their current form and will not be implemented as written. The Board directs that the language identified below is either modified as specified, or, where indicated, deleted to ensure the district complies with applicable state and federal laws and/or case law:

- **P. 10. Destruction of Educational Records.**
 - o *Original Language*: "Ensures the information is destroyed at the request of the parents."
 - o *Action*: Replace sentence with "Once a parent is notified that personally identifiable information maintained by the district is no longer required to provide educational services to their child, or is not otherwise required to be maintained by the district based on state or federal law or applicable record retention schedules, the parent may request that the information be destroyed."
- **P. 14. Independent Education Evaluation at Public Expense.**
 - o *Original Language*: "An educational agency may not impose conditions or timelines related to obtaining an IEE, except for the criteria described above."
 - o *Action*: Delete this sentence in its entirety.
- **P. 33. Extended School Year.**
 - o *Original Language*: "The IEP team should consider emerging skills as part of the IEP process for children who are exhibiting beginning skillsets."
 - o *Action*: Delete this sentence in its entirety.
- **p. 42. Services**
 - o *Original Message*: "Although not required, educational agencies are encouraged to provide services during short-term removals to assist children with disabilities to continue to make progress toward their IEP goals and prevent them from falling behind."
 - o *Action*: Delete this sentence in its entirety.

BE IT FURTHER RESOLVED, that the Board directs all staff in the District to use and comply with the modified Model Policies as set forth above. The Board further authorizes the Superintendent to notify DEW of the Board's adoption of the modified Model Policies through DEW's monitoring systems by uploading a copy of this Board resolution; and

BE IT FURTHER RESOLVED, the Board acknowledges that the Model Policies, while comprehensive, do not include every requirement set forth in the IDEA, the regulations implementing IDEA, the Operating Standards, the Ohio Revised Code, and/or the Ohio Administrative Code, and the Board recognizes its obligation to follow these laws and regulations, as well as applicable caselaw, in the event there is a conflict between their requirements and the Board-adopted Model Policies.

Legal

[ODEW submission guide](#)



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised)
Title	**OSBA Sample** Administration of Federal Grant Funds
Code	DECA
Status	From OSBA
Adopted	July 5, 2017
Last Revised	December 9, 2024

****This is the OSBA Sample****

Administration of Federal Grant Funds

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the Ohio Department of Education **and Workforce** (ODE**W**) or other applicable pass-through-entity.

The Board directs the Treasurer to develop, monitor, and enforce effective financial management systems and other **documented** internal controls over federal awards that provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of Federal law and regulation, including the Uniform Guidance issued by the U.S. Office of Management and Budget (OMB) and any applicable State requirements, and shall be based on best practices.

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award.

The financial management systems and **documented** internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with Federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes and
5. comparison of expenditures against budget.

In addition, written procedures must be established for cash management and for determining the allowability of costs, as required by the Uniform Guidance.

The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information and other types of information the District considers sensitive consistent with State and Federal law.

At a minimum, the financial management systems and internal controls will address the following areas:

1. Allowability

Costs charged by the school system to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the Uniform Guidance, including how charges made to the grant for personnel are to be determined. Costs will be charged to a federal grant only when the cost is:

- A. reasonable and necessary for the program;
- B. in compliance with applicable laws, regulations, and grant terms;
- C. allocable to the grant;
- D. adequately documented and
- E. consistent with District policies and procedures that apply to both federally-funded and non-federally-funded activities.

Internal controls will be sufficient to provide reasonable assurance that charges to federal awards for personnel expenses are accurate, allowable, and properly allocated and documented.

Controls include time and effort reporting in accordance with Uniform Guidance and the requirements of ODEW or other applicable pass-through-entity. Records are sufficient to verify that time spent and compensation (including salary and benefits) are allocable to the fund.

2. Cash Management and Fund Control

Payment methods must be established in writing that minimize the time elapsed between the draw-down of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of ODEW or other applicable pass-through-entity.

