



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent
Friday, March 11, 2022, Central Office

Hilliard City School District
Operations Department

COMMITTEE MEMBERS

Beth Murdoch, Board of Education
Brian Perry, Board of Education
Brian Wilson, Treasurer/CFO
Mike McDonough, Deputy Superintendent
Stacie Raterman, Communications Director
Herb Higginbotham, Director of Elementary Education
Samantha Althouse, Director of Middle Level Education

Jamie Lennox, Assistant Special Education Director
Hilary Sloat, Director of Diversity, Equity & Inclusion
Matt Middleton, Principal Hilliard Darby HS
Matthew Trombitas, Principal Hilliard Heritage MS
Erin Dooley, Principal Hilliard Station Sixth Grade
Holly Meister, Principal Scioto Darby Elementary
Stephanie Borlaza, Principal Britton Elementary

RECOMMENDATION

Second Reading
March 31, 2022

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. BBA – School Board Powers and Duties
2. BBF-E – Board Member Code of Ethics
3. BDDB – Agenda Format
4. BDDC – Agenda Preparation and Dissemination
5. IND/INDA – School Ceremonies and Observances/Patriotic Exercises
6. KJA – Distribution/Advertisement/Promotion of Any Kind of Non-School Sponsored Literature
7. KJA-R – Distribution/Advertisement/Promotion of Any Kind of Non-School Sponsored Literature

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 – March 14, 2022
 - Second reading – March 31, 2022
 - Third reading and adoption – April 11, 2022
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Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of School Board Powers and Duties
Code	BBA
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015

School Board Powers and Duties

Under the laws of the state of Ohio, the Board acts as the governing body of the public schools. Within the extent of its legal powers, the Board has responsibilities for operating the District in accordance with the desires of local citizens who elect its members.

The Board's major responsibilities are:

1. to select and employ a Superintendent/CEO;
 2. to select and employ a Treasurer/CFO;
 3. to determine and approve the annual budget and appropriations;
 4. to provide needed facilities;
 5. to provide for the funds necessary to finance the operation of the District;
 6. to consider and approve or reject the recommendations of the Superintendent/CEO in all matters of policy, appointment or dismissal of employees, salary schedules, courses of study, selection of textbooks and other matters pertaining to the operation of the District;
 7. to require reports of the Superintendent/CEO concerning the conditions, efficiency and needs of the District;
 8. to evaluate the effectiveness with which the District is achieving the educational purposes of the Board;
 9. to inform the public about the progress and needs of the District and to solicit and weigh public opinion as it affects the District
- and**
10. to adopt policies for its governance and the governance of its employees and the students of the District; **and**
 11. **follow Board Member Code of Ethics.**

Legal

ORC 3313.17
ORC 3313.18
ORC 3313.20
ORC 3313.22
ORC 3313.37
ORC 3313.375
ORC 3313.39
ORC 3313.47
ORC 3313.94
ORC 3315.07
ORC 3319.01
ORC 5705.01(A)
ORC 5705.03
ORC 5705.28

DRAFT



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Board Member Code of Ethics
Code	BBF-E
Status	

Board Member Code of Ethics

While serving as a member of my Board of Education, I accept the responsibility to improve public education. To that end I will:

- remember that my first and greatest concern must be the educational welfare of all students attending the public schools;
- **obey board policies, resolutions and administrative regulations;**
- obey the laws of Ohio and the United States;
- respect the confidentiality of privileged information;
- recognize that as an individual Board member I have no authority to speak or act for the Board;
- work with other members to establish effective Board policies;
- delegate authority for the administration of the schools to the Superintendent and staff;
- encourage ongoing communications among Board members, the Board, students, staff and the community;
- render all decisions based on the available facts and my independent judgment rather than succumbing to the influence of individuals or special interest groups;
- make efforts to attend all Board meetings;
- become informed concerning the issues to be considered at each meeting;
- improve my boardmanship by studying educational issues and by participating in in-service programs;
- support the employment of staff members based on qualifications and not as a result of influence;
- cooperate with other Board members and administrators to establish a system of regular and impartial evaluations of all staff;
- avoid conflicts of interest or the appearance thereof;
- refrain from using my Board position for benefit of myself, family members or business associates and
- express my personal opinions, but, once the Board has acted, accept the will of the majority.

