



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent
Friday, May 13, 2022, 9:30 AM, Central Office

HILLIARD CITY SCHOOL DISTRICT
OPERATIONS DEPARTMENT

Committee Members

Beth Murdoch, Board of Education

Brian Perry, Board of Education

Brian Wilson, Treasurer/CFO

Mike McDonough, Deputy Superintendent

Jill Abraham, Assistant Superintendent

Stacie Raterman, Communications Director

Herb Higginbotham, Director of Elementary Education

Samantha Althouse, Director of Secondary Education

Jamie Lennox, Assistant Special Education Director

Hilary Sloat, Director of Diversity, Equity & Inclusion

Matt Middleton, Principal Hilliard Darby HS

Matthew Trombitas, Principal Hilliard Heritage MS

Erin Dooley, Principal Hilliard Station Sixth Grade School

Holly Meister, Principal Scioto Darby Elementary

Stephanie Borlaza, Principal Britton Elementary

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 – Guest/Request to Address the Policy Review Committee

- Julie Martin – District Legal Counsel

Section II – Review of Policies/Regulations/Exhibits as requested at the March 31, 2022 Board Meeting (Continued from PRC meeting on April 8, 2022)

Status

- _____ 1. BF – Board Policy Development and Adoption
- _____ 2. BFB – Preliminary Development of Policies
- _____ 3. BFB-E – Preliminary Development of Policies
- _____ 4. BFC – Policy Adoption
 - Not required policies – HCSD re-adopted May 11, 2015
 - Review as requested by Board of Education
 - Consider revising policy BF to combine language from BFB, BFB-E and BFC
 - Consider rescinding policies BFB, BFB-E and BFC
 - OSBA sample BF-Board Policy Development and Adoption is included

Section III – Review of Policies/Regulations/Exhibits as requested by Board of Education

Status

- _____ 1. BDDH (Also KD) – Public Participation at Board Meetings
 - A required policy – HCSD re-adopted May 17, 2021
 - Review as requested by Board of Education (proposed revisions for BDDH (also KD) included)
- _____ 2. JFI – Student Demonstrations and Strikes
 - Not required policies – HCSD re-adopted May 11, 2015
 - Review as requested by Board of Education (proposed revisions for JFI included)

POLICY REVIEW COMMITTEE

Friday, May 13, 2022, 9:30 AM

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 IV – Review of Policies/Regulations/Exhibits as requested by Administration

Status

- | | |
|-------|--|
| _____ | 1. ACB-R – Nondiscrimination on the Basis of Disability |
| _____ | 2. ACB-E/IGBA-E – Procedural Safeguards Notice |
| _____ | 3. JB-R – Equal Educational Opportunities (Non-Discrimination Statement) <ul style="list-style-type: none">• No policy language changes – updating Director of Student Services and Director of Student Support Services to Director of Student Well-Being |
| _____ | 4. DBDA – Cash Balance Reserve <ul style="list-style-type: none">• Not a required policy – HCSD re-adopted May 11, 2015• Review as requested by Treasurer – recommendation is to maintain 20% cash reserve |



Book	Policy Manual
Section	Section B: School Board Governance and Operations
Title	Board Policy Development and Adoption
Code	BF
Status	From OSBA

Board Policy Development and Adoption

Proposals regarding Board policies and operations may originate at any of several sources, including students, community residents, employees, Board members, consultants or civic groups. A careful and orderly process is used when examining policy proposals prior to Board action.

The formulation and adoption of written policies constitute the basic method by which the Board exercises its leadership in the operation of the District. The study and evaluation of reports concerning the execution of its written policies constitute the basic method by which the Board exercises its control over District operations.

The formal adoption of policies is recorded in the minutes of the Board. Only those written statements so adopted and recorded are regarded as official Board policy.

Final action by the Board on proposals shall be in accordance with this policy. The Board takes action on most matters on the basis of recommendations presented by the Superintendent.

The Superintendent bases his/her recommendations upon the results of a study and upon the judgment of the staff and study committees.

Policies introduced and recommended to the Board should not be adopted until a subsequent meeting in order to permit further study and provide opportunity for interested parties to react. However, temporary approval may be granted by the Board in lieu of formal adoption to address emergency conditions or special events, which may occur before formal action can be taken.