3. Procurement

~~Prior to July 1, 2018, the District followed the requirements outlined in previous OMB guidance. Effective July 1, 2018 a~~All purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. The District performs a cost and price analysis for every procurement over the established simplified acquisition threshold.

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

~~The District takes all necessary affirmative steps to assure that~~When possible, the District ensures that **small businesses**, minority businesses, women's business enterprises, **veteran owned businesses**, and labor surplus area firms are **used when possible. The affirmative steps taken include**considered in accordance with the following:

- A. placing **qualified small and minority businesses and women's business enterprises**these business types on solicitation lists;
- B. **ensuring that small and minority businesses and women's business enterprises are solicited**soliciting these business types whenever they are **deemed eligible as** potential sources;
- C. dividing **total requirements, when economically feasible, procurement transactions into separate procurements into smaller tasks or quantities** to permit maximum participation by **small and minority**

~~businesses and women's business enterprises~~ these business types;

- D. establishing delivery schedules, ~~where the requirement permits, that encourage participation by small and minority businesses and women's business enterprises~~ (for example the percentage of an order to be delivered by a given date of each month), that encourages participation by these business types;
- E. ~~using the services and assistance, as appropriate, of~~ utilizing organizations such as the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce and
- F. requiring the prime contractor, if subcontracts are to be let, to take the ~~affirmative~~ steps listed above.

The District also complies with all Buy American provisions where applicable.

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

4. Conflict of Interest and Mandatory Disclosures

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, Board member, or agent of the school system who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Treasurer. The Treasurer discloses in writing any potential conflict of interest to ODEW or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization, which employs or is about to employ any of those parties, has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict will not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Employees, Board members, or agents of the District will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

The Treasurer promptly discloses in writing to ODEW or other applicable pass-through-entity ~~in a timely manner~~ all violations of Federal criminal law involving fraud, conflict of interest, bribery, or gratuities potentially affecting any federal award when there is credible evidence of a violation. The Treasurer fully addresses any such violations promptly and notifies the Board accordingly.

The District informs all employees in writing of whistleblower rights and protections under State and Federal law.

5. Equipment and Supplies Purchased With Federal Funds

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable State and Federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

6. Accountability and Certifications

All fiscal transactions must be approved by the Treasurer/designee who can attest that the expenditure is allowable and approved under the federal program. The Treasurer submits all required certifications.

7. Monitoring and Reporting Performance

The Treasurer will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable Federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District submits all reports as required by federal or state authorities.

ORC 9.314
ORC 117.101
ORC 117.43
ORC 3313.33
ORC 3313.46
ORC 3319.04
ORC 5705.39
ORC 5705.41
ORC 5705.412
2 CFR Part 200

Cross References

BBFA, Board Member Conflict of Interest
BCC, Qualifications and Duties of the Treasurer
DI, Fiscal Accounting and Reporting
DID, Inventories (Fixed Assets)
DJ, Purchasing
DJC, Bidding Requirements
DJF, Purchasing Procedures
DK, Payment Procedures
EF/EFB, Food Services Management/Free and Reduced-Price Food Services
GBCA, Staff Conflict of Interest
IGBJ, Title I Programs

NOTE: *The Uniform Grant Guidance (Uniform Guidance) issued by the U.S. Office of Management and Budget (OMB) affects certain federal funds districts receive.*

Districts are required to have written policies and/or procedures for the management of funds subject to the Uniform Guidance. The rules are outlined in the Code of Federal Regulations (CFR) 200 and emphasize the need for strong financial management systems and other internal controls aimed at controlling fraud, waste and abuse. Internal controls should be in compliance with guidance in the Standards for Internal Control in the Federal Government issued by the comptroller general of the United States or the Internal Control Integrated Framework issued by the Committee of Sponsoring Organizations of the Treadway Commission.

