



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent

Hilliard City School District  
Operations Department

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### COMMITTEE MEMBERS

Paul Lambert, Board of Education

Brian Perry, Board of Education

Brian Wilson, Treasurer/CFO

Mike McDonough, Deputy Superintendent

Stacie Raterman, Communications Director

Herb Higginbotham, Director Elementary Education

Samantha Althouse, Director of Middle Level Education

Aaron Cookson, Principal Hilliard Davidson HS

Matthew Trombitas, Principal Hilliard Heritage MS

Erin Dooley, Principal Hilliard Station Sixth Grade

Holly Meister, Principal Scioto Darby Elementary

Stephanie Borlaza, Principal Britton Elementary

Jamie Lennox, Special Education Coordinator

# RECOMMENDATION

**Second Reading**  
**April 19, 2021**

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. BCFA - Business Advisory Council to the Board
2. BDDH (Also KD) - Public Participation at Board Meetings
3. EBC - Emergency Management and Safety Plans
4. GA - Personnel Policies Goals
5. GCBC-R - Professional and Certificated Staff Fringe Benefits
6. GCD - Professional and Certificated Staff Hiring
7. ICGG - Preschool Program
8. KD (Also BDDH) - Public Participation at Board Meetings
9. KGB - Public Conduct on District Property
10. KLD - Public Complaints About District Personnel
11. KMA - Parent/Citizen Organizations

#### **Revision Notes:**

- Language with a ~~line drawn through it~~ is language to be removed.
- Language underlined is language to be added.

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

- First reading – April 12, 2021
  - Second reading – April 19, 2021
  - Third reading and adoption – May 17, 2021
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Book	Policy Manual
Section	February 2021 PDQ - READY FOR BOARD
Title	Copy of Business Advisory Council to the Board
Code	BCFA
Status	
Adopted	March 12, 2018
Last Revised	October 8, 2018
Prior Revised Dates	05/14/2018

### **Business Advisory Council to the Board**

The Board is required to appoint a Business Advisory Council (BAC) in accordance with ORC 3313.82, ORC 3313.821, and applicable law. Because the Board has entered into an agreement to receive services from the ESC of Central Ohio ("ESC") under R.C. 3313.843 or R.C. 3313.845, the Board is eligible by law to appoint the ESC's BAC to serve on the Board's behalf.

Accordingly, the Board shall appoint the ESC's BAC to serve as the Board's BAC. The Board shall enter into an agreement with the ESC outlining the scope of this appointment and identifying the manner in which the District shall participate in the matters of the BAC. The Superintendent, Treasurer, and all other appropriate administrators shall respond as is appropriate to requests from the BAC for assistance. The Superintendent, or designee, shall attend BAC meetings regularly, and shall keep the Board apprised of any recommendations and advice provided by the BAC.

Additionally, the Superintendent, or designee, shall act as a liaison to the BAC on behalf of the Board, providing information to the BAC or soliciting recommendations from the BAC as the Board may deem appropriate, and within the parameters set forth by law.

**Meetings of the Business Advisory Council to the Board fall under the auspices of the Open Meetings Act (Sunshine Law).**

Legal	ORC 121.22(B) ORC 3313.174 ORC 3313.82 ORC 3313.821
Cross References	BCE - Board Committees BCF - Advisory Committees to the Board



Book	Policy Manual
Section	February 2021 PDQ - READY FOR BOARD
Title	Copy of Public Participation at Board Meetings
Code	BDDH (Also KD)
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	05/12/2008

### 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 ~~and address~~. 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



Book	Policy Manual
Section	February 2021 PDQ - READY FOR BOARD
Title	Copy of Emergency Management and Safety Plans
Code	EBC
Status	
Adopted	August 14, 2001
Last Revised	May 14, 2018
Prior Revised Dates	10/09/2006, 01/10/2011, 11/24/2014, 05/11/2015

### Emergency Management and Safety Plans

The Board acknowledges that the safety and well-being of students and staff are high priorities. Although emergencies cannot be predicted, effective prevention and management strategies are used to minimize the effects of emergency situations arising in the District.

