



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
Thursday, January 15, 2026, Central Office

Hilliard City School District  
Operations Department

### COMMITTEE MEMBERS

Brian Perry, Board of Education  
Kelley Arnold, Board of Education  
Melissa Swearingen, Treasurer/CFO  
Mike McDonough, Deputy Superintendent  
William Warfield, Assistant Superintendent  
Stacie Raterman, Communications Director  
Jacob Grantier, Director of Measurement, Intervention & Enrichment

Herb Higginbotham, Director of Elementary Education  
Jamie Lennox, Special Education Director  
Matt Middleton, Principal Hilliard Darby HS  
Katherine Hueter, Principal Hilliard Weaver MS  
Matt Trombitas, Principal Hilliard Station Sixth Grade  
Kevin Landon, Principal Avery Elementary  
Monica Woodson, Principal Washington Elementary  
Angie Rader, HEA Representative

# RECOMMENDATION

First Reading  
January 26, 2026

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. DLC – Expense Reimbursements
2. DLC-R – Expense Reimbursements
3. EBDE – Procurement and Administration of Overdose Reversal Drugs (*new policy*)
4. JEC – School Admission

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

- First reading – January 26, 2026
- Second reading – February 9, 2026
- Third reading and adoption – February 23, 2026



Book	Policy Manual
Section	Section D: Fiscal Management
Title	Copy of Expense Reimbursements
Code	DLC
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	10/11/2005

### **Expense Reimbursements**

District personnel who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved voucher with supporting receipts required by administrative regulations. Expenses may be approved and incurred within the limits of budgetary allocations for the specific type of expense.

When official travel by a personally owned vehicle is authorized, mileage payment is made at the rate ~~currently approved by the Board~~ as authorized by Board policy and within the limitations of Federal law. Transportation costs such as taxi cabs and rideshares are allowable only for essential transportation. Travel expenses will not be paid for home-to-school or school-to-home trips on regular daily assignments.

When traveling from home, an employee's out of district travel expenses will be reimbursed at the allowable mileage rate approved by the Board of Education for the lesser distance traveled from either the employee's home to the event, or from the employee's assigned building location to the event. Employees traveling together on district business are expected to share transportation, and where feasible and appropriate, room facilities. Tax exemption certificates will be issued and utilized as appropriate.

The Superintendent, or designee, determines, whether attendance by district staff at any conference or professional meeting is in the best interest of the district and eligible for reimbursement of expenses under this policy. Any international travel will be subject to pre-approval by the board of education. Extension of travel for personal reasons (before, during or after the district business) is permitted; however, the individual must charge any additional time to personal leave. Guests may accompany district officers or employees. Any additional costs arising from travel extension or guests will not be paid by the district.

All conference travel should run through the Professional Capacity Department. Unless prior-approval is obtained by the Director of Professional Capacity, all flight and hotel reservations should be made and paid for with a District credit card.

To obtain reimbursement for taxi, rideshare and/or mileage, the claimant must complete a requisition in advance and attach all original itemized receipts or other expense documentation upon return, including mileage verification documentation. No employee will be reimbursed for the expenses of another employee. Reimbursement will be paid only to the District employee who incurs the expense, and will only be made after such claim has been audited and allowed. Failure to adhere to this policy will result in denial of reimbursement.

~~The Board prohibits employees and Board members from accepting, soliciting or using the authority or influence of his/her position to secure, for personal travel, a discounted or "frequent flyer" airline ticket or other benefit from an airline if he/she has obtained or earned the ticket on official travel. Any miles earned become the property of the District and must be used for future official travel by District employees or the Board.~~

A traveler on official school business is expected to exercise the same care in incurring expenses as a prudent person exercises in traveling on personal business. Excessive costs, such as those caused by circuitous routes or luxury services or accommodations, are not considered prudent, nor are they accepted for reimbursement. **The District recognizes employees and Board members may receive personal frequent flyer miles or other comparable rewards as a result of District business; such rewards may be used by the individual for personal use, provided the vendor was not selected solely to earn rewards for personal use and all internal approval processes were followed.**

