



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
Thursday, September 21, 2023, 4:00 PM, Central Office

HILLIARD CITY SCHOOL DISTRICT  
OPERATIONS DEPARTMENT

### Committee Members

Nadia Long, Board of Education  
Kara Crowley, Board of Education  
Melissa Swearingen, Treasurer/CFO  
Mike McDonough, Deputy Superintendent  
Jill Abraham, Assistant Superintendent  
Stacie Raterman, Communications Director  
Herb Higginbotham, Director of Elementary Education  
Jacob Grantier, Director of Secondary Education

Jamie Lennox, Special Education Director  
Hilary Sloat, Director of Diversity, Equity & Inclusion  
Matt Middleton, Principal Hilliard Darby HS  
Katherine Hueter, Principal Hilliard Weaver MS  
Matt Trombitas, Asst Principal Hilliard Station Sixth Grade  
Kevin Landon, Principal Avery Elementary  
Monica Campana, Principal Washington Elementary  
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 – Review of Policies/Regulations/Exhibits – OSBA JUNE 2023 PDQ

#### Status

#### OPEN MEETING ACT UPDATE/SCHOOL DISTRICT RECORDS COMMISSION UPDATES

##### Establishing notice rules

June 2023 PDQ  
Pages 1 & 5-6

1. EHA – Data and Records Retention
2. EHA-R – Data and Records Retention (Electronic Mail and Social Media Content)
  - A required policy – HCSD re-adopted August 8, 2016
  - Not a required regulation – HCSD re-adopted May 11, 2015
  - Ohio Revised Code (RC) 121.22(F) that requires that every public body establish, by rule, a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings.
  - This statute applies to boards of education and other “public bodies,” which include “any board, commission, committee, council or similar decision-making body of ... a school district.” A school district’s records commission appears to be a “public body” that meets this definition.
  - EHA has been updated, to require the commission to post advance notice of its meetings on the district’s website. This specific method is not required by law; a commission may establish an alternate “reasonable method” of notice whereby any person may determine the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings of the commission.
  - By law, districts are required to have a district records commission that revises and reviews schedules of records retention; reviews applications for one-time disposal of

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obsolete records; and reviews certificates of disposal submitted by any district employee.

- The commission is composed of the board president, treasurer and superintendent and must meet at least once every 12 months.
- As a “public body,” the commission’s meetings are subject to the Open Meetings Act and must be properly noticed and open to the public.
- EHA has been updated to clarify the commission’s responsibilities when adopting or revising a records retention schedule and disposing of records. The updated policy also distinguishes between the disposal of records that appear on the district’s approved records retention schedule and the disposal of “obsolete records.”
- OSBA deleted references to email and social media content in Policy EHA and is rescinding Regulation EHA-R. These references were based on guidance and resources developed by OHC’s Local Governance Records Program and the Ohio Electronic Records Committee.
- In lieu of incorporating their guidance into a board policy or regulation, the board of education and district records commissions should review the updated guidance as they develop their retention schedules and consider the disposal of district records.
- Districts are encouraged to keep in mind that email and social media platforms are a medium for conveying records and not independent records series. As a result, the retention or disposal of email messages and social media content must be related to the information they contain or purpose they serve. Because the content may vary considerably, it must be evaluated to determine the period for which the messages and content must be retained.
- EHA - Add language in **bold-type** and remove language with a ~~line drawn through it~~
- EHA-R – Rescind?

### Minutes

June 2023 PDQ  
Pages 1-2

#### 3. BDDG – Minutes

- Not a required policy – HCSD re-adopted June 15, 2020
- Boards of education are required to promptly prepare, file and maintain minutes of their regular and special meetings.
- RC 3313.26 requires that the board read each meeting’s minutes “at the next succeeding meeting” and make any necessary corrections before adoption.
- A board of education may waive the reading of its minutes, provided that the minutes have been distributed to the members of the board at least two days prior to the date of the next succeeding meeting and that the minutes are made available to the public and news media.
- BDDG has been updated to more closely match the language in RC 121.22 and 3313.26 and case law regarding the board’s responsibility to prepare, file and maintain minutes. The policy also includes permissive language for a board that chooses to waive the reading of its meeting minutes that obligates the board to comply with the requirements associated with this waiver.
- Add language in **bold-type** and remove language with a ~~line drawn through it~~

### CHANGES TO STUDENT ATTENDANCE RULE

June 2023 PDQ  
Pages 3-4

#### 4. JED – Student Absences and Excuses

- A required policy – HCSD re-adopted August 14, 2023

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- Ohio Administrative Code (OAC) 3301-69-02 prescribes conditions governing the issuance of excuses from school attendance.
- Changes to this rule, effective March 25, 2023, included technical clarifications, the inclusion of absences related to mental health and authorized absences related to military pre-enlistment and deployment.
- JED has been updated to reflect the changes and remove references to considerations specific to COVID-19.
- Add language in **bold-type** and remove language with a ~~line drawn through it~~

### Section III – Review of Policies/Regulations/Exhibits – as Requested by Board of Education/Administration

#### Status

##### 1. IKF – Graduation Requirements

- A required policy – HCSD re-adopted February 14, 2022
- Review as requested by Curriculum Department
- Add language in **bold-type** and remove language with a ~~line drawn through it~~

##### 2. IIAC - Media/Resource Materials Selection and Adoption

##### 3. IIAC-E – Citizen’s Request for Reconsideration of Media/Curriculum Materials

##### 4. KLB – Public Complaints About the Curriculum or Instructional Materials

##### 5. KLB-E – Citizen’s Request for Reconsideration of Library/Curriculum Materials

- IIAC and KLB are required policies – HCSD re-adopted both policies May 11, 2015
- KLB-E is not a required exhibit
- These policies were reviewed by the PRC on February 23, 2023. Revisions were submitted for first reading on March 13, 2023. The revisions included rescinding exhibit KLB-E and adding it under IIAC-E.
- The policies were removed from the adoption process and were referred back to the PRC after second reading on March 27, 2023.
- The PRC reviewed the meeting notes from March 27, 2023 Board discussion at the PRC meeting on May 18, 2023.
- Review revisions from legal counsel

### Section IV – Additional Information to Review – OSBA JUNE 2023 PDQ (Board Action Not Required)

#### 1. RECENT LEGISLATION UPDATES REQUIREMENTS FOR PROCURING NALOXONE

Opioid use has been a growing problem for many years, and no state or county has been immune to the increase in opioid overdoses and resulting deaths.

- Many Ohio schools have made it a priority to keep stocks of opioid reversal drugs, such as naloxone - more commonly referred to as Narcan - for emergency situations.
- House Bill (HB) 558, effective April 6, 2023, revised the requirements for organizations to obtain and maintain a supply of overdose reversal drugs. The bill repealed Ohio Revised Code (RC) 3707.562, the former law governing the ability of schools to obtain naloxone, and enacted RC 3715.50. Under the prior law, “service entities,” including schools, were designated as locations permitted to procure naloxone for emergency situations, but schools could only procure and administer the drug pursuant to a written protocol established by a board of health or physician authorizing individuals to do so. Furthermore, the prior law required the written prescriber

June 2023 PDQ  
Pages 2-3

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protocol to include training requirements that had to be met before an individual could be authorized to administer naloxone.

- Under the new provisions in RC 3715.50, there are no training requirements or written protocol required for the distribution of naloxone. Instead, RC 3715.50(B) states that any person or “government entity” can purchase, possess, personally furnish and distribute an overdose reversal drug without a prescriber protocol if the following three conditions are met:
  - The drug is in its original manufacturer’s packaging.
  - The drug’s packaging contains the manufacturer’s instructions for use.
  - The drug is stored in accordance with the manufacturer’s or distributor’s instructions.
- While schools were designated as service entities under the prior law and could procure naloxone, schools are not specifically identified as a “government entity” under the new law. However, school districts are designated as a political subdivision under state law and considered an entity exercising government power, according to RC 3313.17. “On those occasions when [the General Assembly] has chosen to define ‘government entity,’ it has always limited itself to the state of Ohio or a political subdivision” (*Anthony v. Lake Erie Corr. Inst.*, 2006-Ohio-742, ¶123). Therefore, it is logical to assume at this time that a school district is a government entity for purposes of obtaining naloxone.
- The new law also authorizes a government entity to obtain and maintain a supply of naloxone for use in an emergency. If the district is seeking to keep naloxone for use in case of an emergency, such as an overdose, RC 3715.50(C) imposes the following additional requirements: provide instructions regarding emergency administration of the drug to any individual who accesses the supply, including a specific instruction to summon emergency services as necessary; establish a process for replacing, within a reasonable time period, any overdose reversal drug that has been accessed; store the overdose reversal drug in accordance with the manufacturer’s or distributor’s instructions.
- Although no specific training requirements exist under the new provisions, OSBA recommends that boards of education work with their administrations to ensure compliance with the necessary requirements for using naloxone in emergency situations, including instructions for using the drug in cases of overdose.
- Finally, as under the prior law, an individual is not liable for damages arising from the administration of naloxone under the new law so long as the individual acted in good faith and does all of the following:
  - obtains the drug under RC 3517.50-503; administers the drug to an individual who is apparently experiencing an opioid-related overdose; attempts to summon emergency services as soon as practicable, either before or after administering the overdose reversal drug, unless the individual knows they have already been summoned or are present (RC 3517.504(B)).
- A board policy is not required to procure or use naloxone and OSBA does not have a sample naloxone policy, but some districts have locally adopted naloxone policies based on the prior law. If your district adopted such policies and procedures, these should be reviewed with legal counsel to make any necessary revisions in light of these recent statutory changes. Districts that have not procured naloxone for use in emergency circumstances and want to consider this option should work with legal counsel to establish such programs, which may include a resolution by the board authorizing the district to procure naloxone for use in emergency situations. If authorized, details on how naloxone will be used and stored, how training will be provided and other factors should be developed at the district level by the superintendent or



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their designee and effectively communicated. Such procedures and plans may be considered in the district's development of its comprehensive emergency management and safety plans.

June 2023 PDQ  
Pages 4-5

### 2. AUDITOR RELEASES NEW COLLEGE CREDIT PLUS COMPLIANCE AUDIT

The Ohio Auditor of State (AOS) recently released [Bulletin 2023-001](#), announcing new school district audit requirements for complying with the College Credit Plus (CCP) program. Effective with audits for the 2022-23 school year, AOS is requiring that districts are tested for compliance with the CCP requirements in Ohio Revised Code (RC) [3365.04](#).

- AOS published the 2023 compliance requirements and testing procedures related to RC 3365.04 in Chapter 4 of the [2023 Ohio Compliance Supplement](#) (OCS). Schools are encouraged to use the OCS document and AOS bulletin to self-assess compliance with CCP requirements. If issues are identified, the AOS bulletin recommends that schools "take steps to remedy and self-correct noncompliance issues prior to the beginning of their 2022-2023 school year audit.
- The new CCP requirements appear in 4D-3 of the OCS. This new section includes important information on audit criteria for districts, why these new audits are in place, and the sample questions and procedures auditors will use to test compliance. Districts should review these sample procedures to verify compliance and begin discussions with school administrators about the documentation that is maintained to verify compliance, especially in the areas highlighted in the OCS. This may include, but is not limited to, verifying that the information provided to students includes all the required components; verifying that information is provided by the statutory date; posting information on the district website; and confirming the timeline for hosting informational nights and providing counseling.
- The bulletin and OCS emphasize the statutory requirements of RC 3365.04(E), establishing requirements for factoring grades for CCP courses into district grading procedures, including procedures for weighted grades.
- OCS states that schools that self-correct CCP noncompliance with RC 3365.04(E) (specifically provisions related to grading) prior to the start of the 2022-23 school year audits will remain eligible for an AOS award if award criteria are otherwise met.
- Based on the emphasis on grading and the option for self-correction, districts should closely review grading policies and procedures for CCP courses.
- Districts should confirm locally adopted policies and procedures are consistent with these recommendations and be prepared to show compliance with these policies and the law through practice.



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
September 21, 2023, Central Office

HILLIARD CITY SCHOOL DISTRICT  
OPERATIONS DEPARTMENT

### OHIO SCHOOL BOARDS ASSOCIATION POLICY DEVELOPMENT QUARTERLY

JUNE 2023 ISSUE

#### **OPEN MEETING ACT UPDATES**

*by Sara C. Clark, chief legal counsel*

##### **Establishing notice rules**

In the March 2023 issue of Policy Development Quarterly, we highlighted language in Ohio Revised Code (RC) 121.22(F) that requires that every public body establish, by rule, a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings.