An emergency is defined as a serious, unexpected, and often dangerous situation requiring immediate action that threatens the actual safety and security of students, employees or visitors of the District or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment. Emergencies or hazards include, but are not limited to, an active shooter, hostage situations, bomb threats, bullying, fire, natural disasters, medical emergencies, industrial accidents, suicide, death of a student or employee, acts of violence, trauma and terrorism.

#### Comprehensive Emergency Management Plan and Test

The Superintendent/designee develops a comprehensive emergency management plan meeting State law requirements for each building. The plan establishes protocols for addressing and responding to serious threats to the safety of the school property, students, staff, volunteers and visitors. Each protocol includes procedures deemed appropriate by the Board or governing authority for responding to threats and emergency events including, but not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance and informing parents of affected students. The plan includes a floor plan unique to each floor of the building, a site plan including all building property and surrounding property, **and an emergency contact sheet, a threat assessment plan, and a protocol for school threat assessment teams established under State law.** The plan is kept in a secure location and is not considered a public record.

A copy of each school building's current comprehensive emergency management plan is filed with the **Director of Public Safety, Ohio Department of Education**, the law enforcement agency that has jurisdiction over the school building and, upon request, the fire department and emergency medical service organization that serves the political subdivision in which the school building is located. The floor plan is used solely by first responders responding to an emergency in the building and is not a public record.

The administration reviews the plan annually, considering the most current information dealing with the subjects, as well as making relevant information about the plan known to the community. **The administration certifies the accuracy of the plan to the Director of Public Safety by July 1 annually.** When the comprehensive emergency management plan is used, assessment of the way the emergency was handled is completed by the Board and the administration. Suggestions for improvement, if necessary, are solicited from all stakeholders.

Although the plan is reviewed annually, State law requires the District's comprehensive emergency management plan to be updated every three years and whenever a major modification to an individual school building requires changes in that building's procedures or whenever information on the emergency contact information sheet changes.

An emergency management test is conducted annually in accordance with State law.

### **Emergency Drills**

The Board directs the Superintendent/designee to conduct all drills required by State law. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur. Plans are posted in each classroom and other areas accessible to staff and students where required by law.

CROSS REFS.: Emergency/Safety Plans Handbook

Legal

- ORC 149.433
- ORC 2305.235
- ORC 2923.11
- ORC 3301.56
- ORC 3313.20
- ORC 3313.536
- ORC 3313.717
- ORC 3313.719
- ORC 3313.951
- ORC 3314.03
- ORC 3314.16
- ORC 3701.85
- ORC 3737.73
- ORC 3737.99
- OAC 3301-5-01

## Cross References

EBAA - Reporting of Hazards  
EBBA - First Aid  
EBD - Crisis Management  
ECA - Buildings and Grounds Security  
ECG - Integrated Pest Management  
EEAC - School Bus Safety Program  
EEACCA - Recording Devices on Transportation Vehicles  
EF / EFB - Food Services Management/Free and Reduced-Price Food Services  
EFH - Food Allergies  
GBE - Staff Health and Safety  
JFC - Student Conduct (Zero Tolerance)  
JFCJ - Weapons in the Schools  
JFG - Interrogations and Searches  
JHCD - Administering Medicines to Students  
JHF - Student Safety  
JO - Student Records  
KBCA - News Releases  
KK - Visitors to the Schools

DRAFT



Book	Policy Manual
Section	February 2021 PDQ - READY FOR BOARD
Title	Copy of Personnel Policies Goals
Code	GA
Status	
Adopted	August 14, 2001
Last Revised	November 12, 2018
Prior Revised Dates	05/11/2015

### Personnel Policies Goals

The personnel employed by the Board are a very important resource for effectively conducting a quality educational program. The District's program functions best when it employs properly certified, ~~or~~ licensed or registered personnel, conducts appropriate staff development activities and establishes policies and working conditions which are conducive to high morale and enable each staff member to make the fullest contribution to District programs and services.

