



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent
Friday, March 22, 2024, Central Office

Hilliard City School District
Operations Department

COMMITTEE MEMBERS

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Monica Campana, Principal Washington Elementary
Angie Rader, HEA Representative

RECOMMENDATION

First Reading
April 15, 2024

The Policy Review Committee meets quarterly each school year. All proposed new policies, revisions of current policies or repeal of a current policy are reviewed by the Policy Review Committee before being presented to the Superintendent for submission to the Board of Education. Two readings at two separate meetings shall normally be required before a new or revised policy may be adopted. Action to adopt will take place at a subsequent third meeting. However, the Board does have the option of voting for adoption at the second meeting.

The Policy Review Committee recommends the policies listed below be revised, as noted on the following pages:

1. IGBEA-R – Reading Skills Assessments and Intervention (Third Grade Reading Guarantee)
2. IGD – Cocurricular and Extracurricular Activities
3. IGDJ – Interscholastic Athletics
4. KGB – Public Conduct on District Property
5. KMA – Parent/Citizen Organizations

Revision Notes:

- Language with a ~~line drawn through it~~ is language to be removed.
- Language in **bold-type** is language to be added.

The policies are being submitted for readings and adoption at the following Board of Education meetings:

- First reading – April 15, 2024
- Second reading – April 22, 2024
- Third reading and adoption – May 13, 2024



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Reading Skills Assessments and Intervention (Third Grade Reading Guarantee)
Code	IGBEA-R
Status	
Adopted	February 10, 2014
Last Revised	February 12, 2024
Prior Revised Dates	09/22/2014, 05/11/2015, 11/08/2021

Reading Skills Assessments and Intervention
(Third Grade Reading Guarantee)

The District is required annually to assess the reading skills of each K-3 student in accordance with all statutory timelines, except those students with significant cognitive disabilities or other disabilities as authorized by the ~~Ohio Department of Education (ODE)~~ **Department of Education and Workforce (DEW)** on a case-by-case basis. The District uses the diagnostic assessment to measure reading ability either approved under State law or a comparable tool that has been approved by ~~ODE~~ **DEW**.

If the diagnostic assessment shows that a student is not reading at grade level, the District provides written notification to the parents or guardian that includes:

1. notice that the school has identified a substantial reading deficiency in their child;
2. a description of current services provided to the student;
3. a description of proposed supplemental instruction services and supports **that will be provided to the student that are designed to remediate the identified areas of reading deficiency;**
4. notice that the diagnostic assessment for third grade reading is not the sole determinant of promotion and that additional evaluations and assessments are available; ~~and~~
5. notice that the student will be retained unless the student falls under an exemption or attains the appropriate level of reading competency by the end of third grade; ~~and~~
6. **a statement connecting the child's proficiency level in reading to long-term outcomes of success related to proficiency in reading.**

For a student not reading at grade level, the District provides intensive reading instruction services and regular diagnostic assessments immediately following the identification of a reading deficiency until the development of the reading improvement and monitoring plan referenced below. These intervention services must:

1. include research-based reading strategies that have been shown to be successful in improving the reading skills of low-performing readers and

2. be targeted at the student's identified reading deficiencies.

For each student receiving required reading intervention, the District develops a reading improvement and monitoring plan. This plan is developed within 60 days of receiving the student's results on the diagnostic assessment. The plan includes all of the following:

1. identification of the student's specific reading deficiencies;
2. a description of additional instructional services that target the student's identified reading deficiencies;
3. opportunities for the student's parents or guardians to be involved in the instructional services;
4. a process to monitor the implementation of the student's instructional services;
5. a reading curriculum during regular school hours that assists students to read at grade level, provides for scientifically based and reliable assessments, and provides ongoing analysis of each student's reading progress;
6. a statement that if the student does not attain at least the equivalent level of achievement under Ohio Revised Code Section 3301.0710 by the end of third grade, the student ~~will~~ **may** be retained and
7. high-dosage tutoring opportunities aligned with the student's classroom instruction through a state-approved vendor on the list of high-quality tutoring vendors or a locally approved opportunity that aligns with high-dosage tutoring best practices. High-dosage tutoring opportunities must include additional instruction time of at least three days per week, or at least 50 hours over 36 weeks.