Unless otherwise specified, a new policy or policy amendment is effective as of the date of adoption by the Board and supersedes all previous policies in that area. Unless otherwise specified, the repeal of a policy is effective as of the date the Board takes such action.

CROSS REFS.: AD, Development of Philosophy of Education
BDDG, Minutes
BFCA, Board Review of Regulations (Also CHB)
BFD, Policy Dissemination
BFE Administration in Policy Absence (Also CHD)
BFF, Suspension of Policies
BFG, Policy Review and Evaluation
CH, Policy Implementation

NOTE: One of the first policy needs of the board is a policy, or set of policies, on policy development. The policy above is one of a set of policies adopted by an Ohio school board. Other statements covered Preliminary Development of Policies (code BFB) and Policy Adoption (code BFC); however, a policy that includes content related to these categories could be included under the more general code, BF, Board Policy Development.

Any policy establishing a policy council or advisory committee is usually included under this category. Specific regulations pertaining to the functioning of such groups can be filed under code BCE-R. A regulation pertaining to drafting and development of board policy would ordinarily require official board approval.

Except in an emergency situation, policies should not be adopted at the meeting at which they are initially introduced.



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Board Policy Development and Adoption
Code	BF
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	07/12/2005

Board Policy Development and Adoption

Proposals regarding Board policies and operations may originate at any of several sources, including students, community residents, employees, Board members, the Superintendent, consultants or civic groups. A careful and orderly process is used when examining policy proposals prior to Board action.

The formulation and adoption of written policies constitute the basic method by which the Board exercises its leadership in the operation of the District. The study and evaluation of reports concerning the execution of its written policies constitute the basic method by which the Board exercises its control over District operations.

The formal adoption of policies is recorded in the minutes of the Board. Only those written statements so adopted and recorded are regarded as official Board policy.

Final action on proposals, whatever their sources, is by the Board in accordance with this policy. The Board takes action on most matters on the basis of recommendations presented by the Superintendent. The Superintendent/designee bases his/her recommendations upon the results of a study and upon the judgment of the staff and study committees.

Policies introduced and recommended to the Board should not be adopted until a subsequent meeting in order to permit further study and provide opportunity for interested parties to react. However, temporary approval may be granted by the Board in lieu of formal adoption to address emergency conditions or special events, which may occur before formal action can be taken.

Unless otherwise specified, a new policy or policy amendment is effective as of the date of adoption by the Board and supersedes all previous policies in that area. Unless otherwise specified, the repeal of a policy is effective as of the date the Board takes such action.

Legal	ORC 3313.20
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Cross References

- AD - Development of Philosophy of Education
- BFCA (Also CHB) - Board Review of Regulations
- BFD - Policy Dissemination
- BFE (Also CHD) - Administration in Policy Absence
- BFF - Suspension of Policies
- BFG - Policy Review and Evaluation
- CH - Policy Implementation



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Preliminary Development of Policies
Code	BFB
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015

Preliminary Development of Policies

Proposals regarding District policies and operations may originate at any of several sources: a parent, a student, a community resident, an employee, a member of the Board, the Superintendent, a consultant, a civic group.

A careful and orderly process shall be used in examining such proposals prior to action upon them by the Board.

All proposed new policies, revisions of current policies or additions to current policies shall be reviewed by the Policy Review Committee prior to being presented to the Board for adoption. The Policy Review Committee shall be composed of two Board members, representation of building and District level administrators and others as appointed by the Board or the Superintendent/designee.

Cross References	BFC - Policy Adoption
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Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Preliminary Development of Policies
Code	BFB-E
Status	Active

Preliminary Development of Policies

BFB-E.pdf (59 KB)

PRELIMINARY DEVELOPMENT OF POLICIES

1. Topic: _____
2. Why policy is needed: _____

3. Controlling Factors: State laws related to topic, budget limitations, etc.

4. Key points to be covered in policy:
 - A. _____
 - B. _____
 - C. _____
 - D. _____
 - E. _____
 - F. _____
 - G. _____
 - H. _____
 - I. _____
5. Date of: First Reading _____ Second Reading _____ Adoption _____



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

Policy Adoption

Adoption of new policies or changing or repealing existing policies is solely the responsibility of the Board/policy review committee. Policies shall be adopted, amended or repealed only by the affirmative vote of a majority of the members of the Board when such action has been scheduled on the agenda of a regular meeting.