**Receipts are not required for meal expenses. Any exceptions to the per diem meal amounts must be submitted to the Treasurer's office for approval.**

**Meal expenses will be reimbursed at the Board approved per diem rates as per the chart in DLC-R.**

#### **Use of District Tax Exempt Certificate**

**The District tax exempt certificate can only be used for District purchases when a sale is made to and paid for directly by the District in accordance with established purchasing procedures. Employees and Board members are prohibited from using the District tax exempt certificate when making a purchase for the District or District business when using a personal method of payment. Employees or Board members making a purchase with a personal account for a proper purpose must pay the applicable sales tax at the point of sale. Such tax is reimbursable to the employee through the established reimbursement process except that, to the extent practicable, such purchases should be limited to \$500. If the expense will be over this amount, the employee or Board member should coordinate with the District for the purchase to be made on the District credit card or account with the use of the sales tax exempt certificate.**

#### Legal

[ORC 2921.42](#)

[ORC 2921.43](#)

[ORC 3313.12](#)

[ORC 3313.20](#)

[ORC 3315.15](#)

CONTRACT REF.: Teachers' Negotiated Agreement

CONTRACT REF.: Classified Staff Negotiated Agreement

#### Cross References

[BHD - Board Member Compensation and Expenses](#)

[GCL - Professional and Certificated Staff Development Opportunities](#)



Book	Policy Manual
Section	Section D: Fiscal Management
Title	Copy of Expense Reimbursements
Code	DLC-R
Status	
Adopted	October 11, 2005
Last Revised	October 12, 2022
Prior Revised Dates	07/09/2013, 05/11/2015

### Expense Reimbursements

The following expenses are authorized for reimbursement:

- 1. Transportation:** The employee determines with approval from their immediate supervisor the most cost-effective method of transportation for the trip.
  - Personal Vehicle. Use of employee's personal vehicle for school business is reimbursed at the IRS approved rate.
  - Public Transportation. All fares incurred by an employee utilizing public transportation for business-related travel are reimbursed at the "coach" rate or its equivalent.
  - Local Transportation: Local transportation such as taxicabs, ridesharing services, and shuttle buses may be used when justified.**
  - Car Rentals: Rental car expenses will be reimbursed only if authorized in advance. Receipts must be attached.**
  - Tolls and Parking. All tolls and parking charges incurred while on school business are reimbursed to the employee as long as proper documentation is provided.
  - Gasoline is not a reimbursable expense.**
  - Air travel will be reimbursed at the lowest feasible fare available and should not exceed regular coach class fare. Travel arrangements should be made as soon as reasonably practicable so as to avoid payment of a higher fare due to a late booking. Reimbursement for extra baggage taken during air travel must be approved by the Superintendent or designee.**
- 2. Lodging and Accommodations:** Lodging costs, for the employee only, are reimbursed to the employee if not paid in advance **and permission has been obtained to pay for this expense on a personal credit card**. A maximum of **\$150 \$200** per day for lodging is expected unless prior approval is made with employee's immediate supervisor. **Employees are expected to stay at the conference hotel whenever possible to take advantage of the room block rate.**

Miscellaneous Hotel Charges. Miscellaneous hotel charges such as room movies, WiFi, in-room snacks, access to hotel athletic facilities, etc. are wholly discretionary charges not subject to reimbursement.

**B. Meals.** The District reimburses the traveling employee for costs of all meals consumed while traveling at an average rate of \$50 per day unless prior approval is made with employee's immediate supervisor. No reimbursement is paid for meals provided for in the cost of the seminar/conference. The District does not reimburse any costs associated with alcoholic beverages.

**C. Tips for Meals/Hotel/Transportation.** Reimbursement for tips is made so long as the tip does not exceed 20% of the employee's share of the total bill.

**3. Meals:** Meal expenses are to be paid based on a per diem rate for the number of days travelling. In order to receive your per diem prior to travel, employees must work with the Professional Capacity Department for approval and planning of the trip. Receipts are not required for meal expenses. Requests for exceptions to the per diem meal amounts must be submitted to the Treasurer's Office for review and approval and will only be considered if the IRS per diem for meals is significantly higher than the rates listed below.