This statute applies to boards of education and other “public bodies,” which include “any board, commission, committee, council or similar decision-making body of ... a school district.” A school district’s records commission appears to be a “public body” that meets this definition. As such, OSBA is encouraging districts to review their policies to ensure their records commissions have established a rule identifying the method that will be used to notify the public of the time and place of their regularly scheduled meetings and the time, place and purpose of their special meetings.

##### *Policy implications*

OSBA updated Policy EHA, Data and Records Retention, to require the commission to post advance notice of its meetings on the district’s website. This specific method is not required by law; a commission may establish an alternate “reasonable method” of notice whereby any person may determine the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings of the commission. Alternate methods include, but are not limited to, placing notices in newspapers or at community centers, libraries or recreation centers. After evaluating which method is likely to reach the public, the commission should consistently provide notice through that method.

##### **Minutes**

Boards of education are required to promptly prepare, file and maintain minutes of their regular and special meetings. Minutes must contain sufficient facts and information to permit the public to understand and appreciate the rationale behind the board’s decisions and reflect the general subject matter of executive session discussions.

RC 3313.26 requires that the board read each meeting’s minutes “at the next succeeding meeting” and make any necessary corrections before adoption. One Ohio court wrote that the legislature intended the meeting minutes to be read, corrected and approved at the *next* meeting of the board, be it a special or regular meeting, because that is the time when the matter of the whole proceedings is fresh in the minds of the board members and the time when they are best able to make corrections and approve minutes.

A board of education may waive the reading of its minutes, provided that the minutes have been distributed to the members of the board at least two days prior to the date of the next succeeding meeting and that the minutes are made available to the public and news media. The board’s resolution to waive the reading of the record is in effect until such time as amended or rescinded by the board of education.

##### *Policy implications*

OSBA updated Policy BDDG, Minutes, to more closely match the language in RC 121.22 and 3313.26 and case

law regarding the board's responsibility to prepare, file and maintain minutes. The policy also includes permissive language for a board that chooses to waive the reading of its meeting minutes that obligates the board to comply with the requirements associated with this waiver.

For more guidance about items that must be included in the board's minutes or how they are to be recorded, adopted or amended, please see "[Managing the board of education's minutes](#)" in the August 2022 issue of the OSBA Journal.

### **RECENT LEGISLATION UPDATES REQUIREMENTS FOR PROCURING NALOXONE**

*by Gamy Narvaez, policy consultant, and Jennifer A. Hardin, senior deputy director of legal services*

Opioid use has been a growing problem for many years, and no state or county has been immune to the increase in opioid overdoses and resulting deaths. The Centers for Disease Control and Prevention [reported](#) that U.S. drug overdose deaths increased 30% from 2019 to 2021. Overdose deaths increased 109% among adolescents aged 10-19 in the same time span. Although overdoses seem to have decreased since 2020, the ease with which children can obtain counterfeit pills online and the prevalence of stronger opioids, like fentanyl, have significantly increased fatal overdose risk for children and young adults. In response, many Ohio schools have made it a priority to keep stocks of opioid reversal drugs, such as naloxone - more commonly referred to as Narcan - for emergency situations. Naloxone currently is the only opioid reversal drug approved for use in Ohio.

House Bill (HB) 558, effective April 6, 2023, revised the requirements for organizations to obtain and maintain a supply of overdose reversal drugs. The bill repealed Ohio Revised Code (RC) 3707.562, the former law governing the ability of schools to obtain naloxone, and enacted RC [3715.50](#). Under the prior law, "service entities," including schools, were designated as locations permitted to procure naloxone for emergency situations, but schools could only procure and administer the drug pursuant to a written protocol established by a board of health or physician authorizing individuals to do so. Furthermore, the prior law required the written prescriber protocol to include training requirements that had to be met before an individual could be authorized to administer naloxone.

Under the new provisions in RC 3715.50, there are no training requirements or written protocol required for the distribution of naloxone. Instead, RC 3715.50(B) states that any person or "government entity" can purchase, possess, personally furnish and distribute an overdose reversal drug without a prescriber protocol if the following three conditions are met:

- The drug is in its original manufacturer's packaging.

- The drug's packaging contains the manufacturer's instructions for use.

- The drug is stored in accordance with the manufacturer's or distributor's instructions.

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The new law also authorizes a government entity to obtain and maintain a supply of naloxone for use in an emergency. If the district is seeking to keep naloxone for use in case of an emergency, such as an overdose, RC 3715.50(C) imposes the following additional requirements:

provide instructions regarding emergency administration of the drug to any individual who accesses the supply, including a specific instruction to summon emergency services as necessary; establish a process for replacing, within a reasonable time period, any overdose reversal drug that has been accessed; store the overdose reversal drug in accordance with the manufacturer's or distributor's instructions.

Although no specific training requirements exist under the new provisions, OSBA recommends that boards of education work with their administrations to ensure compliance with the necessary requirements for using naloxone in emergency situations, including instructions for using the drug in cases of overdose. Consider posting prominent signs near naloxone storage or flyers stored with the drug. Districts should also consider implementing advance training for staff and others in the use of naloxone, given that it might not be possible to accurately identify which individuals will need to access naloxone during an emergency.

Finally, as under the prior law, an individual is not liable for damages arising from the administration of naloxone under the new law so long as the individual acted in good faith and does all of the following:

- obtains the drug under RC 3517.50-503; administers the drug to an individual who is apparently experiencing an opioid-related overdose; attempts to summon emergency services as soon as practicable, either before or after administering the overdose reversal drug, unless the individual knows they have already been summoned or are present (RC 3517.504(B)).

For more information on how HB 558 affects the procurement, distribution and use of naloxone, refer to the recent [guidance document](#) released by the State of Ohio Board of Pharmacy. Districts can use the contact information included in the document to reach out directly with questions.

#### *Policy implications*

A board policy is not required to procure or use naloxone and OSBA does not have a sample naloxone policy, but some districts have locally adopted naloxone policies based on the prior law. If your district adopted such policies and procedures, these should be reviewed with legal counsel to make any necessary revisions in light of these recent statutory changes. Districts that have not procured naloxone for use in emergency circumstances and want to consider this option should work with legal counsel to establish such programs, which may include a resolution by the board authorizing the district to procure naloxone for use in emergency situations. If authorized, details on how naloxone will be used and stored, how training will be provided and other factors should be developed at the district level by the superintendent or their designee and effectively communicated. Such procedures and plans may be considered in the district's development of its comprehensive emergency management and safety plans.

#### **CHANGES TO STUDENT ATTENDANCE RULE**

*by Kenna S. Haycox, senior policy consultant*

Ohio Administrative Code (OAC) [3301-69-02](#) prescribes conditions governing the issuance of excuses from school attendance. Changes to this rule, effective March 25, 2023, included technical clarifications, the inclusion of absences related to mental health and authorized absences related to military pre-enlistment and deployment.

When reviewing reasons for which students may be considered absent, districts must consider the distinction made in attendance statutes between medically and nonmedically excused absences. Under Ohio Revised Code (RC) [33121.191\(C\)\(1\)](#), a student of compulsory school age is deemed "excessively absent" when absent with a nonmedical excuse or without a legitimate excuse for 38 or more hours in one school month or 65 or more hours in a school year.

When a child meets the criteria for excessive absences, the school the child attends is required to notify the child's parent, guardian or custodian of the absences. This written notification must be provided within seven days after the date of the absence that triggered the notification requirement. At the time of notice, the district may take appropriate action as outlined in the board-adopted absence and truancy policy.

Hours that a student is absent with a medical excuse should not be counted in making this determination.

Due to this distinction, the [Ohio Department of Education](#) (ODE) recommends districts define "medically" excused absence classifications in board-adopted policies on student attendance.

#### *Policy implications*

JED, Student Absences and Excuses, has been updated to reflect the changes and remove references to considerations specific to COVID-19. We used our professional judgement to categorize absences as "medically" or "nonmedically" excused absences in the OSBA sample policy. Districts may modify these classifications based on their local needs and process.

When reviewing this policy, districts should ensure they have adequately defined excused absences to meet their local needs. Many of these additional reasons fall under the category of "emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school" as outlined in OAC 3301-69-02.

Districts also should determine the local process for documenting such excuses and the process and timeline for submitting required documents, and confirm all handbook definitions are consistent with the updated reasons adopted by the board.

#### **AUDITOR RELEASES NEW COLLEGE CREDIT PLUS COMPLIANCE AUDIT**

*by Kenna S. Haycox, senior policy consultant*

The Ohio Auditor of State (AOS) recently released [Bulletin](#) 2023-001, announcing new school district audit requirements for complying with the College Credit Plus (CCP) program. Effective with audits for the 2022-23 school year, AOS is requiring that districts are tested for compliance with the CCP requirements in Ohio Revised Code (RC) [3365.04](#).

AOS published the 2023 compliance requirements and testing procedures related to RC 3365.04 in Chapter 4 of the [2023 Ohio Compliance Supplement](#) (OCS). Schools are encouraged to use the OCS document and AOS bulletin to self-assess compliance with CCP requirements. If issues are identified, the AOS bulletin recommends that schools "take steps to remedy and self-correct noncompliance issues prior to the beginning of their 2022-2023 school year audit.

The new CCP requirements appear in 4D-3 of the OCS. This new section includes important information on audit criteria for districts, why these new audits are in place, and the sample questions and procedures auditors will use to test compliance. Districts should review these sample procedures to verify compliance and begin discussions with school administrators about the documentation that is maintained to verify compliance, especially in the areas highlighted in the OCS. This may include, but is not limited to, verifying that the information provided to students includes all the required components; verifying that information is provided by the statutory date; posting information on the district website; and confirming the timeline for hosting informational nights and providing counseling.

The bulletin and OCS emphasize the statutory requirements of RC 3365.04(E), establishing requirements for factoring grades for CCP courses into district grading procedures, including procedures for weighted grades. The documents refer to a joint guidance document from the Ohio Department of Education (ODE) and Ohio Department of Higher Education (ODHE) on [weighting CCP courses](#). The OCS and bulletin also refer to districts considering this guidance for any necessary retroactive grade adjustments. OCS states that schools that self-correct CCP noncompliance with RC 3365.04(E) (specifically provisions related to grading) prior to the start of the 2022-23 school year audits will remain eligible for an AOS award if award criteria are otherwise met. Based on the emphasis on grading and the option for self-correction, districts should closely review grading policies and procedures for CCP courses.

As you confirm compliance in these areas, review the resources available for administrators on the [ODHE CCP webpage](#), including the standard packet of information to be provided to students and several FAQ documents.

#### *Policy implications*

As you prepare for these audits, familiarize yourself with the following policies and procedures you should have adopted:

IGCH (also LEC), College Credit Plus;

IGCH-R (also LEC-R), College Credit Plus.

These OSBA samples, included for informational purposes, already address the areas highlighted in the AOS bulletin, and no changes are necessary. Districts should confirm locally adopted policies and procedures are consistent with these recommendations and be prepared to show compliance with these policies and the law through practice.

Regulation IGCH-R (also LEC-R), College Credit Plus, states “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.” In addition to this language, districts should review locally developed grading scales, usually included in handbooks, to confirm all procedures are consistent with these requirements. Districts also should review the ODE and ODHE joint guidance when considering if any retroactive grade adjustments are needed.

#### **SCHOOL DISTRICT RECORDS COMMISSION UPDATES**

*by Sara C. Clark, chief legal counsel*

By law, districts are required to have a district records commission that revises and reviews schedules of records retention; reviews applications for one-time disposal of obsolete records; and reviews certificates of disposal submitted by any district employee. The commission is composed of the board president, treasurer and superintendent and must meet at least once every 12 months. As a “public body,” the commission’s meetings are subject to the Open Meetings Act and must be properly noticed and open to the public. The commission must also promptly prepare, file and maintain minutes of its meetings.

The schedule of records retention, which is reviewed by the commission and sometimes referred to as an “RC-2 schedule,” identifies the required retention period and storage format of various district records. The Ohio History Connection’s (OHC) Local Government Records Program has established suggested retention schedules for school districts, but district records commissions may approve alternate schedules. Before the retention period can begin, the commission’s proposed records retention schedule must be submitted to OHC for review. OHC has up to 60 days to review the schedule. During this time, OHC may identify any records it considers to be of continuing value and require that the district file a certificate of records disposal prior to disposing of those

records. After completing its review, OHC will forward the schedule to the Ohio Auditor of State's Office for approval. The auditor of state must approve or disapprove the schedule within 60 days.

Before public records are disposed of pursuant to an approved records retention schedule, the district must verify whether the records have been identified by OHC as records of continuing value. If OHC has requested to review the records prior to disposal, the district must complete a certificate of records disposal (RC-3 form) and provide OHC the opportunity to receive the records prior to their disposal. If OHC has not requested to review the records prior to disposal or it has not responded to the commission within 15 days, the district may dispose of the records pursuant to its approved records retention schedule.