This policy is intended to establish the Board's expectations and standards for financial management and other internal controls necessary to meet its obligations when receiving federal grant awards. This policy is not sufficient, alone, to serve as the written controls required by the Uniform Guidance. It must be supplemented with written procedures that should be developed by the Treasurer.

Legal

[ORC 9.314](#)
[ORC 117.101](#)
[ORC 117.43](#)
[ORC 3313.33](#)
[ORC 3313.46](#)
[ORC 3319.04](#)
[ORC 5705.39](#)
[ORC 5705.41](#)
[ORC 5705.412](#)
[2 CFR Part 200](#)



Book	Policy Manual
Section	Section D: Fiscal Management
Title	Administration of Federal Grant Funds
Code	DECA
Status	Active
Adopted	July 5, 2017
Last Revised	December 9, 2024
Prior Revised Dates	12/18/2017, 02/11/2019, 05/13/2019, 11/08/2021

Administration of Federal Grant Funds

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the Ohio Department of Education and Workforce (ODEW) or other applicable pass-through entity.

The Board directs the Treasurer to develop, monitor, and enforce effective financial management systems and other internal controls over federal awards that provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of Federal law and regulation, including the Uniform Guidance issued by the U.S. Office of Management and Budget (OMB) and any applicable state requirements, and shall be based on best practices.

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award.

The financial management systems and internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes and
5. comparison of expenditures against budget.

In addition, written procedures must be established for cash management and for determining the allowability of costs, as required by the Uniform Guidance.

At a minimum, the financial management systems and internal controls will address the following areas:

1. Allowability

Costs charged by the school system to a federal grant must be allowed under the individual program and be in

accordance with the cost principles established in the Uniform Guidance, including how charges made to the grant for personnel are to be determined. Costs will be charged to a federal grant only when the cost is:

- A. reasonable and necessary for the program;
- B. in compliance with applicable laws, regulations, and grant terms;
- C. allocable to the grant;
- D. adequately documented and
- E. consistent with District policies and procedures that apply to both federally-funded and non-federally funded activities.

Internal controls will be sufficient to provide reasonable assurance that charges to federal awards for personnel expenses are accurate, allowable and properly allocated and documented.

Controls include time and effort reporting in accordance with Uniform Guidance and the requirements of ODEW or other applicable pass-through entity. Records are sufficient to verify that time spend and compensation (including salary and benefits) are allocable to the fund.

2. Cash Management and Fund Control

Payment methods must be established in writing that minimize the time elapsed between the draw-down of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of ODEW or other applicable pass-through-entity.

3. Procurement

Prior to July 1, 2018, the District followed requirements outlined in previous OMB guidance. Effective July 1, 2018 all purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. The District performs a cost and price analysis for every procurement over the established simplified acquisition threshold.

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

The District takes all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. The affirmative steps taken include:

- A. placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- B. ensuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
- C. dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
- D. establishing delivery schedules, where the requirement permits, that encourage participation by small and minority businesses and women's business enterprises;
- E. using the services and assistance, as appropriate, of organizations such as the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce;

F. requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

The District also complies with all Buy American provisions where applicable.

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

4. Conflict of Interest and Mandatory Disclosures

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, board member or agent of the school system who is engaged in the selection, award or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Treasurer. The Treasurer discloses in writing any potential conflict of interest to ODEW or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization, which employs or is about to employ any of those parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict will not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Employees, Board members, or agents of the District will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

The Treasurer discloses in writing to ODEW or other applicable pass-through-entity in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially effecting any federal award. The Treasurer fully addresses any such violations promptly and notifies the Board accordingly.

5. Equipment and Supplies Purchased with Federal Funds

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

6. Accountability and Certifications

All fiscal transactions must be approved by the Treasurer/designee who can attest that the expenditure is allowable and approved under the federal program. The Treasurer submits all required certifications.

7. Monitoring and Reporting Performance

The Treasurer will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District submits all reports as required by federal or state authorities.