For a student with a reading improvement and monitoring plan entering the third grade ~~for the first time on or after July 1, 2013~~, the District provides a teacher who has at least one year of teaching experience and who satisfies one or more of the following criteria:

1. holds a reading endorsement on the teacher's license and has attained a passing score on the corresponding assessment for that endorsement, as applicable;
2. has completed a master's degree program with a major in reading;
3. was rated "most effective" for reading instruction consecutively for the most recent two years based on assessments of student growth measures developed by a vendor and that is on the list of student assessments approved by ~~the State Board of Education (SBOE)~~ **DEW**;
4. was rated "above expected value-added," in reading instruction, as determined by ~~ODE~~ **DEW** for the most recent consecutive two years;
5. has earned a passing score on a rigorous test of principles of scientifically research-based reading instruction as approved by ~~the SBOE~~ **DEW** or
6. holds an educator license for teaching grades pre-kindergarten through third or grades four through nine issued on or after July 1, 2017.

For a student with a reading improvement and monitoring plan entering the third grade ~~for the first time on or after July 1, 2013~~, the District may provide:

1. a teacher who has less than one year of teaching experience provided that the teacher meets one or more of the criteria listed above and is assigned to a mentor teacher who has at least one year of teaching experience and meets one or more of the criteria above or
2. ~~a teacher who holds an alternative credential approved by ODE or who has successfully completed training that is based on principles of scientifically research-based reading instruction that has been approved by the department. Beginning July 1, 2014, the alternate credentials shall be aligned with the reading competencies adopted by the SBOE.~~
2. reading intervention or remediation services under this section from an individual employed as a speech-language pathologist who holds a license issued by the Board of speech-language pathology and audiology and a professional pupil services license as a school speech-language pathologist issued by the ~~SBOE~~ **State Board of Education** and/or

3. a teacher, other than the student's teacher of record, to provide any services required under this section, so long as that other teacher meets the assigned teacher criteria above and the teacher of record and the school principal agree to the assignment. This assignment is documented in the student's reading improvement and monitoring plan.

For any student who is an English language learner and who has been in the U.S. for three years or less or for a student who has an individualized educational plan, a teacher may teach reading if the teacher holds an alternative credential approved by ~~ODE~~ **DEW** or who has successfully completed training that is based on principles of scientifically research-based reading instruction that has been approved by ~~ODE~~ **DEW**. Beginning July 1, 2014, ~~the~~ **T**he alternate credentials shall be aligned with the reading competencies adopted by ~~the SBOE~~ **DEW**.

The District has specific responsibilities for a student who has been retained at the end of third grade. The District must:

1. Establish a District policy for the midyear promotion of a student who is reading at or above grade level that provides that a student who participates in remediation services and who demonstrates the required reading proficiency prior to the start of fourth grade will be promoted to that grade.
2. Provide intensive remediation that addresses the student's areas of deficiencies. This must include, but not be limited to, not less than 90 minutes of daily reading. In addition, the remediation may include any of the following:
 - A. small group instruction
 - B. reduced teacher-student ratios
 - C. more frequent progress monitoring
 - D. tutoring or mentoring
 - E. transition classes containing third and fourth grade students
 - F. extended school day, week or year
 - G. summer reading camps
3. Provide a teacher who satisfies one or more of the criteria set forth above.
4. Offer the student the option to receive applicable services from one or more providers other than the District. These providers will be screened and approved by the District or by ~~ODE~~ **DEW**.
5. Provide instruction that is commensurate to the achievement level for a retained student who has a demonstrated proficiency in a specific academic field as defined by State law.

Any student who has been retained because of results on the third grade reading assessment and who demonstrates during the academic year that he/she now is reading at or above grade level is promoted to the fourth grade pursuant to the District-level midyear promotion policy.

Midyear Promotion — Any student retained by the Third Grade Reading Guarantee is eligible to be promoted to fourth grade any time after the start of the school year when proficiency is demonstrated on a District-selected assessment.