Before the district disposes of obsolete records, the commission must submit an application for disposal (RC-1 form) to OHC for review. Although the statute does not define "obsolete record," OHC has stated that they are "records that have never been properly scheduled on an RC-2 and are no longer created or were created only once." OHC will review the district's application for disposal and may request that the district forward the records to OHC for its custody in lieu of disposing them. After OHC has completed its review, it will forward the application to the Ohio Auditor of State's Office for its determination.

#### *Policy implications*

OSBA updated Policy EHA, Data and Records Retention, to clarify the commission's responsibilities when adopting or revising a records retention schedule and disposing of records. The updated policy also distinguishes between the disposal of records that appear on the district's approved records retention schedule and the disposal of "obsolete records."

Finally, OSBA deleted references to email and social media content in Policy EHA, Data and Records Retention, and is rescinding Regulation EHA-R, Data and Records Retention. These references were based on guidance and resources developed by OHC's Local Governance Records Program and the Ohio Electronic Records Committee. In lieu of incorporating their guidance into a board policy or regulation, the board of education and district records commissions should review the updated guidance as they develop their retention schedules and consider the disposal of district records. Districts are encouraged to keep in mind that email and social media platforms are a medium for conveying records and not independent records series. As a result, the retention or disposal of email messages and social media content must be related to the information they contain or purpose they serve. Because the content may vary considerably, it must be evaluated to determine the period for which the messages and content must be retained.

#### *Cross References*

BDDG - \*\*OSBA Sample\*\* Minutes

EHA - \*\*OSBA Sample\*\* District Records Commission, Records Retention and Disposal

EHA-R - \*\*OSBA Sample\*\* Data and Records Retention

IGCH (Also LEC) - \*\*OSBA Sample\*\* College Credit Plus

IGCH-R (Also LEC-R) - \*\*OSBA Sample\*\* College Credit Plus

JED - \*\*OSBA Sample\*\* Student Absences and Excuses

LEC (Also IGCH) - \*\*OSBA Sample\*\* College Credit Plus

LEC-R (Also IGCH-R) - \*\*OSBA Sample\*\* College Credit Plus

June 2023 - Update Review Form

Updating Quick Reference - Checklist





Book	Policy Manual
Section	Issue 2 of 2023 June PDQ (Revised)
Title	**OSBA Sample** District Records Commission, Records Retention and Disposal
Code	EHA
Status	From OSBA

**\*\*This is the OSBA sample policy.\*\***

#### **Data and District Records Commission, Records Retention and Disposal**

All records<sup>†</sup> are the property of the District and are not removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the District Records Commission. Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred or destroyed unlawfully.

**"Records" include any document, device or item, regardless of physical form or characteristic, including an electronic record (as defined in Ohio Revised Code Section (RC) 1306.01), created or received by or coming under the jurisdiction of the District that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District.**

#### **District Records Commission**

**The District Records Commission revises and reviews schedules of records retention (RC-2 forms), reviews applications for one-time disposal of obsolete records (RC-1 forms), and reviews certificates of disposal (RC-3 forms) submitted by any employee of the District.**

**The Commission is composed of the Board President, the Treasurer and the Superintendent and meets at least once every 12 months. The Commission will post advance notice of the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings on the District's website. For special meetings, notice of the time, place and purpose is also given at least 24 hours in advance of the meeting to all news media and individuals who have requested such notice.**

**Any person may receive advance personal notice of all meetings at which a specific type of public business is to be discussed by the Commission. Such requests shall be directed to the Treasurer. Requests for notification by email shall include the requestor's email address. Requests for notification by mail shall include a supply of stamped, self-addressed envelopes provided by the requestor. Individuals requesting advance personal notice are responsible for providing the Treasurer with any updates to contact information.**

**The minutes of the meetings of the Commission are promptly prepared, filed and maintained by the Treasurer and are open to public inspection.**

#### **Records Retention Schedule**

**The District Records Commission revises and reviews a schedule of records retention. When the Commission has approved a schedule of records retention, the schedule is sent to the Ohio History Connection (OHC) for review. OHC will review the schedule within a period of 60 days. During this time, OHC may select for its custody any records it considers to be of continuing historical value. OHC will denote upon any schedule of records retention the records for which they will require a certificate of records disposal prior to their disposal. After OHC has completed its review, OHC will forward the applications and/or schedules to the Auditor of State for their approval or disapproval. The Auditor of State must approve or disapprove the application and/or schedule within 60 days.**

**The Commission may at any time review any records retention schedule it has previously approved and may revise that schedule in accordance with State law.**



## Disposal of Records

Before public records are disposed of pursuant to an approved records retention schedule, the Commission verifies whether OHC requires a certificate of records disposal (RC-3 form) prior to disposal. If OHC has requested to review the records, the District will complete a certificate of records disposal and give OHC the opportunity for a period of 15 days to select for its custody such public records as it considers to be of continuing historical value. OHC may not review or select for its custody the records set forth in RC 149.381(E). If OHC has not requested to review the records, or if OHC has not responded within the statutory review period, the District disposes of the public records pursuant to its approved records retention schedule.

If the District discovers records that have never been properly scheduled on an RC-2 and are no longer created or were only created once and they no longer have any administrative, fiscal, legal, or historical value, the District will submit an application for the one-time disposal of these obsolete records (RC-1 form) to OHC for review. OHC will review the application within a period of 60 days. During this time, OHC may select for its custody any records it considers to be of continuing historical value. After OHC has completed its review, it will forward the application to the Auditor of State for their approval or disapproval. The Auditor of State must approve or disapprove the application within 60 days.

~~The District Records Commission is composed of the Board President, the Treasurer and the Superintendent and meets at least once every 12 months.~~

~~The function of the commission is to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the District. Records may be disposed of by the District pursuant to the procedure outlined below. The commission may at any time review any schedule it has previously approved and may revise that schedule, in accordance with State law.~~

~~The Superintendent designates a Records Officer in each department/building who is responsible for all aspects of records retention, including electronic mail, within that department/building.~~

~~When the District Records Commission has approved an application for one-time disposal of obsolete records, or any schedule of records retention and disposition, the applications and/or schedules are sent to the Ohio History Connection (OHC) for review. The OHC will review the application or schedule within a period of 60 days. During this time, the OHC may select for its custody any records it considers to be of continuing historical value. The OHC will denote upon any schedule of records retention, and disposal, the records for which they will require a certificate of records disposal prior to their disposal. After the OHC has completed their review, OHC will forward the applications and/or schedules to the Auditor of State for their approval or disapproval. The Auditor of State must approve or disapprove the application and/or schedule within 60 days.~~

~~Before public records are disposed of pursuant to an approved schedule, the District must inform OHC of the disposal of only the records that OHC has requested to see. OHC is given the opportunity for a period of 15 days to select for its custody such public records as it considers to be of continuing historical value.<sup>2</sup>~~

### Electronic Mail and Social Media Content

~~Electronic mail sent or received by the Board and/or District employees and social media content may be considered a public record subject to public disclosure or inspection under the Open Meetings Act (Sunshine Law). If the electronic mail or social media content is the District's official record and meets the definition of a record as defined by State law, then the information must be retained in accordance with the District records retention schedule.~~

~~All Board and District electronic mail communications and social media content are monitored in accordance with the attached regulation to ensure that all electronic mail and social media public records are retained, archived and destroyed in compliance with State law.~~

~~District employees are subject to disciplinary action for violation of this policy and regulation.~~

<sup>1</sup> Records include any document, device or item, regardless of physical form or characteristic, including an electronic record (as defined in Ohio Revised Code Section (RC) 1306.01), created or received by or coming under the jurisdiction of the District that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District, RC 149.011.

<sup>2</sup> The Ohio History Connection may not review or select for its custody the records set forth in RC 149.381(E).

### Legal References

Family Educational Rights and Privacy Act; 20 USC 1232g et seq.  
ORC 9.01  
**ORC 121.22(F)**  
ORC 149.011  
ORC 149.35  
ORC 149.381



ORC 149.41  
**ORC 1306.01(G)**  
~~ORC 149.43~~  
~~ORC 3313.29~~  
~~ORC 3319.321~~  
~~ORC 3701.028~~

Ohio History Connection Form RC-1  
Ohio History Connection Form RC-2  
Ohio History Connection Form RC-3

#### Cross References

DI - Fiscal Accounting and Reporting  
GBL - Personnel Records  
JO - Student Records  
KBA - Public's Right to Know

**NOTE:** Ohio Revised Code (RC) 121.22(F) requires every public body, including school district commissions, to establish by rule a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings. OSBA's model policy requires the District Records Commission to post advance notice of its meetings on the District's website. This specific method is not required by law; a commission may establish an alternate "reasonable method" of notice, whereby any person may determine the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings of the commission.

Districts use a variety of methods to consistently provide notice of their meetings, including posting notice on the District's website, announcements in newspapers, and at community centers, libraries or recreation centers.

In evaluating its method of providing notice, the District Records Commission should determine which method is likely to reach the public and ensure that the Commission consistently provides notice through that method.

#### **THIS IS A REQUIRED POLICY**

#### Legal

[ORC 9.01](#)  
[ORC 121.22\(F\)](#)  
[ORC 149.011](#)  
[ORC 149.35](#)  
[ORC 149.381](#)  
[ORC 149.41](#)  
[ORC 1306.01\(G\)](#)  
[Ohio History Connection Form RC-1](#)  
[Ohio History Connection Form RC-2](#)  
[Ohio History Connection Form RC-3](#)



Book	Policy Manual
Section	Section E: Support Services
Title	Data and Records Retention
Code	EHA
Status	Active
Adopted	August 14, 2001
Last Revised	August 8, 2016
Prior Revised Dates	07/26/2004, 07/09/2013, 05/11/2015

### **Data and Records Retention**

All records<sup>1</sup> are the property of the District and are not removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the District Records Commission. Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred or destroyed unlawfully.

The Commission is composed of the Board President, the Treasurer and the Superintendent.

The function of the commission is to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the District. Records may be disposed of by the District pursuant to the procedure outlined below. The commission may at any time review any schedule it has previously approved and may revise that schedule, in accordance with State law.

The Superintendent designates a "Records Officer" in each department/building who is responsible for all aspects of records retention, including electronic mail, within that department/building.

When the District Records Commission has approved an application for one-time disposal of obsolete records, or any schedule of records retention and disposition, the applications and/or schedules are sent to the Ohio History Connection (OHC) for review. The OHC will review the application or schedule within a period of 60 days. During this time, the OHC may select for its custody any records it considers to be of continuing historical value. The OHC will denote upon any schedule of records retention, and disposal, the records for which they will require a certificate of records disposal prior to their disposal. After the OHC has completed their review, OHC will forward the applications and/or schedules to the Auditor of State for their approval or disapproval. The Auditor of State must approve or disapprove the application and/or schedule within 60 days.

Before public records are disposed of pursuant to an approved schedule, the District must inform OHC of the disposal of only the records that OHC has requested to see. OHC is given the opportunity for a period of 15 days to select for its custody such public records as it considers to be of continuing historical value.<sup>2</sup>

### **Electronic Mail and Social Media Content**

Electronic mail sent or received by the Board and/or District employees and social media content may be considered a public record subject to public disclosure or inspection under the Open Meetings Act (Sunshine Law). If the electronic mail or social media content is the District's official record and meets the definition of a record as defined by State law, then the information must be retained in accordance with the District records retention schedule.

All Board and District electronic mail communications and social media content are monitored in accordance with the attached regulation to ensure that all electronic mail and social media public records are retained, archived and destroyed in compliance with State law.



District employees are subject to disciplinary action for violation of this policy and regulation.

<sup>1</sup>Records include any document, device or item, regardless of physical form or characteristic, including an electronic record (as defined in Ohio Revised Code Section (RC) 1306.01), created or received by or coming under the jurisdiction of the District that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District, RC 149.011.

<sup>2</sup>The Ohio History Connection may not review or select for its custody the records set forth in RC 149.381(E).