Legal

[ORC 9.314](#)

[ORC 117.101](#)

[ORC 117.43](#)

[ORC 3313.33](#)

[ORC 3313.46](#)

[ORC 3319.04](#)

[ORC 5705.39](#)

[ORC 5705.41](#)

ORC 5705.412

2 CFR Part 200

Cross References

BBFA - Board Member Conflict of Interest

BCC - Qualifications and Duties of the Treasurer

DI - Fiscal Accounting and Reporting

DID - Capital Assets

DJ - Purchasing

DJC - Bidding Requirements

DJF - Purchasing/Payment Procedures

EF / EFB - Food Services Management/Free and Reduced-Price Food Services

GBCA - Staff Conflict of Interest

IGBJ - Title I Programs



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised)
Title	**OSBA Sample** Inventories (Fixed Assets)
Code	DID
Status	From OSBA
Adopted	August 14, 2001
Last Revised	December 18, 2017

****This is the OSBA Sample****

Inventories (Fixed Assets)

The Board, as steward of this District's property, recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The District conducts a complete inventory every five years, by physical count, of all District-owned equipment and supplies. For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus or articles that retain shape and appearance with use, is nonexpendable and does not lose its identity when incorporated into a more complex unit. For the purpose of items purchased with federal funds, equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year with an acquisition cost of ~~\$5,000~~**10,000** or more per unit.

This District maintains a fixed asset accounting system. The fixed asset system maintains sufficient information to permit:

1. preparation of year-end financial statements in accordance with generally accepted accounting principles (GAAP);
2. adequate insurance coverage and
3. control and accountability.

Each building and additions to buildings are identified by location or name and are described in detail (e.g., size, number of floors, square footage, type of construction, etc.) with the value shown for all individual structures.

Fixed equipment is inventoried by building, floor and room name or number; each item is to be listed individually. (Leased equipment that the District will eventually own must be inventoried.)

Movable equipment is inventoried by building, floor and room name or number; each item is to be listed individually. Any item that has a model number or serial number has that number noted in the description for full identification. All items assigned to a building are the building administrator's responsibility.

All equipment purchased, after the initial inventory, as capital outlay or replacement with a cost of \$1,000 or more and with an estimated useful life of five years or more is tagged and made part of the equipment inventory. For fixed asset reporting purposes, all equipment in excess of \$1,500 is used. Property records and inventory systems are sufficiently maintained to account for and track equipment acquired with federal funds.

A listing of all equipment is maintained for each building and department. This listing is updated annually by the close of the school year, or not later than the second Friday in June of each year. This updated listing is then submitted to the Treasurer's office for audit purposes.

A physical inventory of supplies is taken at the building level at the close of the school year, or not later than the second Friday in June of each year. This updated listing is then submitted to the Treasurer's office for audit purposes.

The Treasurer shall be assisted by principals, directors, supervisors and professional and support staffs in the performance of this function.

Legal References

ORC 117.38
ORC 3313.20
ORC 3313.41
2 CFR Part 200

Cross References

DECA, Administration of Federal Grant Funds

NOTE: *The Uniform Grant Guidance (Uniform Guidance) outlined in 2 CFR 200 sets forth the requirements for management of equipment purchased with federal funds. Districts should ensure district procedures for inventory accurately track items purchased with federal funds.*

THIS IS A REQUIRED POLICY

Legal

[ORC 117.38](#)

[ORC 3313.20](#)

[ORC 3313.41](#)

[2 CFR Part 200](#)



Book	Policy Manual
Section	Section D: Fiscal Management
Title	Capital Assets
Code	DID
Status	Active
Adopted	August 14, 2001
Last Revised	December 18, 2017
Prior Revised Dates	02/10/2014, 05/11/2015, 04/25/2016, 07/05/2017

Capital Assets

This District maintains a capital asset system sufficient to permit the following:

1. the preparation of year-end financial statements in accordance with generally accepted accounting principles;
2. provide property insurance information and
3. provide control and accountability.