NOTE: This Code of Ethics has been adopted by the Ohio School Boards Association Delegate Assembly on November 11, 1991 and remains unchanged.



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Agenda Format
Code	BDDB
Status	
Adopted	August 14, 2001
Last Revised	February 10, 2020
Prior Revised Dates	01/12/2009, 05/11/2015

Agenda Format

The agenda format is developed by the Superintendent and the Board in order to give direction to the Board meetings.

The tentative agenda, along with related materials and minutes of the previous meeting, is distributed to each member at least **48 hours two business days** prior to the Board meeting. The particular order of agenda items may vary from meeting to meeting in keeping with the business at hand.

The agenda is adopted or modified by a majority vote of those members present. Once the agenda is approved, it requires a two-thirds vote of the Board members present to make additional modifications.

Consent Agenda

In order to use time within the Board meetings more efficiently, the Board may use a consent agenda, whenever appropriate. Items placed on the consent agenda are routine in nature and noncontroversial.

When the consent agenda is presented to the Board for action, the Board President provides the opportunity for any member of the Board to request a discussion or removal of any items on the agenda. Items removed are placed on the regular agenda or postponed. Remaining items on the consent agenda are then voted on by a single motion.

Cross References	BDDC - Agenda Preparation and Dissemination BDDH (Also KD) - Public Participation at Board Meetings
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Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Agenda Preparation and Dissemination
Code	BDDC
Status	
Adopted	August 14, 2001
Last Revised	February 10, 2020
Prior Revised Dates	05/11/2015, 05/13/2019

Agenda Preparation and Dissemination

The Superintendent/designee, in consultation with the President of the Board, arranges the order of items on meeting agendas so that the Board can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

Items of business may be suggested by a Board member, staff member or citizen of the District. The agenda may allow suitable time for the remarks of the public who wish to speak briefly before the Board.

The Board follows the order of business established by the agenda, except as it may vote to rearrange the order for the convenience of visitors or other individuals appearing before the Board or to expedite Board business. Prior to adopting the agenda, an item of business that is not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider the item. Once the agenda is approved, a two-thirds vote of the Board is required to make additional modifications. The Board should not revise Board policies, or adopt new ones, unless such action has been scheduled.

The agenda, together with supporting materials, is distributed to Board members at least **one two** business days prior to the Board meeting to permit them to give items of business careful consideration. The agenda and supporting documents, with the exception of any documents concerning matters to be considered in executive session, documents which reveal student travel plans, and any other document the Superintendent identifies, are also made available to the press, representatives of the community, staff groups and others by posting on the website one business day prior to the Board meeting.

Cross References	BDDB - Agenda Format
	BDDH (Also KD) - Public Participation at Board Meetings



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of School Ceremonies and Observances/Patriotic Exercises
Code	IND / INDA
Status	
Adopted	August 14, 2001
Last Revised	October 26, 2020
Prior Revised Dates	10/11/2005, 12/14/2009, 05/11/2015

School Ceremonies and Observances/Patriotic Exercises

The Board believes that special recognition should be given to national holidays. The building principal/designee may encourage a discreet observance of these holidays which have become a part of the American heritage. These observances may, in some instances, be in the form of a school assembly while in other instances they are a part of the classroom work.

The Board directs the administration to develop specific activities within each building to convey the meaning and significance of Veterans Day. The observance must be at least one hour long, except in buildings that schedule class periods of less than an hour. In those buildings, the observance must be at least one standard class period in length.

Religious Holidays and Observances

The following guidelines govern the observance of, and teaching about, religious holidays in the schools.

1. The public schools must be neutral in matters of religion. The schools must show no preference for one religion over another. They must refrain from the promotion of any religion or all religions; consequently, no religious celebrations may be conducted by the public schools.