Legal	<u>Family Educational Rights and Privacy Act; 20 USC 1232g et seq.</u>
	<u>ORC 9.01</u>
	<u>ORC 149.011</u>
	<u>ORC 149.35</u>
	<u>ORC 149.381</u>
	<u>ORC 149.41</u>
	<u>ORC 149.43</u>
	<u>ORC 3313.29</u>
	<u>ORC 3319.321</u>
	<u>ORC 3701.028</u>
	<u>Ohio History Connection Form RC-1</u>
	<u>Ohio History Connection Form RC-2</u>
	<u>Ohio History Connection Form RC-3</u>

Cross References	<u>DI - Fiscal Accounting and Reporting</u>
	<u>GBL - Personnel Records</u>
	<u>JO - Student Records</u>
	<u>KBA - Public's Right to Know</u>



Book	Policy Manual
Section	Issue 2 of 2023 June PDQ (Rescind)
Title	<b>**OSBA Sample**</b> Data and Records Retention
Code	EHA-R
Status	From OSBA

**\*\*This is the OSBA sample policy.\*\***

**RESCIND** ~~Data and Records Retention~~  
(~~Electronic Mail and Social Media Content~~)

~~The Ohio Electronic Records Committee has established the following guidelines for managing electronic mail (email) and social media content.~~

~~Retention or disposition of email messages and social media content must be related to the information they contain or the purpose they serve. The content, transactional information and any attachments associated with the message are considered a record (if they meet State law criteria). Because the content of email messages and social media content may vary considerably, the content must be evaluated to determine the length of time messages and content must be retained.~~

**Electronic Mail**

~~There are two categories of email retention: non-record messages and official record messages.~~

**Non-Record Messages**

~~Email messages that do not meet the criteria of the Ohio Revised Code definition of a record may be deleted at any time, unless they become part of some official record as a result of special circumstances. These items may be immediately deleted, or maintained in a "Non-Record" mail box and deleted later, just as you might trash the unwanted publications or promotional flyers.~~

~~Types of messages may include:~~

- ~~1. **Personal Correspondence:** Any email not received or created in the course of state business may be deleted immediately since it is not an official record. Examples include, but are not limited to, the "Let's do lunch" (not a business lunch) or "Can I catch a ride home" type of note.~~
- ~~2. **Non-State Publications:** Publications, promotional material from vendors and similar materials that are "publicly available" to anyone are not official records. In the electronic world, this includes list serve messages (other than those you post in your official capacity), unsolicited promotional material ("spam"), files copied or downloaded from internet sites, etc.~~

**Official Record Messages**

~~Email messages that meet the definition of a record in the Ohio Revised Code are official records and must be scheduled, retained and disposed of as such. These official records fall into the following categories:~~

- ~~1. **Transient Messages:** This type of email has a very limited administrative value. Transient messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. The informal tone of transient messages might be compared to a communication that might take place during a telephone conversation or in an office hallway.~~

~~**Transient Documents:** Include telephone messages, drafts and other limited documents that serve to convey information of temporary importance in lieu of oral communication.~~



~~Retention: Until no longer of administrative value, then destroy~~

2. ~~Intermediate Messages: Email messages that have more significant administrative, legal and/or fiscal value but are not scheduled as transient or permanent should be categorized under other appropriate record series. These may include (but are not limited to):~~

- A. ~~General Correspondence: Includes internal correspondence (e.g., letters, memos); also, correspondence from various individuals, companies and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative. (It does not attempt to influence District policy.)~~

~~Retention: One year, then destroy~~

- B. ~~Routine Correspondence: Referral letters, requests for routine information or publications provided to the public by the District that are answered by standard form letters.~~

~~Retention: Six months, then destroy~~

- C. ~~Monthly and Weekly Reports: Document status of ongoing projects and issues; advise supervisors of various events and issues.~~

~~Retention: One year, then destroy~~

- D. ~~Minutes of Agency Staff Meetings: Minutes and supporting records documenting internal policy decisions.~~

~~Retention: Two years, then transfer to State Archives for their possible retention or destruction~~

3. ~~Permanent Messages: Email messages that have significant administrative, legal and/or fiscal value and are scheduled as permanent also should be categorized under the appropriate record series. These may include, but are not limited to:~~

- A. ~~Executive Correspondence: Correspondence dealing with significant aspects of the administration of executive offices. Correspondence includes information concerning policies, program, fiscal and personnel matters.~~

~~Retention: Two years, then transfer to State Archives~~

- B. ~~Departmental Policies and Procedures: Includes published reports, unpublished substantive reports and policy studies.~~

~~Retention: Retain until superseded, obsolete or replaced, then transfer to State Archives for their possible retention and destruction~~

## **Social Media Content**

Social media content that meets the definition of a record as defined by State law is an official record of the District and must be scheduled, retained and disposed of as such. The District will work with stakeholders to determine the appropriate method for preserving content created through the use of social media. When determining whether social media content must be retained, the District will:

1. ~~Look beyond the electronic social medium and analyze the content to determine if the information meets the definition of a record as defined by State law that must be managed and kept in accordance with retention schedules.~~
2. ~~Determine whether the information or social media content is duplicated elsewhere:~~
  - A. ~~If the content or information is duplicated elsewhere, then the social media version will be considered a secondary copy and will not need to be maintained in accordance with the records retention schedule.~~
  - B. ~~When the official record becomes eligible for disposal, duplicate content maintained on social media will also be purged.~~
3. ~~Whenever possible, the District will make an effort to map the information value of the social media content to existing records retention schedules. If content is determined to have record value and cannot be mapped to an existing schedule, a new retention schedule will be created and approved.~~

***NOTE: The information in this regulation is based on guidance from the Ohio Electronic Records Commission. The guidelines for length of time that emails should be retained may vary from your local records retention schedule. Prior to approval of this regulation, confirm that the time lines in this regulation are the same as the time lines in your approved records retention schedule. You may choose to remove the specific time frames listed from this regulation and leave this information in your records retention schedule.***





Book	Policy Manual
Section	Section E: Support Services
Title	Data and Records Retention (Electronic Mail and Social Media Content)
Code	EHA-R
Status	Active
Adopted	July 9, 2013
Last Revised	May 11, 2015

### **Data and Records Retention** (Electronic Mail and Social Media Content)

The Ohio Electronic Records Committee has established the following guidelines for managing electronic mail (email) and social media content.

Retention or disposition of email messages and social media content must be related to the information they contain or the purpose they serve. The content, transactional information and any attachments associated with the message are considered a record (if they meet State law criteria). Because the content of email messages and social media content may vary considerably, the content must be evaluated to determine the length of time messages and content must be retained.

#### **Electronic Mail**

There are two categories of email retention: non-record messages and official record messages.

##### **Non-Record Messages**

Email messages that do not meet the criteria of the Ohio Revised Code definition of a record may be deleted at any time, unless they become part of some official record as a result of special circumstances. These items may be immediately deleted, or maintained in a "Non-Record" mail-box and deleted later, just as you might trash the unwanted publications or promotional flyers. Types of messages may include:

1. **Personal Correspondence:** Any email not received or created in the course of state business may be deleted immediately since it is not an official record. Examples include, but are not limited to, the "Let's do lunch" (not a business lunch) or "Can I catch a ride home" type of note.
2. **Non-State Publications:** Publications, promotional material from vendors and similar materials that are "publicly available" to anyone are not official records. In the electronic world, this includes list serve messages (other than those you post in your official capacity), unsolicited promotional material ("spam"), files copied or downloaded from Internet sites, etc.

##### **Official Record Messages**

Email messages that meet the definition of a record in the Ohio Revised Code are official records and must be scheduled, retained and disposed of as such. These official records fall into the following categories:

1. **Transient Messages:** This type of email has a very limited administrative value. Transient messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. The informal tone of transient messages might be compared to a communication that might take place during a telephone conversation or in an office hallway.

Transient Documents: Include telephone messages, drafts and other limited documents that serve to convey information of temporary importance in lieu of oral communication.

Retention: Until no longer of administrative value, then destroy

2. **Intermediate Messages:** Email messages that have more significant administrative, legal and/or fiscal value but are not scheduled as transient or permanent should be categorized under other appropriate record series. These may include (but



are not limited to):

- A. **General Correspondence:** Includes internal correspondence (e.g., letters, memos); also, correspondence from various individuals, companies and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative. (It does not attempt to influence District policy.)

Retention: One year, then destroy

- B. **Routine Correspondence:** Referral letters, requests for routine information or publications provided to the public by the District that are answered by standard form letters.

Retention: Six months, then destroy

- C. **Monthly and Weekly Reports:** Document status of ongoing projects and issues; advise supervisors of various events and issues.

Retention: One year, then destroy

- D. **Minutes of Agency Staff Meetings:** Minutes and supporting records documenting internal policy decisions.

Retention: Two years, then transfer to State Archives for their possible retention or destruction

3. **Permanent Messages:** Email messages that have significant administrative, legal and/or fiscal value and are scheduled as permanent also should be categorized under the appropriate record series. These may include, but are not limited to:

- A. **Executive Correspondence:** Correspondence dealing with significant aspects of the administration of executive offices. Correspondence includes information concerning policies, program, fiscal and personnel matters.

Retention: Two years, then transfer to State Archives

- B. **Departmental Policies and Procedures:** Includes published reports, unpublished substantive reports and policy studies.

Retention: Retain until superseded, obsolete or replaced, then transfer to State Archives for their possible retention and destruction

## **Social Media Content**

Social media content that meets the definition of a record as defined by State law is an official record of the District and must be scheduled, retained and disposed of as such. The District will work with stakeholders to determine the appropriate method for preserving content created through the use of social media. When determining whether social media content must be retained, the District will:

1. Look beyond the electronic social medium and analyze the content to determine if the information meets the definition of a record as defined by State law that must be managed and kept in accordance with retention schedules.
2. Determine whether the information or social media content is duplicated elsewhere:
  - A. If the content or information is duplicated elsewhere, then the social media version will be considered a secondary copy and will not need to be maintained in accordance with the records retention schedule.
  - B. When the official record becomes eligible for disposal, duplicate content maintained on social media will also be purged.
3. Whenever possible, the District will make an effort to map the information value of the social media content to existing records retention schedules. If content is determined to have record value and cannot be mapped to an existing schedule, a new retention schedule will be created and approved.





Book	Policy Manual
Section	Issue 2 of 2023 June (Revised - REQUIRING DISTRICT CUSTOMIZATION)
Title	<b>**OSBA Sample**</b> Minutes
Code	BDDG
Status	From OSBA

**\*\*This is the OSBA sample policy.\*\***

#### **Minutes**

~~The minutes of the meetings of the Board constitute the written record of Board actions. The Treasurer records in the minutes of each meeting all actions taken by the Board.~~

~~Full and accurate minutes must contain sufficient facts and information to permit the public to understand and appreciate the rationale behind the Board's decisions.~~

~~A complete and accurate set of minutes shall be prepared and become a regular part of the monthly agenda. The Treasurer must make draft minutes available for public inspection. Following approval of the minutes by the Board at the next meeting, the minutes are signed by the President and attested to by the Treasurer as to the accuracy of the information contained. The attestation is not an authorization of any action taken or not taken during the meeting.~~

~~The official minutes shall be bound and kept in the office of the Treasurer, who shall, after they have been approved by the Board, make them available to the public and news media. Copies are made available at cost during normal office hours.~~

The Treasurer promptly prepares, files and maintains minutes of the regular and special meetings of the Board. Meeting minutes contain sufficient facts and information to permit the public to understand and appreciate the rationale behind the Board's decisions and reflect the general subject matter of discussions in executive sessions.

The Board reads, makes necessary corrections and approves the minutes of each meeting at the next succeeding meeting of the Board.

*(Permissive language next paragraph only)*

Provided the Treasurer sends a copy of the minutes of the last Board meeting to Board members at least two days prior to the date of the next succeeding meeting of the Board, the Board waives the reading of its meeting minutes. Copies of meeting minutes are also made available to the public and news media.

*(Keep language from here on for all districts)*

Approved minutes are signed by the President and attested to by the Treasurer as to the accuracy of the information contained. The attestation is not an authorization of any action taken or not taken during the meeting. Approved minutes are filed in the Treasurer's office in a book and are open to public inspection as a public record of the District.

#### Legal References

ORC 121.22(C)  
ORC 149.43  
ORC 3313.26

#### Cross References

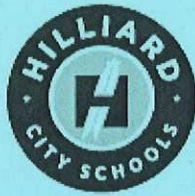
BCE - Board Committees  
BD - School Board Meetings  
BDC - Executive Sessions  
BF - Board Policy Development and Adoption

Legal

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

[ORC 149.43](#)

[ORC 3313.26](#)



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Minutes
Code	BDDG
Status	Active
Adopted	August 14, 2001
Last Revised	June 15, 2020
Prior Revised Dates	05/11/2015, 11/12/2018

### Minutes

The minutes of Board meetings constitute the written record of Board action. Therefore, the Treasurer shall record in the minutes of each meeting all actions taken by the Board.

Full and accurate minutes must contain sufficient facts and information to permit the public to understand and appreciate the rationale behind the Board's decisions.