The District develops and maintains a capital asset system and develops procedures to insure compliance with all capital asset policies. To insure control over entity property, an individual in each building and/or department shall be assigned capital asset responsibilities and be designated to work with the Treasurer and Director of Business.

Capital assets are classified as follows:

1. land
2. building and improvements
3. furniture, fixtures and equipment
4. vehicles (autos, trucks and buses)
5. construction-in-progress

Capital assets are defined as those assets that are deemed to be tangible with a useful life in excess of five years and an initial cost exceeding \$5,000.

For purposes of financial reporting, capital assets only are considered. A straight line method of depreciation shall be used in determining current values of assets.

Leased capital assets and capital assets, which are jointly owned are identified and recorded on the capital asset system.

Capital assets are recorded at historical cost, or, if that amount is not predictably determinable, at estimated cost. The method(s) to be used to estimate historical cost shall be established by the Director of Business.

Donated capital assets shall be valued at their (estimated) fair value on the date received.

Control assets are those items with a value less than \$5,000 but are important to inventory for potential loss and insurance purposes. Musical instruments and technology with a value in excess of \$250, and furniture and fixtures with a value in excess of \$1,000, are considered control assets and will be inventoried.

The purchase of capital assets, the transfer of capital assets between buildings or departments and the disposal of capital assets shall be initiated by the building principals or department heads and approved of by the Director of Business. Property and goods purchased with federal funds also are subject to the disposal requirements outlined in the Uniform Guidance issued by the U.S. Office of Management and Budget (OMB).

The District assigns to each new asset meeting the criteria above and as deemed necessary a District inventory tag.

The District conducts through an independent contractor a complete capital asset inventory every five years by physical count, of all District-owned capital assets. Staff members shall participate in the continuous updating of the capital asset inventories and values as may be deemed necessary. The Fiscal Officer is authorized to contract for the annual and/or five year capital asset inventory and establishment of values for all real estate and equipment.

A computer-generated listing of all furniture, fixtures and equipment will be supplied to each building and department. This listing will be updated annually by the close of school, or not later than the second Friday in June of each year.

Legal

[ORC 117.38](#)

[ORC 3313.20](#)

[ORC 3313.41](#)

[2 CFR Part 200](#)

Cross References

[DECA - Administration of Federal Grant Funds](#)



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised)
Title	**OSBA Sample** Purchasing Procedures
Code	DJF
Status	From OSBA
Adopted	August 14, 2001
Last Revised	February 11, 2019

****This is the OSBA Sample****

Purchasing Procedures

Monies under the jurisdiction of the Board may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund. Therefore, no contract or purchase order for the expenditure of money will be made unless there is attached to it a certificate of the Treasurer certifying that the amount required to meet the contract or purchase order has been appropriated and is in the treasury, or is in the process of collection, and is free from previous encumbrance.

Any contract or purchase order issued without such a certificate attached is void, except as the law allows later issuance within 30 days of the certificate and except that, if the amount involved is less than \$3,000, the Treasurer may authorize it to be paid without the ratification or affirmation of the Board. Under certain conditions, the law also allows the Treasurer to issue blanket certification, subject to limitations of time and amount as set by law.

Purchasing procedures are designed to ensure the best possible price for the desired products and services. Procedures for purchasing are developed to require that all purchases are made on properly approved purchase orders and that, for items not put up for bid, price quotations are solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

~~Prior to July 1, 2018, the District followed the requirements outlined in previous OMB guidance. Effective July 1, 2018, a~~ All purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

Legal References

- ORC 3313.46
- ORC 3327.08
- ORC 5705.41(D)(1)
- ORC 5705.412
- ORC 5705.44
- 2 CFR Part 200

Cross References

- DECA, Administration of Federal Grant Funds

DJ, Purchasing
DJC, Bidding Requirements

NOTE: *The Uniform Grant Guidance (Uniform Guidance) issued by the U.S. Office of Management and Budget (OMB) affects certain federal funds districts receive.*

Districts are required to have written policies and/or procedures for the management of funds subject to the Uniform Guidance. The rules are outlined in the Code of Federal Regulations (CFR) 200 and emphasize the need for strong financial management systems and other internal controls aimed at controlling fraud, waste and abuse. Internal controls should be in compliance with guidance in the Standards for Internal Control in the Federal Government issued by the comptroller general of the United States or the Internal Control Integrated Framework issued by the Committee of Sponsoring Organizations of the Treadway Commission.