**Meal expenses will be paid at the Board approved per diem rates as follows:**

<b>1 Day, no overnight travel, meal not provided</b>	<b>\$20.00</b>
<b>2 Days, including days of travel (1 overnight)</b>	<b>\$120.00</b>
<b>3 Days, including days of travel (2 overnights)</b>	<b>\$180.00</b>
<b>4 Days, including days of travel (3 overnights)</b>	<b>\$240.00</b>
<b>5 Days, including days of travel (4 overnights)</b>	<b>\$300.00</b>
<b>6 Days, including days of travel (5 overnights)</b>	<b>\$360.00</b>
<b>More than 6 Days, including days of travel</b>	<b>\$360.00 + \$60.00 for each day beyond 6 days</b>

**If traveling to Atlanta, Cincinnati, Las Vegas, Los Angeles, Nashville, or Phoenix an additional \$5 per day will be added.**

**If traveling to Boston, Chicago, Denver, New York City, Philadelphia, Seattle, or Washington D.C. an additional \$10 per day will be added.**

**The per diem will not be paid for conferences where all meals are included and may be reduced for meals which are provided.**

#### **4. Miscellaneous Charges**

- A. Sightseeing Costs. All sightseeing or related costs (even those sponsored by the event coordinator) incurred by the employee are wholly discretionary and are, thus, not eligible for reimbursement.
- B. Fines. Any fines incurred by an employee during the course of business travel (e.g. parking ticket, moving violation, etc.) are the responsibility of the employee and are not reimbursable.
- C. Miscellaneous Costs. Miscellaneous costs not described above, but directly attributable to, and are reasonable within the approved trip are reimbursed by the District if properly documented and approved by employee's immediate supervisor.
- D. Sales Tax: Sales tax is reimbursable when the employee or official is using a personal account for District business up to established amounts and in accordance with established District procedures.**





Book	Policy Manual
Section	Section E: Support Services
Title	Procurement and Administration of Overdose Reversal Drugs
Code	EBDE
Status	

### ***NEW POLICY***

#### **Procurement and Administration of Overdose Reversal Drugs**

The Board may authorize the procurement and use of overdose reversal drugs in the District under Ohio Revised Code (RC) 3715.50. When the District maintains a supply of overdose reversal drugs for use in emergency situations, in compliance with State law, the following procedures apply.

“Overdose reversal drug” means both of the following:

1. Naloxone;
2. Any other drug that the state board of pharmacy, through rules adopted in accordance with RC Chapter 119, designates as a drug that is approved by the Federal Food and Drug Administration for the reversal of a known or suspected opioid-related overdose.

If the District maintains a supply of overdose reversal drugs for use in emergency situations, the District does all of the following:

1. Complies with the requirements of RC 3715.50(C)(1);
2. Maintains \_\_\_\_\_ (as required by law, insert District specified amount/supply) **2 doses of 4mgs in each container** of the overdose reversal drug at each school in the District deemed appropriate by the administration;
3. Stores each school’s supply of the overdose reversal drug in a secure location that is easily accessible to school employees or contractors;
4. Provides appropriate training regarding the supply’s maintenance and drug’s use that school employees or contractors may be required to complete including, but not limited to, training resources provided by the Ohio Department of Health.

#### **Donations**

The Board may accept donations of money from any person or entity to purchase overdose reversal drugs and can only use donations for that purpose. The Board directs the Treasurer/designee to track the expenditure of donated funds.

**Reporting and Parental Notice**

As soon as practicable after using an overdose reversal drug in an emergency situation, the Superintendent must report its use to the Board and the parent or guardian of the student to whom the drug was administered. The Superintendent annually reports District use of overdose reversal drugs in emergency situations to the Ohio Department of Education and Workforce.

If the Superintendent determines that a persistent pattern of overdoses in the District has emerged, the Superintendent must notify the parent or guardian of each student enrolled in the District.