The minutes shall be signed by the Board President and attested by the Treasurer as to the accuracy of the information contained, following their approval by the Board at a subsequent meeting. The attestation is not an authorization of any action taken or not taken during the meeting.

As permitted by law, the reading of the minutes at Board meetings may be waived, provided that copies of the minutes have been distributed to all members of the Board at least two days prior to the date of the next succeeding meeting and that copies of such minutes are made available to the public and news media.

The approved, official minutes shall be kept the office of the Treasurer who, after they have been read and approved by the Board, shall make them available to the public and news media upon request during normal office hours. Copies of the approved minutes shall be provided at a cost.

Legal	<u><a href="#">ORC 121.22(C)</a></u>
	<u><a href="#">ORC 149.43</a></u>
	<u><a href="#">ORC 3313.26</a></u>

Cross References	<u><a href="#">BCE - Board Committees</a></u>
	<u><a href="#">BD - School Board Meetings</a></u>
	<u><a href="#">BDC - Executive Sessions</a></u>
	<u><a href="#">BF - Board Policy Development and Adoption</a></u>
	<u><a href="#">KBA - Public's Right to Know</a></u>





Book	Policy Manual
Section	Issue 2 of 2023 June (Revised - REQUIRING DISTRICT CUSTOMIZATION)
Title	<b>**OSBA Sample**</b> Student Absences and Excuses
Code	JED
Status	From OSBA

***\*\*This is the OSBA sample policy\*\****

**Student Absences and Excuses**

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

~~The Board directs the Superintendent/designee to develop appropriate procedures for tracking student attendance based on the mode of learning. The District monitors daily absences for trends related to COVID-19.~~

~~Students will not be penalized for absences related to contracting COVID-19 or having to quarantine or isolate due to COVID-19 exposure/symptoms, regardless of whether the student is participating in-person, remotely or both.~~

Reasons for which students may be medically excused include, but are not limited to (*customize to reflect District reasons*):

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical, **behavioral or dental** appointments.

~~Any limits that may be in place regarding the number of medical excuses that will be authorized without a doctor's note may be extended if the student or someone in the student's family is in quarantine due to COVID-19 or experiencing symptoms of COVID-19.~~

Reasons for which students may be nonmedically excused include, but are not limited to (*customize to reflect District reasons*):

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved **in advance** by the Superintendent (applies to students over 14 years of age only **when all statutory obligations have been met for such excusal**);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observation of religious holidays consistent with **a student's-the** truly held religious beliefs **of the student or the student's family**;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. **pre-enlistment reporting to military enlistment processing station;**

7. **absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;**
8. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
9. absences due to a student being homeless ~~or~~;
10. ~~temporary internet outage for individual students or households;~~
11. ~~technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson;~~
12. ~~absence due to COVID-19 reasons that are not considered medically excused until alternative arrangements can be made or~~
13. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

#### Legal References

ORC 3313.609  
 ORC 3313.66  
 ORC 3321.01  
 ORC 3321.03  
 ORC 3321.04  
 ORC 3321.13  
 ORC 3321.14  
 ORC 3321.141  
 ORC 3321.19  
 ORC 3321.38  
 ORC 4510.32  
 OAC 3301-69-02

#### Cross References

IGAC - Teaching About Religion  
 IKB - Homework  
 JEDB - Student Dismissal Precautions  
 JEE - Student Attendance Accounting (Missing and Absent Children)  
 JHC - Student Health Services and Requirements  
 JHCC - Communicable Diseases

**NOTE:** Boards should ensure that policies and procedures clearly reflect reasons for which a student's absence is deemed excused as well as whether the reason is then classified as a medically or nonmedically excused absence. Districts should review the reasons outline in Ohio Administrative Code 3301-69-02 when making these determinations. This policy can be further customized to reflect these determinations.

*In 2009, the Ohio General Assembly enacted House Bill (HB) 1, which directed school districts to count – up to 24 school hours as excused absences – time that a student is absent from school for the sole purpose of traveling out of state to a Board-approved enrichment activity or an extracurricular activity. The student is required to make up all missed classroom assignments.*



*In addition, if the student will be out of the state for 24 or more consecutive school hours for a Board-approved enrichment activity or extracurricular activity, a classroom teacher employed by the Board must accompany the student to provide instructional assistance.*

*HB 166 added a requirement that districts will attempt to contact the parent, guardian, or other person having care of a student regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day using a method consistent with State law. The following methods are acceptable:*

- *A telephone call placed in-person*
- *An automated telephone call (via a system that includes verification that each call was actually placed)*
- *A notification sent through the school's automated student information system*
- *A text message*
- *An email*
- *An in-person visit*
- *Any other notification procedure that has been adopted by resolution of the board of education*

*Schools are not required to notify a parent who notifies the school of the student's absence within the first 120 minutes after the beginning of the school day. In addition, an immunity provision is included in the new law, which states that a school district or any officer, director, employee or any member of the District Board of Education is not liable in a civil action for injury, death or loss to person or property from an employee's action or inaction in good faith compliance with the law.*

*HB 491 requires boards to adopt a policy establishing parameters for completing and grading assignments missed due to a student's suspension. The policy must permit the completion of classroom assignments missed and students must receive at least partial credit for completed assignments. The policy may permit grade reductions and must prohibit the receipt of a failing grade solely on account of the student's suspension. Districts may further customize this policy to reflect parameters or outline in detail in student handbooks.*

**THIS IS A REQUIRED POLICY**

Legal

[ORC 3313.609](#)

[ORC 3313.66](#)

[ORC 3321.01](#)

[ORC 3321.03](#)

[ORC 3321.04](#)

[ORC 3321.13](#)

[ORC 3321.14](#)

[ORC 3321.141](#)

[ORC 3321.19](#)

[ORC 3321.38](#)

[ORC 4510.32](#)

[OAC 3301-69-02](#)



Book	Policy Manual
Section	Section J: Student
Title	Student Absences and Excuses
Code	JED
Status	Active
Adopted	August 14, 2001
Last Revised	August 14, 2023
Prior Revised Dates	01/28/2008, 11/12/2014, 05/11/2015, 07/08/2015, 02/06/2017, 04/17/2017, 05/14/2018, 05/13/2019, 06/15/2020, 10/26/2020

### **Student Absences and Excuses**

Achievement and attendance are highly correlated. Each student should attempt to attend school daily. Rules and regulations regarding excessive absenteeism and tardiness shall be enforced.

Parents and/or guardians are legally responsible for the student's attendance in school; therefore, the parent or guardian of any student is required to accompany the student to the school's attendance office each time the student has accumulated five days of unexcused absence in a semester. If the school has no attendance office, the principal's office shall serve as such.

Students are required to be in their designated place at all times during the school day. Any student found otherwise shall be considered truant and shall be subject to the same policies and procedures as out-of-school truancy.

#### **Family Trips**

It is recognized that planned family trips often provide enrichment to regular classroom instruction. It is further recognized that employers cannot always grant vacation periods which fall within the school vacation and holiday period, and for families to be together, some trips must necessarily be scheduled during the academic year. Application for approval (JED-E) must be made by a parent or guardian at least two weeks in advance. If the student is not a member of the immediate family, his/her parent or guardian must complete the application. Each student is limited to one approved trip of 5 school days or less per school year without loss of academic standing, provided proper assignment make-up work is completed, including tests and final examinations. More than one trip with a cumulative of 5 days or less may be approved by the building principal or his/her designee. Trips of more than 5 school days shall not be approved except in extraordinary circumstances as determined by the Superintendent or his/her designee. If a student is absent for family travel outside of the 5 days of excused absences allowed by the District, he/she will be considered unexcused from school and subject to truancy regulations. The school district may be obligated to report the parent/guardian to the Franklin County Juvenile Court System and file charges of lack of compliance with the compulsory education rules. Communication with the school and family is crucial and attempts can be made to design online or other opportunities when applicable.

The Board directs the Superintendent/designee to develop appropriate procedures for tracking student attendance based on the mode of learning.

#### **Medically Excused Absence**

Medically excused absences shall be those that are included as reason for absence according to the Ohio Revised Code. These reasons are:

1. Personal illness. The approving authority may require a medical certification if he/she deems it advisable. Mental Health absences are included in Personal Illness.



2. Illness in the family. The absence under this condition shall not apply to children under fourteen years of age.
3. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Emergency or set of circumstances which in the judgment of the Superintendent/ designee constitutes a good and sufficient cause for absence from school which may include but not be limited to absences due to documented medical appointments.

Any limits that may be in place regarding the number of medical excuses that will be authorized without a doctor's note may be extended if the student or someone in the student's family is in quarantine due to COVID-19 or experiencing symptoms of COVID-19.

### **Nonmedically Excused Absence**

Reasons for which students may be nonmedically excused include, but are not limited to:

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observance of religious holidays consistent with a student's truly held religious belief;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
7. absences due to a student being homeless or
8. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal. Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures.

### **Unexcused Absences**

An unexcused absence, whether resulting from truancy or other unacceptable reasons, may eliminate the opportunity to earn credit for work missed. This shall not preclude the student from completing assignments to keep current.

Disciplinary action may result from unexcused absence.

The Board authorizes the Superintendent/designee to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

Legal	<a href="#"><u>ORC 3313.609</u></a>
	<a href="#"><u>ORC 3313.66</u></a>
	<a href="#"><u>ORC 3321.01</u></a>
	<a href="#"><u>ORC 3321.03</u></a>
	<a href="#"><u>ORC 3321.04</u></a>
	<a href="#"><u>ORC 3321.13</u></a>
	<a href="#"><u>ORC 3321.14</u></a>



ORC 3321.141

ORC 3321.19

ORC 3321.38

ORC 4510.32

OAC 3301-69-02

Cross  
References

IGAC - Teaching About Religion

IKB - Homework

JEDB - Student Dismissal Precautions

JEE - Student Attendance Accounting (Missing and Absent Children)

JHC - Student Health Services and Requirements

JHCC - Communicable Diseases



Book	Policy Manual
Section	FOR REVIEW
Title	<b>**OSBA Sample**</b> Graduation Requirements
Code	IKF
Status	From OSBA

**\*\*OSBA Sample\*\***

### Graduation Requirements

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education (ODE) as well as State law and, further, that our high school compares favorably with other high schools in the state that are recognized for excellence.

The requirements for graduation from high school are as follows.

#### District Minimum

#### Statutory Graduation Requirements

English Language Arts	4 units	English Language Arts	4 units
History and government, including one-half unit of American History and one-half unit of American Government	1 unit	History and government, including one-half unit of American History and one-half unit of American Government	1 unit
Social Studies *	2 units	Social Studies *	2 units
Science, with inquiry-based lab experience, including one unit each in Physical Science and Life Sciences and one unit in Chemistry, Physics or other physical science, Advanced Biology or other life science, Astronomy, Physical Geology or other earth or space science**	3 units	Science, with inquiry-based lab experience, including one unit each in Physical Science and Life Sciences and one unit in Chemistry, Physics or other physical science, Advanced Biology or other life science, Astronomy, Physical Geology or other earth or space science**	3 units
Math, including one unit of Algebra II or its equivalent ***	4 units	Math, including one unit of Algebra II or its equivalent ***	4 units
Health	½ unit	Health	½ unit
Physical Education	½ unit	Physical Education	½ unit
Electives ****	5 units	Electives ****	5 units
Financial literacy*****		Financial literacy*****	
Total	20 units	Total	20 units

The statutory graduation requirements also include:

1. \* students entering ninth grade for the first time on or after July 1, 2017 must take at least one-half unit of instruction in the study of world history and civilizations "as part of the required social studies units";



2. \*\* students can choose to apply one credit in advanced computer science to satisfy one unit of advanced science (excluding biology or life sciences);
3. \*\*\* students may take one unit of advanced computer science in lieu of Algebra II and students entering ninth grade for the first time on or after July 1, 2015 who are pursuing a career-technical instructional track may complete a career-based pathway math course approved by ODE as an alternative to Algebra II;
4. \*\*\*\* student electives of any one or combination of the following: foreign language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), financial literacy, business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the statutory graduation requirements;
5. \*\*\*\*\*financial literacy requirements:
  - A. units earned in social studies shall be integrated with economics and financial literacy for students entering ninth grade for the first time prior to July 1, 2022;
  - B. students entering ninth grade for the first time on or after July 1, 2022 are required to complete one-half unit of financial literacy to be used toward the elective credits required for graduation, or in lieu of one-half unit of instruction in math. If used toward a math credit, it cannot be used in lieu of Algebra II or its equivalent, or a course for which the State Board of Education requires an end of course exam. A student who chooses to take one unit of advanced computer science in lieu of Algebra II is not permitted to complete the required half-unit of financial literacy instruction to satisfy a math unit requirement; instead, the student must complete a half unit of financial literacy as part of their required elective credits.
6. meeting the applicable competency/assessment and/or readiness criteria required by law based on date of entry into ninth grade.