Any instruction or intervention provided pursuant to this policy will be aligned with the principles of the "science of reading" as required by State law. ~~Districts required to submit staffing plans do so in accordance with State law.~~



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Cocurricular and Extracurricular Activities
Code	IGD
Status	
Adopted	August 14, 2001
Last Revised	February 12, 2024
Prior Revised Dates	01/24/2005, 07/09/2008, 09/28/2009, 04/22/2013, 11/25/2013, 11/24/2014, 05/11/2015, 03/12/2018, 05/13/2019

Cocurricular and Extracurricular Activities

The purpose of education is to develop the whole student. For this reason an educational program must embody, as an essential element, activities, which involve students beyond the classroom and foster the values that result from interaction and united effort. Such activities form a logical extension of the required and general curriculum and the elective or special curriculum.

The Board has established the criteria for cocurricular and extracurricular activities consistent with its philosophy of, and goals for, education. All student activity programs must:

1. have educational value for students;
2. be in balance with other curricular offerings in the schools and be supportive of, and never in competition with, the academic program and
3. be managed in a professional manner.

The Board may require that students pay reasonable fees to participate in cocurricular and extracurricular activities.

The following guidelines govern the student activity programs.

1. Student activities are those school-sponsored activities which are voluntarily engaged in by students, have the approval of the school administration and do not carry credit toward promotion or graduation.
2. Each school, under the direction of the principal and professional staff, has a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures are accounted for through the activity account.
3. Each activity should be designed to contribute directly to the educational, civic, social and ethical development of the students involved.
4. The student activity program receives the same attention in terms of philosophy, objectives, social setting, organization and evaluation as that given the regular school curriculum.

5. Each school develops written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs. The Superintendent/designee reports to the Board the general purposes/description of the cocurricular and extracurricular programs of the District.
6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain. Special consideration may be given in cases in which the expense of participating would result in exclusion.
7. Each District-support organization must understand that student participation on athletic teams or in cocurricular activities is completely independent of any fundraising activities. Parents, students and interested parties participation in fundraising activities cannot be used in any way to adversely impact student participation.
8. Activities must be open to all students, regardless of race, ethnicity, national origin, citizenship status, religion, gender, sexual orientation, economic status, age, disability or military status.
9. Activities must not place undue burdens upon students, teachers or schools.
10. Activities do not interfere with regularly scheduled classes. This limitation often requires conducting such activities beyond the regular school day.
11. Activities at any level should be unique, not duplications of others already in operation.
12. Students participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities.
13. The activity does not exploit the individual or school for commercial purposes.
14. Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the code of conduct or the code of conduct of the particular activity in which they participate. Students absent from school are not permitted to participate in extracurricular activities on that date.
15. Annually, the Board directs the Superintendent/designee to identify supplemental contract positions that supervise, direct or coach a student activity program which involves athletic, routine/regular physical activity or health and safety considerations. Upon the identification of the position, the individual must complete the requirements established by the Ohio Department of Education and State law.
16. Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.
17. Students may be removed from extracurricular activities when their presence poses a continuing danger to persons or property or an ongoing threat of disruption. If a student is removed from extracurricular activities, such removal may include all extracurricular activities in which the student is involved.
18. Resident students enrolled in community schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.
19. Resident students attending STEM and STEAM schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.
20. Resident students attending a nonpublic school are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the extracurricular activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.
21. Resident students receiving home education in accordance with State law are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must

fulfill the same ~~academic~~, nonacademic and financial requirements as any other participant.

22. Prior to exclusion from participation, the student/parent will be given written notification of the intention to exclude and the reason(s) for the intended exclusion. The student will be afforded the opportunity to appear at an informal hearing to challenge the reason(s) for the intended exclusion. The informal hearing will be held with the coach, advisor designee or administrator. Within 24 hours following exclusion, a letter of notification will be sent to the parent or guardian specifying the reason for the student participant's exclusion from participation, the period of time for the exclusion and options, if any. The parent or guardian shall be notified by telephone, when possible, of the exclusion from participation.

23. The Intention to Exclude from Participation form will include the notification of the right of the student or his parent(s)/guardian(s) to appeal such action to the Extracurricular Appeal Committee in their respective buildings. The Appeal Committee will consist of two administrators and two teachers. The committee will be appointed and chaired by the building principal.

A written request for appeal must be made within seven days of the date of the Notice of Intention to Exclude from Extracurricular participation. The appeal should be addressed to the principal.

24. The Appeal Committee shall hear the appeal if such is requested. The Appeal Committee may sustain, modify or set aside the exclusion. Written notification of the outcome of the appeal will be provided the parties involved within 24 hours of the hearing.