Legal

[ORC 3313.46](#)

[ORC 3327.08](#)

[ORC 5705.41\(D\)\(1\)](#)

[ORC 5705.412](#)

[ORC 5705.44](#)

[2 CFR Part 200](#)



Book	Policy Manual
Section	Section D: Fiscal Management
Title	Purchasing/Payment Procedures
Code	DJF
Status	Active
Adopted	August 14, 2001
Last Revised	February 11, 2019
Prior Revised Dates	05/11/2015, 07/05/2017

Purchasing/Payment Procedures

All purchases shall be authorized by the administrator or supervisor in charge, approved by the Director of Business and certified by the Treasurer.

1. Expenditures shall be made against appropriations adopted by the Board.
2. No expenditures of money shall be made without a proper approved purchase order drawn against an appropriate fund.
3. There shall be no contracts or any orders given involving the expenditure of money unless there is attached thereto, a Certificate of the Treasurer, that the amount required to meet the obligation has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund, free from any previous encumbrances.

Payment is authorized against invoices and supporting documents verifying receipt, supported by approved purchase orders or in accordance with salaries and salary schedules approved by the Board.

Staff members needing to purchase items under \$100.00 may be reimbursed through the District Petty Cash Fund, provided purchases meet the qualifications and requirements established by that fund. These purchases must have prior approval of the Treasurer's office. All receipts must be submitted prior to reimbursement.

All other purchases shall be in accordance with Chapter 5705 of the Ohio Revised Code as related to school districts. The Board will receive a list of all vendors with the amount paid the previous month.

Prior to July 1, 2018, the District followed requirements outlined in previous OMB guidance. Effective July 1, 2018 all purchases for property and services made using federal funds are conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

Legal	<u>ORC 3313.46</u>
	<u>ORC 3327.08</u>
	<u>ORC 5705.41</u>
	ORC 5705.412

ORC 5705.44

2 CFR Part 200

Cross References

DECA - Administration of Federal Grant Funds

DJ - Purchasing

DJB - Petty Cash Accounts

DJC - Bidding Requirements



Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised - REQUIRING DISTRICT CUSTOMIZATION)
Title	**OSBA Sample** Purchasing Procedures
Code	DJF-R
Status	From OSBA
Adopted	August 14, 2001
Last Revised	November 8, 2021

****This is the OSBA Sample****

Purchasing Procedures

General

1. The Board designates the Superintendent as the purchasing agent.
2. No person may commit the District to a purchase without the appropriate certificate of the availability of funds.
3. The materials, equipment, supplies and/or services to be purchased are of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and the Superintendent.
4. It is the responsibility of the requisitioner to provide an adequate description of the item(s) purchased so that the purchasing agent may be able to prepare the specifications and to procure most expeditiously and economically the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.
5. No requisitioner shall knowingly restrict competition or otherwise preclude the most economical purchase of the required items.
6. When a low bidder proposes an alternate as equal to that specified, it is the responsibility of the Treasurer to determine whether the proposed substitution is, in fact, an equal. Such decision is based on his/her evaluation and that of the requisitioner. In the case of disagreement between the requisitioner and the Treasurer, either party may refer the matter to the Superintendent.

Requisitions

1. The District establishes a standardized requisition procedure to allow authorized representatives to submit requests for the purchase of materials and supplies.
2. The following are designated as "requisitioner"; that is, they are authorized to issue requisitions against stipulated segments of budgetary appropriations: the Superintendent, administrative assistants, directors, supervisors and building principals. Each requisitioner is responsible for limiting his/her requisitions to the appropriate amounts.
3. Only District-approved methods or forms are used for requisitioning.