### **Diploma Seals**

In accordance with State law, the Board establishes the criteria for at least one of the local diploma seals outlined in State law. The seals include a method to give, to the extent feasible, a transfer student a proportional amount of credit for any progress made toward completing that seal at the district or school from which the student transfers. The District recognizes a locally defined diploma seal that a student transferring into the District earned at another district regardless of whether the Board has developed local guidelines for that seal.

### **Summer School**

Summer school credits are accepted toward graduation, provided that administrative approval has been given prior to registration for the course.

### **Educational Options**

High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements.

### **College Credit Plus Options**

Credit is awarded for courses successfully completed at an accredited postsecondary institution. High school credit awarded for a course successfully completed under College Credit Plus counts toward the graduation requirements and subject area requirements of the District. If a course comparable to the course successfully completed is offered by the District, then comparable credit for the completed equivalent course is awarded. If no comparable course is offered, the District grants to the student an appropriate number of credits in a similar subject area.

### **Correspondence Courses**

High school courses offered through correspondence courses are accepted for credit toward graduation only when they meet the following criteria.

1. Credits earned in correspondence schools directly affiliated with state universities are evaluated by the school administration for students who wish to qualify for graduation from high school.
2. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.
3. Credits earned from schools that have been established primarily for correspondence study, rather than an institution primarily for residence study, are not accepted toward graduation.

### **Course Work Prior to Ninth Grade**

Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

(Permissive options from here on)

### Physical Education Exemption

A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

Beginning in the 2019-2020 school year, a student who during high school, has participated in show choir for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

### Junior Reserve Officer Training Corps (JROTC) Exemption

A student who has participated in JROTC for at least two full school years is not required to complete any physical education courses as a condition to graduate. In addition, the academic credit received from participating in JROTC may be used to satisfy the one-half unit of Physical Education and completion of another course is not necessary for graduation.

### Community Service

The District offers community service education, which acquaints students with the history and importance of volunteer service and with a wide range of existing community needs. Community service opportunities may be considered an elective towards graduation.

#### LEGAL REFS.:

ORC 3301.07(D)(3)  
ORC 3313.60  
ORC 3313.6014  
ORC 3313.603  
ORC 3313.605  
ORC 3313.61  
ORC 3313.617  
ORC 3345.06  
OAC 3301-16-05  
OAC 3301-35-04

#### CROSS REFS.:

IGBM - Credit Flexibility  
IGCA - Summer Schools  
IGCD (Also LEB) - Educational Options  
IGCH (Also LEC) - College Credit Plus  
IGCI - Community Service  
IKFC - Graduation Plans and Students at Risk of Not Qualifying for a High School Diploma  
JN - Student Fees, Fines and Charges

**NOTE:** Although the minimum requirements for graduation are listed in the policy as 20 units of credit, boards are permitted to require more than 20 units in order for its students to graduate from high school and should edit this policy accordingly. District requirements should be reflected in the District minimum column.

Senate Bill (SB) 311, passed in 2006, permits boards to adopt a policy that excuses from high school physical education those students who have participated in interscholastic athletics, cheerleading or marching band for at least two full seasons. However, excused (exempted) students must complete one-half unit of at least 60 hours of instruction in another course of study in order to graduate from high school. House Bill (HB) 166 (2019) added show choir to the list of approved activities noted above.

HB 166 also added language to Ohio Revised Code 3313.603 stating that if a district requires a foreign language as an additional graduation requirement, a student may apply one unit of instruction in computer coding to satisfy one unit of foreign language. If more than one unit of computer coding is used to satisfy the foreign language requirement, the courses must be sequential and progressively more difficult.

HB 290, passed in 2009, adds participation in Junior Reserve Officer Training Corps (JROTC) programs approved by the United States Congress to the list of permitted electives within the Ohio Core curriculum. Boards may also excuse (exempt) participating students from high school physical education courses if participation in JROTC is for at least two full years.

In addition, under HB 290, boards are permitted to grant high school credit for two full years of participation in JROTC without the student having to take another course of study in order to graduate from high school.

Based on the date of entry into the ninth grade, students are subject to different assessment/competency and readiness criteria for graduation. Districts should be familiar with these criteria and the different pathways available under the law and utilize resources provided by the Ohio Department of Education.



*HB 166 requires boards to develop local graduation seals. Each board is required to develop guidelines for at least one of the locally defined seals listed below:*

- *Community service seal. A student shall meet the requirement for this seal by completing a community service project that is aligned with guidelines adopted by the student's district board or school governing authority.*
- *Fine and performing arts seal. A student shall meet the requirement for this seal by demonstrating skill in the fine or performing arts according to an evaluation that is aligned with guidelines adopted by the student's district board or school governing authority.*

*Student engagement seal. A student shall meet the requirement for this seal by participating in extracurricular activities such as athletics, clubs, or student government to a meaningful extent, as determined by guidelines adopted by the student's district board or school governing authority.*

*These seals can be integrated into the manual as a regulation IKF-R, Graduation Requirements (Local Seals).*

*HB 110 (2021) added additional requirements for students transferring into the District and alternate ways they can meet competency requirements as well as the requirement to recognize a locally defined diploma seal that a student earned at another district regardless of whether the district to which the student transfers has developed guidelines for that seal.*

*When developing guidelines for one of the locally defined diploma seals, districts must include a method to give, to the extent feasible, a transfer student a proportional amount of credit for any progress made toward completing that seal at the district or school from which the student transfers.*

### **THIS IS A REQUIRED POLICY**

Legal	<a href="#">ORC 3301.07(D)(3)</a>
	<a href="#">ORC 3313.60</a>
	<a href="#">ORC 3313.6014</a>
	<a href="#">ORC 3313.603</a>
	<a href="#">ORC 3313.605</a>
	<a href="#">ORC 3313.61</a>
	<a href="#">ORC 3313.617</a>
	<a href="#">ORC 3345.06</a>
	<a href="#">OAC 3301-16-05</a>
	<a href="#">OAC 3301-35-04</a>



Book	Policy Manual
Section	Section I: Instruction
Title	Graduation Requirements
Code	IKF
Status	Active
Adopted	August 14, 2001
Last Revised	February 14, 2022
Prior Revised Dates	03/09/2004, 04/09/2007, 05/12/2008, 01/12/2009, 12/14/2009, 01/10/2011, 02/13/2012, 04/25/2012, 04/22/2013, 04/28/2014, 11/24/2014, 05/11/2015, 10/26/2015, 04/25/2016, 07/05/2017, 03/12/2018, 11/11/2019, 02/10/2020, 06/15/2020, 11/08/2021

### Graduation Requirements

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education (ODE) as well as State law and, further, that our high school compares favorably with other high schools in the state that are recognized for excellence.

The requirements for graduation from high school are as follows:

Statutory Graduation Requirements	
English Language Arts	4 units
History and government, including one-half unit of American History and one-half unit of American Government	1 unit
Social Studies *	2 units
Science, including one unit each in Physical Science and Biology**	3 units
Math, including one unit of Algebra II or its equivalent***	4 units
Health	½ unit
Physical Education	½ unit
Electives ****	5 units
Financial Literacy*****	
Total	20 units

The statutory graduation requirements also include:

1. \* students entering ninth grade for the first time on or after July 1, 2017 must take at least one-half unit of instruction in the study of world history and civilizations "as part of the required social studies units";



2. \*\* students can choose to apply one credit in advanced computer science to satisfy one unit of advanced science (excluding biology or life sciences);
3. \*\*\* students may take one unit of advanced computer science in lieu of Algebra II and students entering ninth grade for the first time on or after July 1, 2015 who are pursuing a career-technical instructional track may complete a career-based pathway math course approved by ODE as an alternative to Algebra II;
4. \*\*\*\* student electives of any one or combination of the following: foreign language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), financial literacy, business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the statutory graduation requirements;
5. \*\*\*\*\* financial literacy requirements:
  - A. units earned in social studies shall be integrated with economics and financial literacy for students entering ninth grade for the first time prior to July 1, 2022;
  - B. students entering ninth grade for the first time on or after July 1, 2022 are required to complete one-half unit of financial literacy to be used toward the elective credits required for graduation, or in lieu of one-half unit of instruction in math. If used toward a math credit, it cannot be used in lieu of Algebra II or its equivalent, or a course for which the State Board of Education requires an end of course exam. A student who chooses to take one unit of advanced computer science in lieu of Algebra II is not permitted to complete the required half-unit of financial literacy instruction to satisfy a math unit requirement; instead, the student must complete a half unit of financial literacy as part of their required elective credits.
6. meeting the applicable competency/assessment and/or readiness criteria required by law based on date of entry into ninth grade.

### Diploma Seals

In accordance with State law, the Board establishes the criteria for at least one of the local diploma seals outlined in State law. The seals include a method to give, to the extent feasible, a transfer student a proportional amount of credit for any progress made toward completing that seal at the district or school from which the student transfers. The District recognizes a locally defined diploma seal that a student transferring into the District earned at another district regardless of whether the Board has developed local guidelines for that seal.

### Hilliard City Schools Graduation Requirements Class of 2018 and Beyond

English	4 units
World Studies	1 unit
U.S. History	1 unit
U.S. Government	1 unit
Science - Including one credit each in Biology & Physical Science	3 units
Math - Must include Algebra II or Honors Algebra II**	4 units
Health	½ unit
Physical Education - Students may waive the physical education requirement with participation in athletics, marching band and/or cheerleading. Students who pursue this option must earn one-half elective credit in another subject area to meet the minimum credit requirement for graduation.	½ unit
Digital Connections	½ unit
Financial Literacy Elective - The financial literacy elective requirement can be fulfilled by taking one of the following courses during the Sophomore, Junior or Senior year: Careers & Money Management, Financial Independence, Personal Finance, College Fundamentals or Principals of Entrepreneurship, Life Skills 1 or CBI 3 Related. Note: Taking one of these prior to the Sophomore year will not fulfill the graduation requirement. This requirement is strongly encouraged for 10th graders who are interested in Tolles Career & Technical Center.	½ unit
Senior Capstone - The Senior Capstone can be completed in a variety of ways/courses and must meet defined criteria. The Senior Capstone must be completed during the senior year.	½ unit



Additional Electives - One credit must be earned in fine arts unless two semesters of fine arts course work were successfully completed in middle school (grades 7-8). Participation in Tolles or CBI may fulfill the fine arts graduation requirement. Elective credits must include one or any combination of world language, fine arts, business, career-technical education, family and consumer sciences, pre-engineering or English, Mathematics, Science or Social Studies not otherwise required.	5 units
Total Credits	21.5 units

### Summer School

Summer school credits are accepted toward graduation provided that administrative approval has been given prior to registration for the course.

### Educational Options

High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements.

### College Credit Plus Options

Credit is awarded for courses successfully completed at an accredited postsecondary institution. High school credit awarded for a course successfully completed under College Credit Plus counts toward the graduation requirements and subject area requirements of the District. If a course comparable to the course successfully completed is offered by the District, then comparable credit for the completed equivalent course is awarded. If no comparable course is offered, the District grants to the student an appropriate number of credits in a similar subject area.

### Correspondence Courses

High school courses offered through correspondence courses are accepted for credit toward graduation only when they meet the following criteria.

1. Credits earned in correspondence schools directly affiliated with state universities are evaluated by the school administration for students who wish to qualify for graduation from high school.
2. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.
3. Credits earned from schools, which have been established primarily for correspondence study, rather than an institution primarily for residence study, are not accepted toward graduation.

### Course Work Prior to Ninth Grade

Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

### Physical Education Exemption

A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

### Junior Reserve Officer Training Corps (JROTC) Exemption

A student who has participated in JROTC for at least two full school years is not required to complete any physical education courses as a condition to graduate. In addition, the academic credit received from participating in JROTC may be used to satisfy the one-half unit of Physical Education and completion of another course is not necessary for graduation.

### Community Service

The District offers community service education, which acquaints students with the history and importance of volunteer service and with a wide range of existing community needs. Community service opportunities may be considered an elective towards graduation.