"Religious celebration" is defined as:

- A. a formal observance, including worship or religious services of any kind, whether or not conducted by a member of the clergy. Religious observances cannot be justified by the fact that the majority of students or individuals in a given community happen to approve of the practice or by the fact that individual students may absent themselves upon parental request;
 - B. the display of religious objects or symbols, except those that are integral parts of a short-term study in the curriculum, such as art, history, etc., or
 - C. the presentation of religious music, except to the extent that such music is presented for its musical rather than its religious content. Songs or music programs which have significance for a particular religion should not be sung or performed in the school during the period which coincides with the community celebration of the events portrayed in the music. Festive songs that cannot be associated with a religious celebration are permitted.
2. A program or observance related to a religious holiday in theme or timing should be evaluated as to its purpose and effect. If either the purpose or the effect is judged to be religious rather than secular, the activity should not be undertaken.
 3. The school should avoid any activity, display or exhibit that promotes or gives its approval to religious matters.

Patriotic Exercises

The Board does not require the daily recitation of the Pledge of Allegiance. However, the Board encourages reciting of the pledge on a regular basis as determined by the classroom teacher or building principal. The school should start each day with the Pledge of Allegiance, and every classroom should have the American Flag. The District is prohibited from preventing a teacher from having students recite the Pledge of Allegiance in the teacher's classroom.

In addition, District administrators, staff and students are prohibited from altering the wording of the Pledge of Allegiance.

The Board recognizes that beliefs of some persons prohibit participation in the pledge, the salute to the United States flag or other opening exercises. Therefore, such persons are excused from participation.

The Board prohibits the intimidation of any student **or staff** by other students or staff aimed at coercing participation in reciting the pledge.

Constitution Day

On September 17 of each year, the District may participate in the celebration of Constitution Day by reciting the Preamble of the Constitution at 2:00 p.m. EST. When the 17th falls on a weekend, the day of celebration will be announced.

Legal

U.S. Constitution Amend. I, Establishment Cl.

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

ORC 5.23

ORC 3313.601

ORC 3313.602

ORC 3313.63

ORC 3313.80

ORC 3320.01

ORC 3320.02

ORC 3320.03

OAC 3301-35-04

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Book	Policy Manual
Section	Section K: School-Community Relations
Title	Copy of Distribution/Advertisement/Promotion of Any Kind of Non-School-Sponsored Literature
Code	KJA
Status	
Adopted	August 14, 2001
Last Revised	October 26, 2020
Prior Revised Dates	09/23/2002, 09/22/2014, 05/11/2015, 08/08/2016, 02/10/2020

**Distribution/Advertisement
Promotion of Any Kind of Non-School-Sponsored Literature**

This policy governs distribution/advertisement/promotion of any kind of non-school-sponsored literature (including publications, leaflets, handbills or other printed or electronic material) on District property, at school-sponsored functions or electronically, including material that will be taken home by students. The District is not a public forum and individuals or entities are not granted access to District property for the purpose of indiscriminate dissemination of information. Accordingly, except as otherwise provided in this policy, persons desiring the distribution/advertisement/promotion of any kind of literature on District property, at school-sponsored functions or electronically, including material to be sent home with students must obtain prior approval for distribution/advertisement/promotion of any kind in compliance with the procedures and guidelines established by this policy.

Literature must comply with the following guidelines in order to be approved for distribution/advertisement/promotion of any kind.

1. The literature must not appear to bear the authority of the school.
2. The literature must contain the name of the sponsoring entity; the names of editors and publishers, if any; and the specific authority of each article, letter, story or other writing.
3. Except as otherwise provided in this policy, literature which promotes the products, activities or services of any non-school entity must not be 'primarily' commercial in nature and must prominently display the following statement: 'The opinions, products, activities and/or services of this organization are neither sponsored nor endorsed by the District.' All other standard distribution/advertisement/promotion of any kind guidelines will apply. Purchase of advertising space is governed by Advertising Policy, file KJ.
4. A cover letter should indicate the grade levels and buildings and date (based on the District distribution list) requested for distribution/advertisement/promotion of any kind.
5. The literature must be appropriate for the age and maturity level of the intended recipients and distribution/advertisement/promotion of any kind of the literature must not be inconsistent with or interfere with the educational mission of the District. Examples of the kinds of literature that will not be approved pursuant to this guideline include the following:
 - A. literature that is defamatory, invasive of privacy or an infringement of copyright;
 - B. literature that is vulgar, indecent, plainly offensive or obscene to a minor;
 - C. literature that incites students to engage in or otherwise promotes illegal conduct or conduct that violates the student code of conduct, including the use of substances that are prohibited to minors (such as tobacco, alcohol and drugs);
 - D. literature inconsistent with an environment of civility and decency and/or that violates the District's policy prohibiting ethnic intimidation;

E. to avoid conflict with church and state, no literature promoting or sponsored by a religious organization and

F. literature that violates any other policy of the District.

6. Literature that concerns sexual or reproductive issues, whether or not it has any explicit content (including, for example, issues relating to birth control and abortion, whether from a pro-choice or a pro-life perspective), shall not be approved for distribution/advertisement/promotion of any kind.