25. The decision of the Appeal Committee shall be final.

Costs

All costs for any rehabilitation program or counseling for a tobacco, alcohol or drug problem under these regulations shall be the responsibility of the student.

Definition of Cocurricular and Extracurricular Activities

Generally speaking, cocurricular activities are an extension of the formal learning experiences in a course or academic program, while extracurricular activities may be offered or coordinated by a school, but may not be explicitly connected to academic learning.

CROSS REFS.: Student Handbooks

Legal

[ORC 3313.537](#)

[ORC 3313.5311](#)

[ORC 3313.5312](#)

[ORC 3313.5314](#)

[ORC 3313.58](#)

[ORC 3313.59](#)

[ORC 3313.661](#)

[ORC 3313.664](#)

[ORC 3315.062](#)

[ORC 3319.16](#)

[ORC 3321.04](#)

[ORC Chapter 4112](#)

[OAC 3301-27-01](#)

[OAC 3301-35-06](#)

Cross References

[AFI - Evaluation of Educational Resources](#)

[DJ - Purchasing](#)

[IGCH \(Also LEC\) - College Credit Plus](#)

[IGDB - Student Publications](#)

[IGDC - Student Social Events](#)

[IGDF - Student Fund-Raising Activities](#)

[IGDG - Student Activities Funds Management](#)

[IGDJ - Interscholastic Athletics](#)

[IGDK - Interscholastic Extracurricular Eligibility \(Grades 7-12\)](#)

[JECBC - Admission of Students From State-Chartered, Non-Chartered or Home Education](#)

[JED - Student Absences and Excuses](#)

[JFCJ - Weapons in the Schools](#)

[JGD - Student Suspension](#)

[JGDA - Emergency Removal of Student](#)

[JGE - Student Expulsion](#)

[JL - Student Gifts and Solicitations](#)

[JN - Student Fees, Fines and Charges](#)

[KGB - Public Conduct on District Property](#)

[KK - Visitors to the Schools](#)

DRAFT



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Interscholastic Athletics
Code	IGDJ
Status	
Adopted	August 14, 2001
Last Revised	February 12, 2024
Prior Revised Dates	01/24/2005, 05/12/2008, 10/08/2012, 04/22/2013, 11/25/2013, 05/11/2015, 08/08/2016, 03/12/2018, 11/12/2018, 07/15/2019, 11/07/2022

Interscholastic Athletics

Participation by students in athletic competition is a privilege subject to Board policies and regulations. While the school community takes great pride in winning, it emphasizes and requires good sportsmanship and positive mental attitude as a prerequisite to participation.

The Superintendent/designee and administrative staff schedule meetings with all coaches and athletic directors to develop a comprehensive approach to physical education and athletics throughout the District and to maintain a program that is an educational activity.

Interscholastic programs are subject to approval by the Board. The athletic director in conjunction with the building principal is responsible for the administration of the interscholastic athletic program within his/her school. In fulfilling this responsibility, the principal consults with the athletic directors and coaches on various aspects of the interscholastic athletic program. It is the responsibility of the athletic director/principal and their staff to ensure the proper management of all athletic and physical education programs and the safety of students and the public.

The Board may require that students pay fees to participate in an extracurricular activity.

Coaches are required to complete all approved coursework as specified by State law, the Ohio High School Athletic Association (OHSAA) and the Ohio Department of Education (ODE) in order to qualify to serve as a coach.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by the OHSAA must be followed. Programs regulated by OHSAA must also comply with all eligibility requirements established by the Association. It is the responsibility of the District's voting delegate to OHSAA to advise the management team of all pending changes in OHSAA's regulations.

In order to be eligible, students must have passed five credits that count toward graduation during the prior grading period. The five credits may be a combination of high school and college courses. The requirements also include that a student must have the written permission of his/her parent(s) and shall have been determined as physically fit for the chosen sport by a licensed physician.

All students participating in interscholastic athletics must be covered by insurance. This insurance may be available for purchase through the District. If parents choose not to purchase insurance provided by the District, the parent(s) must sign a waiver ensuring that private coverage is provided.

As character building is one of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulating his/her personal life in such ways as make him/her a worthy representative of his/her school.