Proposals for a new policy or for the amendment or repeal of existing policy shall be submitted in writing to the Superintendent for submission to the Board. Two readings at two separate meetings shall normally be required before a new policy or a policy amendment can be adopted. Action to adopt will take place at a subsequent or third meeting of the Board. The Board does have the option, however, of voting for adoption at the second meeting.

Unless otherwise specified, a new policy or policy amendment shall be effective upon the date of adoption by the Board and shall supersede all previous policies in that area. Unless otherwise specified, the repeal of a policy shall be effective on the date the Board takes such action.

Legal	ORC 3313.20
Cross References	BFB - Preliminary Development of Policies BFF - Suspension of Policies

Book
Policy Manual

Section
Section B: School Board Governance and Operations

Title
Copy of Board Policy Development and Adoption

Code
BF

Status
draft

Adopted
August 14, 2001

Last Revised
May 11, 2015

Prior Revised Dates
07/12/2005

Board Policy Development and Adoption

~~Proposals regarding Board policies and operations may originate at any of several sources, including students, community residents, employees, Board members, the Superintendent, consultants or civic groups. A careful and orderly process is used when examining policy proposals prior to Board action.~~

The formulation and adoption of written policies constitute the basic method by which the Board exercises its leadership in the operation of the District. The study and evaluation of reports concerning the execution of its written policies constitute the basic method by which the Board exercises its control over District operations.

The formal adoption of policies is recorded in the minutes of the Board. Only those written statements so adopted and recorded are regarded as official Board policy.

Proposals regarding Board policies and operations may originate at any of several sources, including students, community residents, employees, Board members, the Superintendent, consultants, or civic groups. Regardless of where the proposal originated, all proposals shall be shared with the entire Board. At that time, Board members will be given the opportunity to sponsor any given policy. Any recommended changes or additions received via the Ohio School Boards Association Policy Development Quarterly will automatically be referred for evaluation by the Policy Review Committee.

A policy may also be introduced and sponsored by a Board member at a regular Board meeting. With a specific finding by a supermajority of the Board for an emergency, temporary approval of a policy may be granted at the same meeting. Absent a finding of an emergency, the policy introduced and sponsored by a Board member shall be assigned to the Policy Review Committee and Superintendent for review and a recommendation.

Final action on proposals, whatever their sources, is by the Board in accordance with this policy. The Board takes action on most matters on the basis of recommendations presented by the Superintendent. The Superintendent/designee bases his/her recommendations upon the recommendations from the Policy Review Committee, results of a study and upon the judgment of the staff and study committees.

The Policy Review Committee is charged with reviewing all sponsored policy additions or updates. The following careful and orderly process is used when examining policy proposals prior to Board action.

- The Policy Review Committee shall be composed of two Board members assigned by the Board President during the Organizational Meeting, representation of building and District level administrators, and others as appointed by the Board or Superintendent/designee.
- The Policy Review Committee shall by majority vote via secret ballot make a recommendation for each sponsored policy proposal prior to referring the policy proposal back to the Board for a first reading.
 - If a policy does not receive a positive recommendation, a summary of the concerns shall be prepared by the Board Chair to be shared with the Board upon the referral back to the Board for a first reading.
 - All policies referred back to the Board for a first reading shall include a summary of the Policy Review Committee's recommendation, a written opinion from legal counsel, and the results of any studies undertaken by the administration.
- A policy proposal referred back from the Policy Committee with a recommendation shall receive two public readings before a vote by the Board in order to permit further study and provide opportunity for interested parties to react.
 - A majority vote of the board may suspend the requirement of receiving the Policy Review Committee recommendation or
 - Refer a policy back to the Policy Review Committee or
 - Reduce the number of Subsequent readings

~~Policies introduced and recommended to the Board should not be adopted until a subsequent meeting in order to permit further study and provide opportunity for interested parties to react. However, temporary approval may be granted by the Board in lieu of formal adoption to address emergency conditions or special events, which may occur before formal action can be taken.~~

Unless otherwise specified, a new policy or policy amendment is effective as of the date of adoption by the Board and supersedes all previous policies in that area. Unless otherwise specified, the repeal of a policy is effective as of the date the Board takes such action.