The goals of the personnel program include:

1. developing and implementing those strategies and procedures for personnel recruitment, screening and selection which result in employing the best available candidates: those with the highest capabilities, strongest commitment to quality education and greatest probability of effectively implementing the educational program;
2. developing a general assignment strategy which makes the greatest contribution to the educational program, and using it as the primary basis for determining staff assignments;
3. providing positive programs of staff development designed to contribute both to improvement of the educational program and to each staff member's career development;
4. providing for a genuine team approach to education, including staff involvement in planning, decision making and evaluation; and
5. developing and using for personnel evaluation positive processes which contribute to the improvement of staff capabilities and assist in making employment decisions.

## Legal

ORC 124.11  
ORC 3313.602  
ORC 3319.01  
ORC 3319.02  
ORC 3319.081  
ORC 3319.11  
ORC 3319.111  
ORC Chapter 4117

## Cross References

GBB (Also ABB) - Staff Involvement in Decision Making

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Book	Policy Manual
Section	February 2021 PDQ - READY FOR BOARD
Title	Copy of Professional and Certificated Staff Fringe Benefits
Code	GCBC-R
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	12/11/2001, 01/23/2006, 07/09/2008, 02/10/2014

### **Professional and Certificated Staff Fringe Benefits**

#### **Insurance**

The Board shall provide each leadership team member with group term life and accidental death and dismemberment insurance coverage in the amount of \$40,000. The Board shall pay 100 % of the premium. In addition, each leadership team member may purchase additional life insurance at his/her own expense.

The Board shall make available a medical, surgical and major medical insurance program to all leadership team members. The Board shall pay 85% of the premium.

The Board shall provide leadership team members a family dental insurance plan. The Board shall pay 90 % of the premium.

The Board shall continue to carry on its payroll record all employees whose sick leave accumulation has expired or who are on a disability leave of absence or an approved leave of absence, for the purpose of providing group term life, hospitalization, surgical, major medical and other group insurance plans. The cost of this insurance program shall be the responsibility of the person being granted the leave of absence. Arrangements must be made with the Treasurer for payment of this insurance premium.

#### **Board Pickup of Employee Contribution to Retirement System**

For the purposes of this policy, the term "employee" will refer to leadership team members who contribute to STRS or SERS.

The total annual salary and salary per pay period for each employee shall be payable by the Board in two parts: 1) deferred salary and 2) cash salary. An employee's deferred salary shall be equal to that percentage of said employee's total annual salary or salary per pay period, which is required from time to time by the State Teachers' Retirement System (STRS) or the School Employees' Retirement System (SERS) to be paid as an employee's contribution by said employee and shall be paid by the Board to STRS or SERS on behalf of said employee as a "pickup" of the STRS or SERS employee contribution otherwise payable by said employee. An employee's cash salary shall be equal to said employee's total annual salary or salary per pay period less the amount of pickup for said employee and shall be payable, subject to applicable payroll deductions, to said employee. The Board's total combined expenditures for employee's total annual salaries otherwise payable under their contracts and applicable Board policies (including pickup amounts) and its employer contributions to STRS or SERS shall not be greater than the amounts it would have paid for those items had this provision not been in effect.

The Board shall compute and remit its employer contributions to STRS or SERS based upon total annual salary, including the "pickup." The Board shall report for federal and Ohio income tax purposes as an employee's gross income said employee's total annual salary less the amount of the "pickup." The Board shall report for municipal income tax purposes as an employee's gross income said employee's total annual salary including the amount of the "pickup." The Board shall compute income tax withholding based upon gross income as reported to the respective taxing authorities.

The pickup shall be included in the employee's total annual salary for the purpose of computing daily rate of pay, for determining paid salary adjustments to be made due to absence or for any other similar purposes.

The pickup shall apply to payroll in accordance with retirement system policies.

**Fee Waivers/Tuition Reimbursement**

All leadership team members and certificated confidential employees shall have access to the utilization of fee waiver cards pursuant to the established guidelines of the Fee Waiver Committee.