7. Literature that promotes or opposes any political figure, candidate or issue, including ballot issues of any kind, shall not be approved for distribution/advertisement/ promotion. Exceptions may be granted by the Board **via resolution or as listed in #8** for issues that directly affect Hilliard City Schools including, but not limited to, District levies and bond issues. **These exceptions must have Board resolution.**

Literature includes, but not limited to, a notice, placard, advertisement and written/printed material of any nature.

8. In district facilities designated as a polling place by the Franklin County Board of Elections (Board of Elections), the area being used as the polling place is subject to all Board of Election rules and regulations on the day of the election. A polling place, as defined by Ohio Revised Code 3501.01, means that place provided for each precinct at which the electors having a voting residence in such precinct may vote. **When a district facility is designated as a polling place, campaign candidates/designees/supporters are permitted to distribute literature. Campaign candidates/designees/supporters must remain at least 100 feet from the entrances to the entry doors. Campaign candidates/designees/supporters must also, within 12 hours of the polls closing, pick up items they pass out that end up on the ground.** All District property outside of the polling place is governed by the policies of the Hilliard City School Board of Education.

Legal

- U.S. Constitution Amend. I
- ORC 3313.20
- ORC 3313.47
- ORC 3313.66
- ORC 3313.661
- ORC 3320.01
- ORC 3320.02
- ORC 3320.03

Cross References

- EDE - Computer/Online Services
- IGDB - Student Publications
- IIBH - District Website Publishing
- KJ - Advertising in the Schools



Book	Policy Manual
Section	Section K: School-Community Relations
Title	Copy of Distribution/Advertisement/Promotion of Any Kind of Non-School-Sponsored Literature
Code	KJA-R
Status	draft
Adopted	August 14, 2001
Last Revised	February 10, 2020
Prior Revised Dates	09/23/2002, 05/11/2015

**Distribution/Advertisement
Promotion of Any Kind of Non-School-Sponsored Literature**

Approval Procedure

When prior approval for distribution/advertisement/promotion of any kind of non-school-sponsored literature is required, individuals seeking such approval must follow these procedures.

1. A person seeking approval for distribution/advertisement/promotion of any kind of literature must submit a copy of the literature, together with a description of the proposed recipients, to the Superintendent/designee for review. The Superintendent/designee shall review the literature in light of the guidelines established in this policy. The person requesting approval shall be informed of the Superintendent's/designee's decision. Request for approval is allowed once per semester.
2. If approval for distribution/advertisement/promotion of any kind is denied, the person requesting approval may appeal to the Superintendent/designee. The appeal shall be in writing and shall state the reasons why the appellant believes the denial of approval was incorrect. The Superintendent/ designee shall receive such information as is presented to him/her by the appellant and may conduct such investigation as he/she deems necessary to be apprised of the facts. The Superintendent/designee shall render his/her decision in writing.

Method of Distribution/Advertisement/Promotion of Any Kind

1. The method of distribution/advertisement/promotion of any kind process is available online.
2. No recipient may be charged a fee to receive any literature.
3. Literature may not be distributed/advertised/promoted in a manner that violates any other policy of the District.
4. No literature shall be placed on the windshields of cars parked on District property. Most ordinarily, literature will be distributed/advertised/promoted hand-to-hand.
5. If someone is distributing/advertising/promoting in any way literature in violation of these policies, the individual(s) will be asked to immediately stop distribution/advertisement/promotion. If the individual refuses, authorities will be notified, and legal action may be taken.

Exception

This policy does not apply to the distribution/advertising/promotion of any kind of literature by non-school-sponsored groups during those non-school times when such groups have permission to use school premises.