Legal

ORC 3313.20

Cross References

AD – Development of Philosophy of Education

BFCA (Also CHB) – Board Review of Regulations

BFD – Policy Dissemination

BFE (Also CHD) – Administration in Policy Absence

BFF – Suspension of Policies

BFG – Policy Review and Evaluation

CH – Policy Implementation



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Public Participation at Board Meetings
Code	BDDH (Also KD)
Status	Active
Adopted	August 14, 2001
Last Revised	May 17, 2021
Prior Revised Dates	05/12/2008, 05/11/2015

Public Participation at Board Meetings

All meetings of the Board and Board-appointed committees are open to the public.

In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at each meeting.

Persons wishing to address the Board shall submit a formal request that includes their name and address. Each person addressing the Board shall give his/her name. Each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of the majority of Board members present.

Board members may ask questions of the speaker for information or clarification and may or may not make comments in response to a speaker's remarks. No Board member has the power or authority to act for the Board; therefore, no response from an individual Board member shall be interpreted as an official action of the Board. Portions of the Board meeting are digitally recorded.

Agendas are available to all those who attend Board meetings. The section on the agenda for public participation shall be indicated. A short paragraph outlining the Board's policy on public participation at Board meetings will be available at each Board meeting.

Legal	ORC 121.22
	ORC 3313.20

Cross References	BCE - Board Committees
	BD - School Board Meetings
	BDDDB - Agenda Format
	BDDC - Agenda Preparation and Dissemination
	BG (Also GBD) - Board-Staff Communications



Book	Policy Manual
Section	Section K: School-Community Relations
Title	Public Participation at Board Meetings
Code	KD (Also BDDH)
Status	Active
Adopted	August 14, 2001
Last Revised	May 17, 2021
Prior Revised Dates	05/12/2008, 05/11/2015, 05/17/2021

Public Participation at Board Meetings

All meetings of the Board and Board-appointed committees are open to the public.

In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at each meeting.

Persons wishing to address the Board shall submit a formal request that includes their name and address. Each person addressing the Board shall give his/her name. Each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of the majority of Board members present.

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Legal	ORC 121.22
	ORC 3313.20

Cross References	BCE - Board Committees
	BD - School Board Meetings
	BDDDB - Agenda Format
	BDDC - Agenda Preparation and Dissemination

Public Participation at Board Meetings

All meetings of the Board and Board-appointed committees are open to the public.

In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at each meeting. **The period of public participation may be extended via resolution passed by the Board.**

Persons wishing to address the Board shall submit a formal request that includes their name **and, address, and the topic they desire to present before the Board.** Each person addressing the Board shall give ~~his/her~~ **their name, and present the topic listed on their formal request form.** Each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. ~~The period of public participation may be extended by a vote of the majority of Board members present.~~

All statements shall be made from the designated public speaking location and shall be directed to the Board. No individual may approach the Board or place documents at Board members' seats unless the Board President has granted permission for them to do so.

Board members may ask questions of the speaker for information or clarification and may or may not make comments in response to a speaker's remarks. No Board member has the power or authority to act for the Board; therefore, no response from an individual Board member shall be interpreted as an official action of the Board. Portions of the Board meeting are digitally recorded.

Agendas are available to all those who attend Board meetings. The section on the agenda for public participation shall be indicated. A short paragraph outlining the Board's policy on public participation at Board meetings will be available at each Board meeting.

Legal

ORC 121.22

ORC 3313.20

Cross References

BCE - Board Committees

BD - School Board Meetings

BDDB - Agenda Format

BDDC - Agenda Preparation and Dissemination



Book	Policy Manual
Section	Section J: Student
Title	Student Demonstrations and Strikes
Code	JFI
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015

Student Demonstrations and Strikes

The Superintendent, assistant superintendent or a building principal shall be authorized to suspend from school any student who causes or participates in any disturbance or disruption of any school class, program or activity.

The building principal concerned and other school personnel shall make every effort to protect the personal safety of students and adults and the safety of the property of the District during periods of student unrest when the orderly operation of the school is disrupted.

The building principal concerned shall make efforts to return the school to an orderly operation as soon as possible after a disruption occurs.