All leadership team members and certificated confidential employees who earn additional professional growth college credit are eligible for tuition reimbursement for the cost of one course per year semester.

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Book	Policy Manual
Section	February 2021 PDQ - READY FOR BOARD
Title	Copy of Professional and Certificated Staff Hiring
Code	GCD
Status	
Adopted	August 14, 2001
Last Revised	November 12, 2018
Prior Revised Dates	12/11/2001, 11/11/2003, 03/09/2004, 02/10/2014, 05/11/2015

### Professional and Certificated Staff Hiring

The Superintendent/designee determines the District's personnel needs and recommends to the Board properly certified, **or** licensed **or registered** candidates for employment. Through recruiting and evaluation procedures, the Superintendent/designee recruits and recommends to the Board the employment and retention of personnel.

It is the duty of the Superintendent/designee to see that persons nominated for employment in the schools meet all certification **/licensure/registration** requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines are used in the selection of personnel.

1. There is no unlawful discrimination in the hiring process.
2. The quality of instruction is enhanced by a staff with diverse backgrounds, educational preparation and previous experience. Concerted efforts are made to maintain a variation in the staff.
3. Interviewing and selection procedures ensure that the administrator who is directly responsible for the work of a staff member has an opportunity to aid in the selection process. The final recommendation to the Board is made by the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination **of a teacher** would create an unlawful interest in a public contract.
4. No candidate is hired without an interview and a criminal records check.
5. All candidates are considered on the basis of their merits, qualifications and the needs of the District. In each instance, the Superintendent/designee and others having a role in the selection process seek to recommend the best qualified applicant for the job.
6. All candidates for teaching positions must be properly certified or licensed.

While the Board may accept or reject a nomination, an appointment is valid only if made with the recommendation of the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination **of a teacher** would create an unlawful interest in a public contract. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

### Employment of Retired Administrators

The Board recognizes that recruiting and retaining properly certified or licensed administrative personnel has become increasingly difficult in Ohio's competitive marketplace. Therefore the Board will, under appropriate circumstances, offer to enter into administrative employment agreements with qualified retired administrators whenever practical and when such action appears to be in the best interests of the District. Retired administrators may be employed as administrators on a part-time or full-time basis.

For purposes of this policy, a "retired administrator" is an individual who has retired pursuant to STRS or SERS rules and regulations.

### **Rehiring of Retirees**

If an employee is retiring and seeks re-employment in the same position, then public notice must be given 60 days prior to the date re-employment is to begin. The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment.

### **Legal**

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

Fair Credit Reporting Act; 15 USC 1681 et seq.

ORC 2921.42

ORC 3307.01

ORC 3307.353

ORC 3313.53

ORC 3319.02

ORC 3319.07

ORC 3319.074

ORC 3319.08

ORC 3319.088

ORC 3319.11

ORC 3319.22 through 3319.31

ORC 3319.39

ORC 3323.06

OAC 3301-35-05

OAC 3301-35-06

OAC 3307.1-13-03

### **Cross References**

AC - Nondiscrimination

ACA/ACAA - Nondiscrimination on the Basis of Sex/Sexual Harassment

ACB - Nondiscrimination on the Basis of Disability

GBA - Equal Opportunity Employment

GBQ - Criminal Records Check

GDC/GDCA/GDD - Classified Staff Recruiting/Posting of Vacancies/Hiring



Book	Policy Manual
Section	February 2021 PDQ - READY FOR BOARD
Title	Copy of Preschool Program
Code	IGCG
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015

### **Preschool Program**

The preschool program is guided by curriculum, written policies and regulations of the District which are consistent with applicable statutory requirements contained in the revised code and rules adopted by the State Board of Education. Resources appropriate for children enrolled in the program include, but are not limited to:

1. staff;
2. cumulative records;
3. health and safety;
4. admission;
5. attendance and discipline;
6. selection and use of developmentally appropriate materials, equipment and resources that meet the intellectual, physical, social and emotional needs of the preschool child;
7. management of communicable diseases and
8. transportation and field trips.

