



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

Third Reading & Adoption
April 11, 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 (*as revised at 2nd reading*)
3. BDDB – Agenda Format
4. BDDC – Agenda Preparation and Dissemination
5. IND/INDA – School Ceremonies and Observances/Patriotic Exercises (*as revised at 2nd reading*)

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;
10. to adopt policies for its governance and the governance of its employees and the students of the District;
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;**
- 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
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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 **to the flag as part of the school program. The time and manner of which shall be determined by the Superintendent. However, the Board encourages reciting of the pledge on a regular basis as determined by the classroom teacher or building principal. Every classroom shall display the American flag.** The District is prohibited from preventing a teacher from having students recite the Pledge of Allegiance **to the flag** in the teacher's classroom.

In addition, District administrators, staff and students All individuals 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 individual** by other **individuals 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