Cross References	JFC - Student Conduct (Zero Tolerance)
	JGD - Student Suspension
	JGE - Student Expulsion
	KJ - Advertising in the Schools

Book
Policy Manual

Section
Section J: Student

Title
Student Demonstrations and Strikes

Code
JFI

Status
Active

Adopted
August 14, 2001

Last Revised
May 11, 2015

Student Demonstrations and Strikes

The Board supports a student's First Amendment rights. Outside of school hours and off school grounds, students are free to exercise their rights without interference from the District. During the school day or on school grounds, it is important that students understand when, where, and how it is appropriate to express their views. Students have the right to speak out, hand out flyers and petitions, and wear expressive clothing in school, provided they do not disrupt the functioning of the school or violate any District policies. For example, all literature must comply with the conditions detailed in policy KJA (Distribution/Advertisement/Promotion of Any Kind of Non-School-Sponsored Literature) and expressive clothing must meet the requirements of the dress code, as detailed in student handbooks.

The Board takes the position that student walkouts, protests, strikes, demonstrations, or any other disturbances during the school day or on school grounds are inherently disruptive to the learning environment of all students. The Superintendent, assistant superintendent, or a building principal shall be authorized to suspend from school any student who causes or participates in any disturbance or disruption of any school class, program, or activity. Students are required to be in their designated place at all times during the school day. Any student found otherwise shall be considered truant. The student's parents will be contacted and the student shall be subject to the same policies and procedures as out-of-school truancy.

The building principal(s) ~~concerned~~ and other school personnel shall make every effort to protect the personal safety of students and adults and the safety of the property of the District during periods of student unrest when the orderly operation of the school is disrupted.

The building principal(s) ~~concerned~~ shall make every efforts to return the school(s) to an orderly operation as soon as possible after a disruption occurs.

Cross References

INB – Teaching about Controversial Issues

JED - Student Absences and Excuses

JFC - Student Conduct (Zero Tolerance)

JGD - Student Suspension

JGE - Student Expulsion

KJ - Advertising in the Schools

KJA – Promotion of Any Kind of Non-School-Sponsored Literature



Book	Policy Manual
Section	Section A: Foundations And Basic Commitments
Title	Nondiscrimination on the Basis of Disability
Code	ACB-R
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	09/23/2002, 04/26/2010

Nondiscrimination on the Basis of Disability

Section 504 Identification, Evaluation and Placement

Federal law prohibits discrimination against a person with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment, which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such an impairment or
3. is regarded as having such an impairment.

In order to fulfill its obligation, the District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the District. Grievances concerning any violation of this policy should be submitted in writing to the Director of Student Support Services, 2140 Atlas Street, Columbus, OH 43228, 614-921-7000. The Director of Student Support Services shall conduct any necessary investigation. The Superintendent/designee shall provide a prompt and equitable resolution of the complaint.

With respect to students, the District has specific responsibilities under the Act, which are detailed in the Procedural Safeguards Notice to parents and guardians with children that are disabled as defined under Section 504.



Book	Policy Manual
Section	Section A: Foundations And Basic Commitments
Title	Procedural Safeguards Notice
Code	ACB-E/IGBA-E
Status	Active

Procedural Safeguards Notice

The following is a description of the rights and options granted by Federal law to students with disabilities under Section 504 of the Rehabilitation Act and their parents or guardians. Should you have any questions, please contact the Director of Student Services, 2140 Atlas Street, Columbus, OH 43228, 614-921-7000. Parents/guardians with children that are disabled as defined under Section 504 have the right to:

1. have the District advise you of your rights and options under Federal Law.
2. receive notice with respect to identification, evaluation or placement of your child. Parents/guardians either will be invited to participate in 504 Team meetings or otherwise will be given a meaningful opportunity to provide input into 504 Team decisions regarding the identification, evaluation and placement of students with disabilities before such decisions are made.
3. have your child receive a free appropriate public education. This includes the right to have your child educated with students without disabilities to the maximum extent appropriate to the needs of your child. It also includes the right to have the District provide regular or special education and related aids and service that are designed to meet the needs of your child as adequately as the needs of nondisabled students are met.
4. have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who know the student, evaluation data and placement options. These sources include aptitude and achievements tests, teacher recommendations, physical condition, social or cultural background, adaptive behavior, and information from the parents about the student and the impact the disability has on the student's ability to participate in the District's programs. Information from all sources will be documented and carefully considered.
5. no cost for transportation charged to students with disabilities beyond what is charged to students without disabilities if the District places the student with a disability at the alternate placement because it is unable to offer the student a FAPE in the program operated by the District.
6. have your child given an equal opportunity to participate in non-academic and extracurricular activities offered by the District.
7. examine all relevant records relating to decisions regarding your child's identification, evaluation, education program and placement.
8. a response from the District to reasonable requests for explanations and interpretations of your child's records.
9. request amendment of your child's education records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the District refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing. This hearing will be according to the Family Educational Rights and Privacy Act (FERPA) and should not be confused with an impartial due process hearing.
10. request for mediation. If a parent/guardian disagrees with the identification, evaluation, educational placement or the provision of a free appropriate public education for his/her child, the parent/guardian may make a written request for mediation to the Superintendent. The Superintendent will designate an impartial mediator to mediate at a time and place