4. A requisition, to be considered appropriate for processing, meets the following requirements:
 - A. contains adequate information and
 - B. is approved by and bears the signature of an authorized requisitioner.
5. All approved requisitions are submitted to the Treasurer.
6. After a purchase order has been issued by the Treasurer's office, the number of the purchase order is recorded on the requisition.
7. After processing, the original copy of the requisition is filed in the office of the Treasurer.

Purchase Orders

1. Purchase orders are prepared by the appropriate person and at a minimum include the following essentials:
 - A. a specification that adequately describes to the supplier the characteristics and the quality standards of the item required;
 - B. a firm, quoted, net-delivered price, whenever possible (unit prices are shown);
 - C. clear delivery instructions, including place and time;
 - D. appropriate account code number or appropriation code and
 - E. the Treasurer's certificate of available revenue and appropriation.
2. Purchase orders use an identifiable tracking system established by the District and contain the appropriate number of copies to meet District needs.
3. Verbal confirmation orders subject to subsequent confirmation by a written purchase order may be issued only in cases in which a bona fide emergency situation exists that can be handled only by this procedure:
 - A. whenever possible, a purchase order number should be given to the supplier and
 - B. a confirming requisition is issued immediately, marked "confirmation" indicating the purchase order number, if one was given.

Federal Procurement

Purchasing of goods and services using federal funds must be done in accordance with the above procedures and also in accordance with all Federal requirements including allowability of costs. All purchases must be reasonable and free of conflicts of interest and conducted in a manner providing full and open competition.

No purchase will be made using federal funds unless the District verifies that the contractor is not suspended or debarred.

To determine which procurement method type is required, the District will (*customize to reflect process: this may be looking back at the last three years of expenditures for the specific goods or services to be purchased with federal funds and determine which method of procurement/contract type is applicable to the individual situation based on the average aggregate amount spent with the providing vendor in a fiscal year or another similar method*).

Once the threshold has been established, the following methods of procurement will be used for all purchases of goods and services made with federal funds.

Informal Procurement Methods

1. Micro-purchases are purchases up to \$10,000 and may be made in accordance with District purchasing procedures when the costs are reasonable, based on research, experience, purchase history or other information and documents. To the maximum extent practicable, these purchases are distributed equitably among qualified suppliers.
2. **Small-purchases****Simplified acquisitions** are purchases between \$10,000 and \$250,000. Prior to authorizing the purchase, the District will obtain price rates or quotations from a minimum of vendors or providers. The

District will obtain these price rates or quotations by (*customize to reflect process this may include but not be limited to obtaining quotes verbally, in writing, using price listing on websites, etc.*).

Formal Procurement Methods

1. Sealed bid procedures are used for firm fixed price contracts over \$250,000 and **isare** used as the preferred method for construction **projects****services**. Bids are solicited **through an invitation to bid** from an adequate number of known suppliers, which cannot be less than two responsible bidders. The District will solicit bids by (*customize to reflect process: this may be using the same process you use for bidding projects with state funds*). The contract will be awarded to the lowest responsive and responsible bidder. **The District documents and provides justification for all sealed bids rejected.**
2. Competitive proposals are used for all fixed price or cost reimbursement contracts over \$250,000 for which sealed bids are not appropriate and must be used for architectural or engineering services. The District will publicize a request for proposal by (*customize to reflect process: this may be using various advertising methods including but not limited to, radio, internet, newspapers, etc.*). The District will evaluate proposals in order to award the contract to the most advantageous proposal when considering cost and other factors. The District will evaluate proposals by (*customize to reflect District process, many districts have a score sheet they use for these purposes and may refer to this and include specific details on items factored in*).