**Immunity**

So long as the District maintains a supply of overdose reversal drugs in compliance with State law and follows the outlined procedures in good faith, the following immunities apply:

1. The District and its employees are not subject to administrative action or criminal prosecution and is not liable for damages in a civil action for injury, death, or loss to person or property for an act or omission that arises from exercising the authority granted by State law.
2. After an overdose reversal drug has been dispensed, the District and its employees are not liable for or subject to any of the following for any act or omission of the individual to whom the drug is dispensed or personally furnished: damages in any civil action, prosecution in any criminal proceeding, or professional disciplinary action.

This does not eliminate, limit, or reduce any other immunity or defense that the District and its employees may be entitled to under section 9.86, RC Chapter 2744, section 4765.49, or any other RC provision or State common law provision.

**Legal References**

ORC Chapter 119

ORC 3313.7119

ORC 3715.50



Book	Policy Manual
Section	Section J: Student
Title	Copy of School Admission
Code	JEC
Status	
Adopted	August 14, 2001
Last Revised	February 12, 2024
Prior Revised Dates	01/24/2005, 04/09/2007, 04/13/2011, 05/11/2015, 02/06/2017, 11/08/2021

### School Admission

Any student who is at least five years of age on or before ~~September 30~~ **the first day of school** of the year of entrance, but who has not attained 22 years of age, and whose legal residence is within the boundaries of the District, and who complied with District entrance regulations, may be admitted.

For admission, a parent, guardian or grandparent must present:

1. an attested (sealed and signed) verification of birth (record showing date and place of birth): birth certificate, passport, baptism certificate or other religious records, hospital certificate birth affidavit or comparable certificate from another state, territory or nation;
2. immunization record;
3. proof of residence;
4. custody paper (if applicable);
5. documentation showing successful completion of kindergarten for registration to grade one;
6. power of attorney or caretaker authorization affidavit (if applicable) and/or
7. a protected child, as defined by State law, may not be denied admission to the school solely because the child does not present a birth certificate or comparable document upon registration. A protected child or parent, guardian or custodian of the child must present this documentation within 90 days after the child's initial entry into the school. The District immediately enrolls homeless students and foster students and assists in obtaining the necessary enrollment documents.

The principal/designee must request records from the previous public or nonpublic school of the student's last attendance. These records must be received from the previous public or nonpublic school of the student's last attendance. These records must be received within 14 days after proof of residency has been established, and then 14 days to receive remaining documents.

Parents/guardians of students new to the District may be given a period of 14 days to provide all necessary documents for school admission.

**Transfer of School Records**

"School records" includes any academic records, student assessment data or other information for which there is a legitimate educational interest.

When the District receives a request for a student's records from another district or chartered nonpublic school to which that student has transferred, the District will either transfer the records within five school days or provide a statement to the requesting district or school that the District has no record of the student's attendance.

Except as required by law, the District may withhold a student's school records if there is \$2,500 or more of outstanding debt attributed to the student. The District will transfer the student's school records within five school days once the debt is paid.

**Interstate Compact on Educational Opportunity for Military Children**

The District complies with all provisions of State law for the enrollment, admission, placement and graduation for children of military families.

## Legal

[ORC 2151.33](#)  
[ORC 2152.18\(D\)\(4\)](#)  
[ORC 3109.52 through 3109.61](#)  
[ORC 3109.65 through 3109.76](#)  
[ORC 3109.78](#)  
[ORC 3109.79](#)  
[ORC 3109.80](#)  
[ORC 3313.48](#)  
[ORC 3313.64](#)  
[ORC 3313.67](#)  
[ORC 3313.671](#)  
[ORC 3313.672](#)  
[ORC 3317.08](#)  
[ORC 3321.01](#)  
[OAC 3301-35-04\(F\)](#)

## Cross References

[AFI - Evaluation of Educational Resources](#)  
[IGBA - Programs for Students With Disabilities](#)  
[JECAA - Admission of Homeless Students](#)  
[JECB - Admission of Nonresident Students](#)  
[JEE - Student Attendance Accounting \(Missing and Absent Children\)](#)  
[JHCA - Physical Examinations of Students \(Student Screening Programs\)](#)  
[JHCB - Immunizations](#)  
[JO - Student Records](#)