mutually agreeable to the parents and the District.

11. requests for impartial due process hearing. The following details the procedure:

- A. If the parent/guardian disagrees with the identification, evaluation, educational placement or the provisions of a free appropriate public education for his/her child, the parent/guardian may make a written request for an impartial due process hearing to the Superintendent. This written request must include a description of the nature of the problem of the child including facts relating to the problem and a proposed resolution of the problem to the extent known and available to the parent/guardian at the time.
- B. The District may initiate a hearing regarding the identification, evaluation or educational placement of the student or the provision of a free appropriate public education to the student. The District shall notify the parent/guardian of the specific reason(s) for the request.
- C. Such hearing shall be conducted within 40 instructional days after the request, unless the hearing officer grants an extension, and at a time and place reasonably convenient to the District and the parent. Upon receipt of the parent's or local District's request for a hearing, the Superintendent/designee shall designate the impartial hearing officer. The District shall pay any hearing officer's fee and expenses and shall either tape record the hearing or have the hearing transcribe.
- D. The child and the parent shall have the right to examine relevant records, to participate and to be represented by counsel. The District may inform the parent of any free or low-cost legal services available in the area if the parent requests the information or if the District initiates a hearing.
- E. The parent or the parent's counsel and the District or its counsel shall have the right to present evidence and testimony, including expert medical, psychological or education testimony, at the impartial hearing. Introduction of any evidence at the hearing that has not been disclosed to the other party at least five business days before the hearing is prohibited, subject to the discretion of the hearing officer. The decision of the hearing officer shall be based solely upon the evidence presented at the hearing.
- F. Within 25 instructional days after the hearing, the hearing officer shall render a decision in writing. Such decision shall include findings of fact, conclusions of law, and order, if necessary, which will be binding on all parties. The dated decision shall be sent by mail to the parent and the Superintendent and shall contain notice of the right to a review of the decision. The decision shall be implemented no later than 20 instructional days following the date of the decision, unless review is sought by either party.
- G. If a due process hearing has been requested under the Individuals with Disabilities Education Act (IDEA) or Ohio Revised Code Chapter 3323, a hearing officer qualified as to the IDEA/Ch.3323 proceeding may preside in a joint hearing for IDEA/Ch 3323 and Section 504. The hearing and appeal procedures and timeline will proceed in accordance with the IDEA/Ch. 3323. The issues for each IDEA/Ch. 3323 or Section 504 determination shall be clearly defined at the outset, and determinations by the hearing officer will be separate and distinct.

12. requests for review (appeal) of the hearing. The following details the procedure:

- A. A petition to review (appeal) the decision of a hearing officer may be made by any party to the hearing. The request must be in writing, sent to the Superintendent and the opposing party, be specific as to the objections and be post-marked within 20 days of the date of the hearing officer's decision. The District is responsible for hiring and paying any costs of an Impartial Review (Appeals) Officer to conduct an impartial review of the record as a whole and who may, at his/her election, conduct his/her review with or without legal briefing and oral argument. Such review shall be conducted within 20 instructional days of the receipt of the Petition for Review, unless either party requests an extension of time.
- B. The Review (Appeals) Officer shall issue a decision and send that decision to both parties.