Any student may be suspended from an athletic team practice and competition for a period of time, designated by the principal, for infraction of school rules and regulations or for any other unacceptable conduct in or out of school.

Resident students enrolled in community schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students attending STEM and STEAM schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students attending a nonpublic school are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the activity. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students receiving home education in accordance with State law are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Legal

[ORC 2305.23](#)

[ORC 2305.231](#)

[ORC 3313.537](#)

[ORC 3313.5310](#)

[ORC 3313.5311](#)

[ORC 3313.5312](#)

[ORC 3313.5314](#)

[ORC 3313.539](#)

[ORC 3313.66](#)

[ORC 3313.661](#)

[ORC 3313.664](#)

[ORC 3315.062](#)

[ORC 3319.303](#)

[ORC 3321.04](#)

[ORC 3707.52](#)

[OAC Chapter 3301-27](#)

Cross References

[IGCH \(Also LEC\) - College Credit Plus](#)

[IGCF - Home Education](#)

[IGD - Cocurricular and Extracurricular Activities](#)

[IGDK - Interscholastic Extracurricular Eligibility \(Grades 7-12\)](#)

[IKF - Graduation Requirements](#)

[JECBA - Admission of Exchange Students](#)

[JECBC - Admission of Students From State-Chartered, Non-Chartered or Home Education](#)

[JGD - Student Suspension](#)

[JGE - Student Expulsion](#)

[JN - Student Fees, Fines and Charges](#)

DRAFT



Book	Policy Manual
Section	Section K: School-Community Relations
Title	Copy of Public Conduct on District Property
Code	KGB
Status	
Adopted	August 14, 2001
Last Revised	May 17, 2021
Prior Revised Dates	07/26/2004, 10/13/2008, 05/11/2015

Public Conduct on District Property

All persons on District grounds are expected to abide by applicable laws, local ordinances, Board policies and building regulations.

No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language or harassment toward a teacher, instructor, other employees of the schools, students, general public or individuals with whom the Board does business.

Unless otherwise permitted by law, no person is permitted to bring deadly weapons or dangerous ordnances into a school safety zone.

No person is permitted to distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, in a school building or upon the campus or grounds at any time.

No person may disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds.

Whoever violates the above policy and building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, the police will be called. If the offender should be a student, the person in charge should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

Public Conduct at Athletic Events

The Board wishes to ensure that athletic activities sponsored by the District will be free from disruption and that District employees who coach or assist in the coaching of such activities will, to the fullest extent possible, be free from verbal or physical abuse, threats or intimidation in the performance of their assigned duties. All persons on school grounds will be expected to abide by applicable laws, local ordinances, Board policies and building regulations.

1. Definitions

For purposes of this policy, the following terms shall have the meanings set forth below:

- A. 'Incident' means an event or circumstance (including but not limited to verbal or physical harassment, assault, abuse, threats or the use of indecent or obscene language or gestures) which presents, in the opinion of the responsible athletic authority, a threat to the safety of any person or which causes the disruption of any athletic event, practice or other activity sponsored by the District.
- B. 'Responsible Athletic Authority' means the highest ranking coach, assistant coach or other District employee (principal, assistant principal or athletic director) having responsibility for or present at any athletic event, practice or other activity sponsored by the District and who is present at the occurrence of an incident.
- C. 'Persons' means any individual causing or participating in an incident. Students subject to the Pupil Discipline Code of the Hilliard City Schools who cause or participate in an incident will be subject to discipline in accordance with the Pupil Discipline Code.

2. Rule Regarding Prohibited Conduct

No person shall cause, participate or otherwise take part in an incident as defined herein. A violation of this rule will result in the imposition of one or more of the response actions set forth in paragraph 3 below.

3. Response Actions

- A. Upon the occurrence of an incident, the responsible athletic authority should:
 - i. If the incident takes place on the property of the Hilliard City Schools, request the person(s) causing and/or participating in the incident to immediately cease the conduct giving rise to the incident and leave the premises. If such person(s) do not immediately leave the premises, local law enforcement authorities having jurisdiction over the facility should be called and requested to remove such person(s) from the premises.

Under no circumstances should the responsible athletic authority attempt to forcibly remove such person(s) from the premises. If such person(s) causing or participating in an incident are under the age of 18, reasonable efforts should be made to contact the person'(s) parents.