**Prospective employees meeting certain criteria set forth in State law must be tested for tuberculosis.**

Legal                      OAC Chapter 3301-37  
                                  ORC 3313.646

Cross References

EB - Safety Programs

EBC - Emergency Management and Safety Plans

IICA - Field Trips and Excursions

JHC - Student Health Services and Requirements

JHF - Student Safety

JO - Student Records

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Book	Policy Manual
Section	February 2021 PDQ - READY FOR BOARD
Title	Copy of Public Participation at Board Meetings
Code	KD (Also BDDH)
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	05/12/2008

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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



Book	Policy Manual
Section	February 2021 PDQ - READY FOR BOARD
Title	Copy of Public Conduct on District Property
Code	KGB
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	07/26/2004, 10/13/2008

### 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, ~~or~~ 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 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	February 2021 PDQ - READY FOR BOARD
Title	Copy of Public Complaints About District Personnel
Code	KLD
Status	
Adopted	August 14, 2001
Last Revised	October 26, 2020
Prior Revised Dates	01/24/2005, 05/11/2015

### Public Complaints About District Personnel

The following procedures are to ensure that a citizen's complaint is given attention and that the integrity of the educational program is upheld. 'Complaint' in this policy is restricted in meaning to that criticism of a particular employee by a citizen of the District, which includes or implies a demand for action by District authorities. If the complaint is related to a claim of sexual harassment, the District's Title IX sexual harassment grievance process will be followed. Other comments and suggestions are referred to appropriate personnel.

1. If a complaint comes first to the person against whom it is directed, he/she listens and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee refers the complainant to the building principal or other immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member immediately informs his/her supervisor of the complaint.
2. If a complaint comes first to the principal or other supervisor of the person criticized, the principal or supervisor should make no commitments, admissions of guilt or threats. If the complaint involves a particular employee, the supervisor should, **when appropriate**, suggest a conference between the complainant and the employee criticized and should inform that employee immediately of the complaint. If the complainant has already met with the employee criticized and remains unsatisfied, the supervisor should invite the complainant to file the complaint in writing.
3. If a complaint comes first to any other school employee, that employee refers the complainant to the person criticized or to his/her immediate supervisor and immediately informs both.
4. No further action on the complaint should be taken unless the complainant submits the complaint in writing.
5. When a written complaint is received, the principal or other supervisor schedules a conference with the complainant, the person criticized and, if advisable, the department chairman or other personnel who, in the opinion of either the supervisor or the person criticized, could contribute to resolution of the problem.
6. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the Superintendent/designee, who may handle the complaint personally or refer it to other personnel, as he/she may see fit.
7. Should dissatisfaction remain after the above steps have been taken, the matter may be placed on the agenda for the next regularly scheduled Board meeting. The decision of the Board is communicated in writing to all interested persons.

## Legal

Education Amendments of 1972, Title IX; 20 USC 1681 et seq.

ORC 121.22

ORC 149.43

CONTRACT REF.: Teachers' Negotiated Agreement

CONTRACT REF.: Classified Staff Negotiated Agreement

## Cross References

ACAA - Sexual Harassment

BDC - Executive Sessions

BDDH (Also KD) - Public Participation at Board Meetings

GBL - Personnel Records

KL - Public Complaints

KLB - Public Complaints About the Curriculum or Instructional Materials

DRAFT



Book	Policy Manual
Section	February 2021 PDQ - READY FOR BOARD
Title	Copy of Parent/Citizen Organizations
Code	KMA
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	01/22/2007, 07/09/2013

### **Parent/Citizen Organizations**

The Board recognizes and appreciates the efforts of all organizations whose objectives are to enhance the educational, extracurricular and athletic experiences of District students.

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 authorized support organization to purchase coverage under the District's liability insurance program at 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 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 ~~no later than weekly.~~
  - 1. If more than \$1,000, monies should be deposited on the next business day after the day of receipt.
  - 2. 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.

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.

Legal

ORC 3313.17

ORC 3313.20

ORC 3313.36

ORC 3313.47

OAC 109:1-1-02

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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