Legal [ORC 3301.07\(D\)\(3\)](#)  
[ORC 3313.60](#)  
[ORC 3313.6014](#)  
[ORC 3313.603](#)



ORC 3313.605

ORC 3313.61

ORC 3313.617

ORC 3345.06

OAC 3301-35-04

OAC 3301-16-05

Cross  
References

IGBM - Credit Flexibility

IGCA - Summer Schools

IGCD (Also LEB) - Educational Options

IGCH (Also LEC) - College Credit Plus

IGCI - Community Service

IKFC - Graduation Plans and Students at Risk of not Qualifying for a High School Diploma

JN - Student Fees, Fines and Charges



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Graduation Requirements
Code	IKF
Status	
Adopted	August 14, 2001
Last Revised	February 14, 2022
Prior Revised Dates	03/09/2004, 04/09/2007, 05/12/2008, 01/12/2009, 12/14/2009, 01/10/2011, 02/13/2012, 04/25/2012, 04/22/2013, 04/28/2014, 11/24/2014, 05/11/2015, 10/26/2015, 04/25/2016, 07/05/2017, 03/12/2018, 11/11/2019, 02/10/2020, 06/15/2020, 11/08/2021

### Graduation Requirements

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education (ODE) as well as State law and, further, that our high school compares favorably with other high schools in the state that are recognized for excellence.

The requirements for graduation from high school are as follows:

Statutory Graduation Requirements	
English Language Arts	4 units
History and government, including <b>Social Studies, including one-half unit of world history and civilization</b> , one-half unit of American History and one-half unit of American Government	<del>1</del> <b>3 units</b>
Social Studies *	2 units
Science, including one unit each in Physical Science and Biology**	3 units
Math, including one unit of Algebra II or its equivalent***	4 units
Health	½ unit
Physical Education	½ unit
Electives ****	5 units
Financial Literacy*****	
Total	20 units

The statutory graduation requirements also include:

- \* students entering ninth grade for the first time on or after July 1, 2017 must take at least one-half unit of instruction in the study of world history and civilizations "as part of the required social studies units";



2. \*\* students can choose to apply one credit in advanced computer science to satisfy one unit of advanced science (excluding biology or life sciences);
3. \*\*\* students may take one unit of advanced computer science in lieu of Algebra II and students entering ninth grade for the first time on or after July 1, 2015 who are pursuing a career-technical instructional track may complete a career-based pathway math course approved by ODE as an alternative to Algebra II;
4. \*\*\*\* student electives of any one or combination of the following: foreign language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), financial literacy, business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the statutory graduation requirements;
5. \*\*\*\*\* financial literacy requirements:
  - A. units earned in social studies shall be integrated with economics and financial literacy for students entering ninth grade for the first time prior to July 1, 2022;
  - B. students entering ninth grade for the first time on or after July 1, 2022 are required to complete one-half unit of financial literacy to be used toward the elective credits required for graduation, or in lieu of one-half unit of instruction in math. If used toward a math credit, it cannot be used in lieu of Algebra II or its equivalent, or a course for which the State Board of Education requires an end of course exam. A student who chooses to take one unit of advanced computer science in lieu of Algebra II is not permitted to complete the required half-unit of financial literacy instruction to satisfy a math unit requirement; instead, the student must complete a half unit of financial literacy as part of their required elective credits.
6. meeting the applicable competency/assessment and/or readiness criteria required by law based on date of entry into ninth grade.

### Diploma Seals

In accordance with State law, the Board establishes the criteria for at least one of the local diploma seals outlined in State law. The seals include a method to give, to the extent feasible, a transfer student a proportional amount of credit for any progress made toward completing that seal at the district or school from which the student transfers. The District recognizes a locally defined diploma seal that a student transferring into the District earned at another district regardless of whether the Board has developed local guidelines for that seal.

### Hilliard City Schools Graduation Requirements Class of 2018 and Beyond

English	4 units
World Studies	1 unit
U.S. History	1 unit
U.S. Government	1 unit
Science - Including one credit each in Biology & Physical Science and a physical science	3 units
Math - Must include Algebra II or Honors Algebra II** its equivalent**	4 units
Health	½ unit
Physical Education - Students may waive the physical education requirement with participation in athletics, marching band and/or cheerleading. Students who pursue this option must earn one-half elective credit in another subject area to meet the minimum credit requirement for graduation.	½ unit
Digital Connections- Future Ready	½ unit
Financial Literacy Elective - The financial literacy elective requirement can be fulfilled by taking one of the following courses during the Sophomore, Junior or Senior year: Careers & Money Management, Financial Independence, Personal Finance, College Fundamentals or <del>Principals</del> <b>Principles</b> of Entrepreneurship, Life Skills 1 or CBI 3 Related. Note: Taking one of these prior to the Sophomore year will not fulfill the graduation requirement. This requirement is strongly encouraged for 10th graders who are interested in Tolles Career & Technical Center.	½ unit
Senior Capstone - The Senior Capstone can be completed in a variety of ways/courses and must meet defined criteria. The Senior Capstone must be completed during the senior year.	½ unit



Additional Electives - One credit must be earned in fine arts unless two semesters of fine arts course work were successfully completed in middle school (grades 7-8). Participation in Tolles or CBI may fulfill the fine arts graduation requirement. Elective credits must include one or any combination of world language, fine arts, business, career-technical education, family and consumer sciences, pre-engineering or English, Mathematics, Science or Social Studies not otherwise required.	5 units
Total Credits	21.5 units

### Summer School

Summer school credits are accepted toward graduation provided that administrative approval has been given prior to registration for the course.

### Educational Options

High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements.

### College Credit Plus Options

Credit is awarded for courses successfully completed at an accredited postsecondary institution. High school credit awarded for a course successfully completed under College Credit Plus counts toward the graduation requirements and subject area requirements of the District. If a course comparable to the course successfully completed is offered by the District, then comparable credit for the completed equivalent course is awarded. If no comparable course is offered, the District grants to the student an appropriate number of credits in a similar subject area.

### Correspondence Courses

High school courses offered through correspondence courses are accepted for credit toward graduation only when they meet the following criteria.

1. Credits earned in correspondence schools directly affiliated with state universities are evaluated by the school administration for students who wish to qualify for graduation from high school.
2. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.
3. Credits earned from schools, which have been established primarily for correspondence study, rather than an institution primarily for residence study, are not accepted toward graduation.

### Course Work Prior to Ninth Grade

Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

### Physical Education Exemption

A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

### Junior Reserve Officer Training Corps (JROTC) Exemption

A student who has participated in JROTC for at least two full school years is not required to complete any physical education courses as a condition to graduate. In addition, the academic credit received from participating in JROTC may be used to satisfy the one-half unit of Physical Education and completion of another course is not necessary for graduation.

### Community Service

The District offers community service education, which acquaints students with the history and importance of volunteer service and with a wide range of existing community needs. Community service opportunities may be considered an elective towards graduation.

Legal [ORC 3301.07\(D\)\(3\)](#)  
[ORC 3313.60](#)  
[ORC 3313.6014](#)  
[ORC 3313.603](#)

	<u>ORC 3313.605</u>
	<u>ORC 3313.61</u>
	<u>ORC 3313.617</u>
	<u>ORC 3345.06</u>
	<u>OAC 3301-35-04</u>
	<u>OAC 3301-16-05</u>

Cross  
References

- IGBM - Credit Flexibility
- IGCA - Summer Schools
- IGCD (Also LEB) - Educational Options
- IGCH (Also LEC) - College Credit Plus
- IGCI - Community Service
- IKFC - Graduation Plans and Students at Risk of not Qualifying for a High School Diploma
- JN - Student Fees, Fines and Charges



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
May 18, 2023, Central Office

HILLIARD CITY SCHOOL DISTRICT  
OPERATIONS DEPARTMENT

**Copied from**  
**Board of Education Work Session – Meeting Notes**  
**March 27, 2023 | Administration Building**

- a. IIAC – Media/Resource Materials Selection and Adoption
- b. IIAC-E – Citizen’s Request for Reconsideration of Media/Curriculum Materials (New)
- c. KLB – Public Complaints About the Curriculum or Instructional Materials
- d. KLB-E – Citizen’s Request for Reconsideration of Library/Curriculum Materials (Rescind)

Mrs. Murdoch said that as these policies are currently and the proposed changes in front of us tonight, it will take eight years to get through all the books that have been challenged. So therefore, we should send this back to the policy committee to see if they can create a better, more timely process. Mr. Stewart agreed with that and said he had contacted the district’s attorney to begin that work.

Mr. Perry added that two board members could bring this back to the policy committee. Still, he would like to see some form of quantifying the ability for parents to restrict each book in the library that they don't want their child to access. He thinks it should be in policy that we will grant the parents the right to do that for their child.

Mrs. Long said the policy committee spent an entire meeting on these two policies, so she would like feedback from other board members to return to the policy committee.

Mr. Perry said you mentioned a way for the committee...(inaudible)... there are three different options, and you could end up with a split vote (2-2-1) which would be a tie. He believes it can be fixed by having two different votes. One vote to change the current status from where it is, yes or no. And if the answer is yes, remove it entirely. He thinks that would end there ever being a tie. Does that make any sense?

Mrs. Long said we still have three choices and five people. Mr. Perry said you would have two choices. First, do something with the book, yes or no? Change it or not. If it's not, it says where it is. If the answer is yes, go to part two, which is to move the book from where it's currently located (from middle to high, whatever) or remove it entirely. That way, you only ever have yes or no, can't tie, and then move or remove, can't tie.

Mr. Stewart said that if the board wishes we take another stab at it, we will go back to the drawing board.

Mrs. Murdoch would like to see a way to include the community on that book review committee. Mrs. Crowley asked her if she had any ideas on how to select community members. Mrs. Murdoch replied that some groups had taken applications and then randomly selected from those applications. She doesn't have a strong opinion one way or another.

Mrs. Murdoch would like to the timeframe to be reviewed and shortened....90 days per book gets us to eight years.

Mr. Perry agrees that the timeframe needs to be faster, but are we committing our administrators to power through books day in and day out? Because if we're expecting them to go through 35 books per window, they're not doing anything else. Mrs. Murdoch thinks there's a happy medium between eight years and 90 days...you can have multiple committees. There are lots of ways to figure that one out.

Mr. Vorst thinks community involvement, particularly with the complainant, is important, so they can share their concerns with the committee. Mrs. Crowley said that they did get to that in writing. Mr. Vorst said yes, all the complaints were filed in writing. He believes you can get a better understanding by engaging those folks in the process.





Book	Policy Manual
Section	FOR REVIEW
Title	<b>**OSBA Sample**</b> Library Materials Selection and Adoption
Code	IIAC
Status	From OSBA

**\*\*OSBA Sample\*\***

### **Library Materials Selection and Adoption**

The Board believes the responsibility of the school library is to:

1. provide materials that enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served;
2. provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
3. provide a background of information, which enables students to make intelligent judgments in their daily lives;
4. provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking;
5. provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage and
6. place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to ensure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from personnel. Students may also be encouraged to make suggestions. The librarian is responsible for evaluating and recommending all materials to be included in the school library. Authority for distribution of funds rests with the building principal, subject to the approval of the Superintendent.

Gifts of library books are accepted in keeping with the above policy on selection as well as the Board's policy on accepting gifts. Complaints about library books are handled in compliance with Board policy on complaints about the curriculum or instructional materials.

CROSS REFS.: IIA, Instructional Materials  
 INB, Teaching About Controversial Issues  
 KH, Public Gifts to the District  
 KLB, Public Complaints About the Curriculum or Instructional Materials

**NOTE:** This is adopted from the School Library Bill of Rights, 1982.

**THIS IS A REQUIRED POLICY**

Legal

[ORC 3329.05](#)

[ORC 3329.07](#)

[ORC 3375.14](#)

[OAC 3301-35-04](#)

[OAC 3301-35-06](#)





Book	Policy Manual
Section	Section I: Instruction
Title	Media/Resource Materials Selection and Adoption
Code	IIAC
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015

### **Media/Resource Materials Selection and Adoption**

The Board delegates to professional and certificated personnel of the District the authority for the selection of materials in accordance with this policy:

Materials for the media centers shall be recommended for purchase by the professional and certificated personnel in consultation with administration, faculty and students. Final decision on purchase shall rest with the Superintendent/ designee.

The Board believes it to be the responsibility of the professional and certificated staff to select instructional materials of the highest quality that will support the educational philosophy of the District.

#### **Objective**

The school media centers are to function as an integral part of the total educational process. Its programs are to reinforce the philosophy of the Hilliard City Schools by "providing meaningful learning experiences for each student as an individual." To this end, the Board asserts the following as both the objectives and responsibilities of the media centers:

1. to provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served;
2. to provide materials that will stimulate growth in factual knowledge, literacy appreciation, aesthetic values and ethical standards;
3. to provide a background of information, which will enable students to make intelligent judgments in their daily life;
4. to provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking;
5. to provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage and
6. to place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for users of the media center.