Notwithstanding the foregoing, nothing in this policy shall be interpreted to limit the responsible athletic authority's or any other person's right to act in self-defense.
 - ii. Submit a written report describing the incident to the Superintendent/ designee. Such report should be filed as soon as possible after the occurrence of the incident and should include, but need not be limited to: (a) the name(s) of the person(s) causing or participating in the incident; (b) the nature and location of the incident; (c) any action taken as a result of the incident; (d) the names of any witnesses to the incident and (e) if the incident included personal threats against any school employee, Board member and/or their families, that fact should be included in the report together with any suggestions offered by such school employee or Board member. A copy of the incident report shall be provided to the administrative staff.
 - iii. The incident report may be shared with the visiting school, if appropriate.
- B. Upon receipt of a copy of the report describing the incident or upon prior notification, the building principal should:
 - i. Investigate the incident and assimilate additional relevant facts, if any, to supplement the incident report. Such additional relevant facts should then be provided to the Superintendent/designee within a reasonable time.
- C. Upon receipt of the incident report and any additional relevant facts from the building principal, the appropriate administrative staff should:
 - i. Notify the District's attorney of the incident and provide copies of any documents concerning the incident.
 - ii. Contact the person(s) to which the incident was directed (i.e., the threatened or assaulted individual(s) in order to verify the facts surrounding the incident and to inform such person(s) of the steps which are being taken by the District.
 - iii. Notify the person(s) involved in the incident of the action being taken by the District as a result of the incident. Such notification should be in the form of a letter, sent via registered mail. The notification should designate the assistant superintendent as the 'contact person' with respect to the investigation

of the incident and should advise such person(s) that other school representatives have been advised not to comment on the incident.

- D. Upon receipt of the incident report and following a conference regarding the incident with the building principal and the assistant superintendent, the Superintendent/designee may take one or more of the following actions:
- i. Notify the law enforcement authorities of the incident and/or oversee the filing of a complaint or criminal charges. This policy shall not be construed to limit the right of a school employee to initiate a civil complaint for damages or to file criminal charges where appropriate.
 - ii. Provide additional security measures for the future as may be appropriate. Any expense resulting from the provision of such additional security shall not be paid out of the budget for the Athletic Department.
 - iii. After consultation with legal counsel, initiate legal action to obtain a court order barring the person(s) from future attendance at athletic events or from taking any other actions, which might jeopardize the safety of any school employee.
 - iv. Refer the matter to the city or county prosecuting attorney, city law director or as otherwise may be appropriate for investigation for possible prosecution under State law or local ordinances.
 - v. Take other additional action deemed to be appropriate and reasonable in the opinion of the Superintendent/designee.

Legal

[Gun-Free Schools Act; 20 USC 7151](#)

[Gun-Free School Zones Act; 18 USC 922](#)

[ORC 2903.13](#)

[ORC 2903.22](#)

[ORC 2911.21](#)

[ORC 2917.11](#)

[ORC 2923.1212](#)

[ORC 2923.122](#)

[ORC 3313.20\(A\)](#)

Cross References

[GBCB - Staff Conduct](#)

[IGD - Cocurricular and Extracurricular Activities](#)

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

[KG - Community Use of School Premises \(Equal Access\)](#)

[KGC - Smoking on District Property](#)

[KK - Visitors to the Schools](#)



Book	Policy Manual
Section	Section K: School-Community Relations
Title	Copy of District Support Organizations
Code	KMA
Status	
Adopted	August 14, 2001
Last Revised	February 13, 2023
Prior Revised Dates	01/22/2007, 07/09/2013, 05/11/2015, 5/17/2021

Parent/Citizen District Support Organizations

The Board recognizes and appreciates the efforts of all **district support** organizations. **District support organizations shall be defined as organizations** whose objectives are to enhance the educational, extracurricular and athletic experiences of District students **and that abide by the requirements/guidelines set forth in this policy.**

All support organizations shall have equal access to District facilities used in fundraising activities (i.e., concessions areas, advertising, etc.). Guidelines will determine use of District facilities, including, but not limited to, building, property, athletic facilities, buses, name, trademarks, copyrights, etc. Each organization shall abide by the policies and guidelines established for the use of District facilities and grounds.