Noncompetitive Procurement **Methods**

Noncompetitive procurement can only be **awardedused** if one **or more** of the following circumstances apply:

1. the aggregate amount does not exceed the established micro-purchase threshold;
2. the **goods or services are only available from****procurement transaction can only be fulfilled by** a single source;
3. a public exigency or emergency exists **that will not permit a delay resulting from providing public notice of competitive solicitation**;
4. the applicable pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the District or
5. after **solicitation of a number of soliciting several** sources, competition is determined inadequate.

All solicitations:

1. Include clear and accurate description on the technical requirements for the material, product or service to be procured. This description sets forth the minimum and essential characteristics the material, product or service must meet.
2. Will not contain specifications that unduly restrict competition.
3. Identify all requirements offerors must fulfill and all other factors to be used in evaluating bids or proposals.

The District also complies with all fund specific obligations. The District includes the following clauses in contracts when required for the fund type:

1. equal employment opportunity
2. termination for cause and convenience
3. contract work hours/safety standards
4. Davis-Bacon Act provisions
5. rights to inventions made under a contract
6. debarment and suspension
7. Byrd Anti-Lobbying Amendment language.

To the extent required by law, the District shall require that the person awarded a contract satisfy the bonding requirements set forth in the applicable Federal regulations.

The District maintains records to verify selection of procurement type and compliance with applicable procurement requirements.

NOTE: *Most boards wish to review and give their official stamp of approval to procedural regulations involving purchasing, but a board would not be expected to develop such a regulation—only to review and approve it.*

The Uniform Grant Guidance (Uniform Guidance) outlined in 2 CFR 200 outlines the requirements for purchases made through the use of federal funds. Districts should ensure District procedures for purchasing items with federal funds are in compliance with the Uniform Guidance requirements. Districts may customize this regulation to reflect District practice for purchases made with federal funds.



Book	Policy Manual
Section	Section D: Fiscal Management
Title	Purchasing/Payment Procedures
Code	DJF-R
Status	Active
Adopted	August 14, 2001
Last Revised	November 8, 2021
Prior Revised Dates	05/11/2015, 02/11/2019

Purchasing/Payment Procedures

Any authorized purchase must be preceded by the submission of a requisition containing the following: a) detailed description of items to be ordered; b) code of appropriation to be charged; c) authorized signature of administrator and d) signature of appropriate purchasing agent. A copy of the requisition should be maintained by the building initiating the request.

1. Instances where the list of items to be purchased is too long for the requisition form, a typed listing of those items may be attached to the approved requisition.

2. The approved requisition must contain the following information:

A. vendor name and address;

B. delivery address;

C. date requested;

D. authorizing person and title;

E. quantity, description and amount of each item to be purchased. If amount is unknown, insert an estimated amount;

F. when appropriate, an estimated amount for postage, shipping and handling should be included;

G. appropriate code and

H. any other special instructions.

Upon approval of the appropriate purchasing agent, the requisition shall be submitted to the Treasurer for certification.

1. The Treasurer shall prepare an approved purchase order, assign an official purchase order number, certify that funds are available and encumber the amount of that purchase order to the authorized appropriation account.
2. When the amount of the purchase order will not encumber due to lack of funds in the appropriation account, that purchase order will be cancelled and the requisition returned to the administrator or supervisor in charge.
3. The purchase order, upon adequate completion of encumbrance, shall be sent or delivered to the vendor. Copies of that purchase order shall be sent to the administrator or supervisor in charge, with copies maintained in the office of

the Treasurer.

When goods and services are received, a copy of the related purchase order shall be sent to the office of the Treasurer indicating acceptable receipt of goods and services, the date received and a signature authorizing payment.

When partial receipt of goods and services is made, indication of which items were received should be noted, with authorization to make partial payment. When final delivery is made, this must be clearly noted so any remaining encumbrances against that purchase order can be cancelled.

In the event an invoice is given to an employee or sent to a location other than the office of the Treasurer, that invoice is to be forwarded immediately to the Treasurer.

Employees violating the above procedure may become personally liable for that purchase.

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