#### **Selection Procedures**

The media specialist/staff will use all available resources to determine what materials should be purchased for the media center. When selecting titles or subjects for purchase, the following will be considered:

1. requests from teachers, students, administration;
2. regular reading of media reviews;
3. preview of materials;



4. use of guides developed specifically to aid in selection and

5. personal knowledge.

### **Criteria for Selection**

Each year the media specialist will make an assessment to determine what materials are needed. All forms of media will be considered for purchase. In deciding what materials to order, the following will be considered:

1. replacement of needed, lost, stolen or discarded materials;
2. additions that are necessary because of changes in the curriculum;
3. new areas of knowledge;
4. new types of media and
5. cost (price).

### **Evaluation of Materials**

Materials considered for selection will be evaluated on the basis of:

1. Quality – the materials should meet the qualitative standards set by the media center regarding contents, physical characteristics, reputation of the author, editor, publisher and the reliability of the manufacturer.
2. Suitability – the material should meet the abilities, needs and interests of the students and is presented in an effective media.
3. Usability – the materials should be studied to determine minimum anticipated usage. A reasonable number of uses should be expected in order to justify acquisition; conversely, materials may receive rather limited use but be of permanent value. Adequate equipment needed to use with the media is available.
4. Cultural influence – the materials should represent the views of all cultural, political, ethnic, religious, or social groups. Therefore, controversial materials that inform are acceptable as long as they do not misrepresent or harm any particular person, group or belief.
5. Accessibility – the materials are not readily accessible at another library or would not be more properly housed in another collection.
6. Balance – the acquisition helps to maintain a balanced collection properly proportioned to patron need and use and the departments being served.

### **Donation of Gifts**

A person or group may wish to donate a gift of materials or money to the media center. All District policies must be followed when accepting donations. Before any gifts can be accepted, they must be evaluated using the same procedure followed when selecting materials to be purchased with District funds. The final determination about accepting or rejecting gifts will be left to the discretion of the media specialists.

### **Reviewing the Collection**

It is the responsibility of the media specialist to continually re-evaluate the collection to ascertain that it is active and up to date. Materials may be discarded because they are damaged, badly worn, obsolete, or infrequently used. At no time will this practice be used to rid the collection of materials simply because someone disapproved of them.

### **Censorship**

The Hilliard City Board of Education supports the "Library Bill of Rights". This District supports the idea of freedom of choice and will provide materials on the various viewpoints of the many different issues which exist today. It is recognized by the Hilliard City Board of Education that no individual or group has the right to have materials suppressed because one segment of the community considers them controversial.

### **Library Bill of Rights**

The Council of the American Library Association reaffirms its belief in the following policies which should govern the services of all libraries:

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all people of the community. In no case should library materials be excluded because of the race or nationality or the social, political or religious views of the author.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from the libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.



4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. The rights of an individual to the use of a library should not be denied or abridged because of his/her age, race, religion, national origins, or social or political views.
6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

#### **Challenged Materials**

Since the following subjects are sometimes topics of criticism, these shall be our policies concerning them:

1. Religion – factual unbiased material which represents all major religions shall be included.
2. Ideologies – the media centers shall, without making any effort to sway the readers' judgment, make available basic factual information on the level of its reading public, or any ideology or philosophy which exerts a strong force, either favorable or unfavorable, on government, current events, politics or any other phase of life.
3. Sex and Profanity – related materials shall be subjected to a comprehensive test of literary merit.

In cases where material in the school media center is challenged, the following course of action will be followed:

1. All complaints must be in writing.
2. All complaints will be reviewed by a committee appointed by the Superintendent/ designee consisting of the media specialist, an administrator, a teacher in the subject area involved, an English teacher and a member of the Board.
3. After all members of the committee have reviewed the work in question, the committee will meet and consider the official complaint. The complainant may meet with the committee in reviewing the case before the committee makes a recommendation to the Board which makes the final decision.

#### **Legal**

[ORC 3329.05](#)

[ORC 3329.07](#)

[OAC 3301-35-03](#)

#### **Cross References**

[IIA - Instructional Materials](#)

[INB - Teaching about Controversial Issues](#)

[KLB - Public Complaints About the Curriculum or Instructional Materials](#)





Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Media/Resource Materials Selection and Adoption_Option 4_09182023
Code	IIAC
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015

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1. requests from teachers, students, administration;
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3. preview of materials;



4. use of guides developed specifically to aid in selection and

5. personal knowledge.

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4. new types of media and
5. cost (price).

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1. Quality – the materials should meet the qualitative standards set by the media center regarding contents, physical characteristics, reputation of the author, editor, publisher and the reliability of the manufacturer.
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3. Sex and Profanity – related materials shall be subjected to a comprehensive test of literary merit.

In cases where material in the school media center is challenged, the following course of action will be followed:

1. All complaints must be in writing and submitted to the Superintendent. All complaints must specifically allege the ground(s) for the challenge to the material. Complaints must identify the specific topic(s), theme(s), scene(s), or other aspect(s) of the challenged work that are objectionable and include specific examples from the work itself (e.g., pages, passages). Complaints which fail to meet the requirements of this paragraph and/or allege only that the work is unpopular, offensive to some, and/or conflicts with the complainant's political views, may be subject to dismissal by the Superintendent. Any such dismissal will be communicated to the complainant in writing and is not subject to further action or appeal. Any complaint that is pending as of [DATE], the date when this policy was last amended, will be reviewed consistent with this amended procedure. If the complaint does not meet the requirements of this paragraph, the complainant will be given written notice and will have the opportunity to refile the complaint within thirty (30) days of such notice.
2. The Superintendent will review and consider All complaints and will determine which complaints will be reviewed by a committee appointed by the Superintendent/ designee consisting of the media specialist, an administrator, a teacher in the subject area involved, an English teacher and a member of the Board. If a complaint is not referred to the committee, a copy of the complaint will be maintained on the District's website for one (1) year following the date of the complaint. The complainant's name will only be included upon the complainant's consent.

### **When the Superintendent has referred a complaint to a committee:**

- a. The committee will review the material in question and any outside information it deems necessary.
  - b. Utilizing the "Evaluation of Materials" framework, the committee will recommend one of the following actions:
    - i. To leave the material in the school/district collection as it currently is;
    - ii. To restrict the material to a specific age/grade level; or
    - iii. To remove the material from the school district collection.
  - c. The Superintendent will consider the committee's recommendation and will make a written decision on the complaint.
  - d. If the Superintendent's decision is to remove the material, that decision will be forwarded to the Board for final action.
  - e. If the Superintendent decides not to remove the material, that decision is final. A copy of the complaint and the Superintendent's decision will be maintained on the District's website for one (1) year following the date of the Superintendent's decision. The complainant's name will only be included upon the complainant's consent.
4. No challenged material may be removed except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal. After all members of the committee have reviewed the work in question, the committee will meet and consider the official complaint. The complainant may meet with the committee in reviewing the case before the committee makes a recommendation to the Board which makes the final decision.



Legal

ORC 3329.05

ORC 3329.07

OAC 3301-35-03

Cross  
References

IIA - Instructional Materials

INB - Teaching about Controversial Issues

KLB - Public Complaints About the Curriculum or Instructional Materials



Book	Policy Manual
Section	FOR REVIEW
Title	<b>**OSBA Sample**</b> Public Complaints About the Curriculum or Instructional Materials
Code	KLB
Status	From OSBA

**\*\*OSBA Sample\*\***

### **Public Complaints About the Curriculum or Instructional Materials**

The Board recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the Board's educational philosophy and goals.

Criticism of a book or other materials used in the District may be expected from time to time. In such instances, the following guidelines shall apply.

1. If a parent requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the issue, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose.
2. The Board does not permit any individual or group to exercise censorship over instructional materials and library collections, but it recognizes that, at times, a reevaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use, the following steps are taken.
  - A. The person who objects to the book or other material is asked to sign a complaint on a standard form documenting his/her criticism.
  - B. Following receipt of the formal complaint, the Superintendent provides for a reevaluation of the material in question. He/She arranges for the appointment of a review committee from among the faculty and community to consider the complaint.
  - C. The Superintendent reviews the complaint and the committee's reevaluation and renders a decision in the matter. Should the decision be unsatisfactory to the complainant, it may be appealed to the Board.

The Board assumes final responsibility for all books and instructional materials that it makes available to students, and it holds its professional staff accountable for their proper selections. The Board also recognizes rights of individual parents with respect to controversial materials used by their own children and provides for the reevaluation of materials in library collections upon formal request.

CROSS REFS.: IIA, Instructional Materials  
 IIAA, Textbook Selection and Adoption  
 IIAC, Library Materials Selection and Adoption  
 INB, Teaching About Controversial Issues  
 KL, Public Complaints  
 KLD, Public Complaints About District Personnel

**NOTE:** The cross-references are to codes in the OSBA coding system where a district's manual may have statements relating to criteria for the selection of materials. A copy of the form on which citizens request reconsideration of materials is often included under code KLI E.

**THIS IS A REQUIRED POLICY**



Legal

[ORC 121.22](#)

[ORC 3329.07](#)

[ORC 3329.08](#)

[ORC 3329.09](#)



Book	Policy Manual
Section	Section K: School-Community Relations
Title	Public Complaints About the Curriculum or Instructional Materials
Code	KLB
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	06/19/2009

### **Public Complaints About the Curriculum or Instructional Materials**

The Board recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the certificated staff to select books and other materials supportive of the Board's educational philosophy and goals.

Criticism of a book or other materials used in the District may be expected from time to time. In such instances, the following guidelines shall apply.

1. If a parent requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the issue, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose.
2. The Board does not permit any individual or group to exercise censorship over instructional materials and library collections, but it recognizes that, at times, a re-evaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use, the following steps are taken.
  - A. The person who objects to the book or other material is asked to submit a written statement that documents his/her concern.
  - B. Following receipt of the formal complaint, the Superintendent/designee provides for a re-evaluation of the material in question.
  - C. The Superintendent/designee reviews the complaint and renders a decision in the matter. Should the decision be unsatisfactory to the complainant, it may be appealed to the Board.

The Board assumes final responsibility for all books and instructional materials that it makes available to students and it holds its certificated staff accountable for their proper selections. The Board also recognizes rights of individual parents with respect to controversial materials used by their own children and provides for the re-evaluation of materials in library collections upon formal request.

Legal                    [ORC 121.22](#)  
                              [ORC 3329.07](#)  
                              [ORC 3329.08](#)  
                              [ORC 3329.09](#)

[IIA - Instructional Materials](#)



Cross  
References

IIAA - Textbook/Resource Creation, Selection and Adoption

IIAC - Media/Resource Materials Selection and Adoption

INB - Teaching about Controversial Issues

KL - Public Complaints

KLD - Public Complaints About District Personnel



Book Policy Manual  
Section FOR REVIEW  
Title \*\*OSBA Sample\*\* Citizen's Request for Reconsideration of Library/Curriculum Materials  
Code KLB -E  
Status From OSBA

**\*\*OSBA Sample\*\***

**Citizen's Request for Reconsideration of Library/Curriculum Materials**

Type of material (book, film, pamphlet, etc.)

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Author

---

Title

---

Publisher (if known)

---

Request initiated by

---

Address

---

Telephone

---

Complainant represents:

Self \_\_\_\_\_

Organization \_\_\_\_\_

Other \_\_\_\_\_

1. To what do you object? (Be specific, cite pages, frames)



2. What do you believe might be the result of reading or seeing this material?

3. For what age group do you recommend this material?

4. Is there anything good about this material?

5. Did you read or see the entire material?

What parts?

6. Are you aware of the judgment of this material by professional critics?

7. What do you believe is the theme of this material?

8. What would you like your school to do about this material?

☐ Do not assign it to my child.

☐ Withdraw it from all students as well as my child.

☐ Restrict it to more mature students.

☐ Send it back for reevaluation.

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Signature of Complainant



KLB-E.pdf (28 KB)



CITIZEN'S REQUEST FOR RECONSIDERATION OF  
LIBRARY/CURRICULUM MATERIALS

Type of material/resource \_\_\_\_\_

Author/source \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Complainant represents: Self \_\_\_\_\_

Organization \_\_\_\_\_

Other \_\_\_\_\_

1. To what do you object? (Be specific, cite pages, content) \_\_\_\_\_

2. Are you aware of the judgment of this material by professional critics? \_\_\_\_\_

3. What do you believe is the theme of this material? \_\_\_\_\_

4. What would you like your school to do about this material? \_\_\_\_\_

☐ Do not assign it to my child.

☐ Withdraw it from all students as well as my child.

☐ Restrict it to more mature students.

☐ Send it back for re-evaluation.

\_\_\_\_\_  
Signature of Complainant