Representatives and members of approved support organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the District.

Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest, but not hold the position of treasurer or handle funds belonging to the organization.

Any new support organization desiring to use the name, logo or good offices of the District must first obtain the approval of the Treasurer/designee as a prerequisite to organizing. The Board ~~requires any~~ **provides** authorized support organizations ~~to purchase~~ **with** coverage under the District's liability insurance program at **no** cost to the organization to protect the entity against legal claims resulting from damage or injury ~~resulting~~ from any act or omission.

At cost to the support organization, the District will purchase an ~~employee dishonesty bond~~ **insurance policy with crime coverage** for officers of the organization to protect the funds in the event of a covered loss.

In accordance with Board policy, all District-support organizations are to abide by the following guidelines:

1. Each District-support organization must:

- A. clearly communicate in their fundraising activities that they do not represent the District but do support a particular District activity.
- B. understand that student participation on athletic teams or in cocurricular activities is completely independent of any fundraising activities. Parents, students and interested parties participation in fundraising activities cannot be used in any way to adversely impact student participation.

- C. appoint a District administrator or faculty member to be included on the organization's advisory board. Any student involvement in the conduct of the organization's activities is subject to the approval of the bylaws.
 - D. expend funds in ways that are consistent with the stated purpose of the organization. At least 70% of all collected funds are spent on student activities directly related to the express purpose of their bylaws.
 - E. not make purchases represented as District expenditures and not use identification numbers of the District such as tax I.D. number, purchase order numbers, sales tax exemption forms or any other District tax status designations.
 - F. make donations to the District in accordance with Board Policy KH (Public Gifts to the District) and the accompanying guidelines.
2. Bylaws of the organization must clearly state:
- A. the purpose of the organization, which must be to benefit the students of the District in an activity the support group is promoting;
 - B. the name of the support organization;
 - C. the procedure for the election of officers and the length of terms and
 - D. that there will be at least a president, secretary and treasurer of the organization elected.
3. Annually, each District-support organization must provide the Treasurer/designee with a:
- A. copy of its most recent Form 990 or Form 990EZ;
 - B. a certificate indicating that filing requirements with the Ohio Attorney General have been met;
 - C. list of current officers and contact information;
 - D. list of proposed fundraising activities for the ensuing school year and
 - E. copy of their most recent charter documents (if they have been changed).
4. Each organization agrees to abide by the following minimum good accounting and internal control practices:
- A. Monies collected by or remitted to the Treasurer shall be deposited
 - i. If more than \$1,000, monies should be deposited on the next business day after the day of receipt.
 - ii. If less than \$1,000 monies should be deposited no more than three business days after the day of receipt.
 - B. The organization shall have a written guideline indicating which officers are authorized to draw checks and that a monthly accounting to the Treasurer is required for any officer drawing checks for the organization.
 - C. The organization shall prepare a monthly financial statement that is in balance with the bank. A copy of the reconciled bank statement and the financial report indicating that the organization is in balance must be provided to the officers of the organization on a monthly basis.
 - D. The organization will develop a records retention schedule, at a minimum for all financial records, that will maintain these records for at least five years. This will include a copy of IRS filings, State Attorney General filings, and monthly financial statements.
5. On or before December 1st, the Treasurer/designee shall approve and notify each District-support organization that meets all the above criteria. Any District-support organization, which fails to comply with all requirements as stated herein, will have their Board support rescinded.

Each District support organization shall require its president and treasurer to complete training requirements provided by the Ohio Attorney General Charitable University, and to maintain Charitable University certification with the Ohio Attorney General at all times while serving in the roles of president and treasurer. Completion of the training shall be required within 90 days start of term of office, unless the individual already holds an unexpired certification.

Legal

[ORC 3313.17](#)

[ORC 3313.20](#)

[ORC 3313.36](#)

[ORC 3313.47](#)

[Ohio Ethics Commission Advisory Opinion 2008-01](#)

Cross References

[AE - School District Goals and Objectives](#)

[KG - Community Use of School Premises \(Equal Access\)](#)

[KGB - Public Conduct on District Property](#)

[KH - Public Gifts to the District](#)

[KI - Public Solicitations in the Schools](#)

[KJ - Advertising in the Schools](#)

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