Book	Policy Manual
Section	Section J: Student
Title	Equal Educational Opportunities (Non-Discrimination Statement)
Code	JB-R
Status	Active
Adopted	August 14, 2001
Last Revised	April 25, 2016
Prior Revised Dates	07/09/2008, 04/26/2010, 04/22/2013, 05/11/2015

Equal Educational Opportunities (Non-Discrimination Statement)

Student Grievance Procedure

Any student who feels that he/she has suffered discrimination by being denied the opportunity to participate in, or obtain the benefits of, an educational program offered by the Hilliard City School District and that such discrimination resulted from his/her gender, sexual orientation, marital or parental status, pregnancy, race, ethnicity, national origin, religious belief, disability, or military status may seek resolution through the following grievance procedure.

Definition:

A "grievance" shall mean a complaint which can be filed at any time by a student or by a student's parent, on his/her behalf, dealing specifically with alleged discrimination on the basis described above. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in State laws or in which the Board is without authority to act. Normal channels of communication, from student to teacher to administrator to Board, shall be used whenever feasible in seeking clarification of questions of concern to the student before the grievance procedure is utilized. These normal channels of communication are encouraged but are not required before the complainant utilizes the formal grievance procedure.

Purpose:

The primary purpose of this procedure shall be to secure, at the earliest level possible, equitable solution to a complaint. The proceedings shall be kept confidential at each level of this procedure.

Time:

The number of days indicated at each level shall be regarded as a maximum and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration. In the event a complaint is filed on or after May 1, the time limits stated hereafter shall include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.

Level One:

A student (or parent) with a complaint shall first present it orally and informally to his/her teacher or activity supervisor. If the complaint is not resolved at this level, he/she may proceed to level two. Level one is not a requirement. The complainant may choose to utilize this option or may proceed directly to level two.

Level Two:

The student (or parent) is to present a formal complaint, in writing with all supporting documents and evidence, to the building principal or the director of student support services, 2140 Atlas Street, Columbus, Ohio 43228. The principal or director of pupil services shall investigate the complaint and render a decision within 10 school days after receiving the complaint. The lack of any supporting documents or evidence does not render a complaint invalid; the District has an obligation to investigate a written complaint, with no evidence attached to it. "Investigate" shall mean the right to present evidence and identify witnesses, which the District will interview.

Level Three:

If the complainant deems it desirable to carry the complaint beyond the decision reached in level two, he/she may within 10 school days file his/her complaint with the Superintendent or designee. The Superintendent or designee shall evaluate the evidence and render his/her decision within 10 school days after receiving the appeal.

Withdrawal:

A complaint may be withdrawn by the complainant at any level without prejudice or record.

Hearings and Decisions:

At each of the above three levels, the complainant shall be given the opportunity to be present and to be heard. All decisions at each level (with the exception of level one) shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.

Reprisals:

No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the grievance procedure by reason of such participation.

Preservation of Records:

All proceedings external to the decision of the Board shall be destroyed. However, any complainant who wishes the proceedings (relative to his/her own complaint) to be placed in his/her school records may achieve such action by filing a written request therefore.

Disclaimer:

In the adoption and implementation of this grievance procedure, it shall be understood that the Board is not a court of law and that rules of jurisdiction shall not apply.



Book	Policy Manual
Section	Section D: Fiscal Management
Title	Cash Balance Reserve
Code	DBDA
Status	Active
Adopted	August 14, 2006
Last Revised	May 11, 2015

Cash Balance Reserve

The Board believes that maintaining a cash reserve balance of 10% of operating expenses is necessary in the interest of sound fiscal management.

The Board affirms that tax levies shall be pursued, and/or the District's finances otherwise managed, to ensure a General fund cash balance equivalent to at least 10% of operating expenses.

Upon receiving any indication that such a cash balance may not be achieved at any point within the rolling five-year financial forecast period, the Treasurer shall report such a finding to the Board. Upon such notification by the Treasurer, the Superintendent and Treasurer will propose options that the Board may consider to forestall such an eventuality.

All deliberations and formal actions of the Board or any of its committees relating to the adoption of this resolution are held in open meetings in compliance with the law.

Legal	ORC 5705.01
	ORC 5705.28 through 5705.32
	ORC 5705.35
	ORC 5705.36
	ORC 5705.37
	ORC 5705.39
	ORC 5705.391
Cross References	AE - School District Goals and Objectives
	DBD - Long-Term Financial Planning (Five-Year Forecast)
	DE - Revenues From Tax Sources