



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
Friday, December 9, 2022, Central Office

Hilliard City School District  
Operations Department

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### COMMITTEE MEMBERS

Beth Murdoch, Board of Education  
Brian Perry, Board of Education  
Brian Wilson, Treasurer/CFO  
Mike McDonough, Deputy Superintendent  
Jill Abraham, Assistant Superintendent  
Stacie Raterman, Communications Director  
Herb Higginbotham, Director of Elementary Education  
Jacob Grantier, Director of Middle Level Education

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

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# RECOMMENDATION

**Third Reading & Adoption**  
**February 13, 2023**

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. BF – Board Policy Development and Adoption
2. JFE – Pregnant Students
3. KKA – Recruiters in the Schools
4. 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 – January 9, 2023
  - Second reading – January 23, 2023
  - Third reading and adoption – February 13, 2023
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Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Board Policy Development and Adoption
Code	BF
Status	
Adopted	August 14, 2001
Last Revised	August 8, 2022
Prior Revised Dates	07/12/2005, 05/11/2015

### Board Policy Development and Adoption

The formulation and adoption of written policies constitute the basic method by which the Board exercises its leadership in the operation of the District. The study and evaluation of reports concerning the execution of its written policies constitute the basic method by which the Board exercises its control over District operations.

The formal adoption of policies is recorded in the minutes of the Board. Only those written statements so adopted and recorded are regarded as official Board policy.

Proposals regarding Board policies and operations may originate at any of several sources, including students, parents, community residents, employees, Board members, the Superintendent, the policy service provider, consultants, or civic groups. Regardless of where the proposal originated, the Superintendent/designee shall share the proposal with all Board members.

All proposed new policies, revisions of current policies or additions to current policies shall be reviewed by the Policy Review Committee prior to being presented to the Board for adoption unless there is an emergency as described herein. The Policy Review Committee shall be composed of two Board members, representation of building and District level administrators and other **staff members** as appointed by the Board President or the Superintendent/designee.

The agenda for the Policy Review Committee will be set by the Superintendent/designee in consultation with the Board members on the Policy Review Committee. A proposal will automatically be placed on the agenda at the written request of any two Board members or when the proposal has been made by the Board's policy service provider.

The Policy Review Committee will review and discuss all proposals placed on the agenda and will make recommendations to the Board to accept, modify or reject proposals made. The Committee's recommendations will be made by consensus. If consensus cannot be reached, any differing recommendations will be recorded in the Committee's minutes. The Superintendent/designee will provide the minutes to all Board members. After considering the work of the Committee, the Superintendent, in consultation with the Board President, will determine what policies will be placed on the Board agenda per Board policy BDDC. Final action on proposals, whatever their sources, is by the Board in accordance with this policy.

Two readings at two separate meetings shall normally be required before a new policy or a policy amendment can be adopted. Action to adopt will take place at a subsequent or third meeting of the Board. The Board does have the option, however, of voting for adoption at the second meeting.

**All policy proposals that come before the Board for a third reading, or that come before the Board for a second reading if the Board intends to vote for adoption at a second reading, shall be included in full with the publicly released agenda. Once the agenda including the full policy language has been released, the Board may not move to amend the language prior to a vote, except to correct spelling or grammatical errors, or to add a citation. If the Board wishes to amend proposed policy language that would change the substance,**

**source or effect of the policy, it may do so if properly moved, seconded and adopted by a majority of the Board. However, the policy vote must then be tabled to a subsequent meeting.**

Unless otherwise specified, a new policy or policy amendment shall be effective upon the date of adoption by the Board and shall supersede all previous policies in that area. Unless otherwise specified, the repeal of a policy shall be effective on the date the Board takes such action.

When the superintendent determines there is an emergency, policies may be adopted or amended at a single meeting of the Board without review by the Policy Review Committee. An emergency shall be defined for the purposes of this policy as any situation or set of circumstances which the Superintendent has reason to believe that the education or operations of the District will be substantially disrupted or the safety or welfare of the students, employees or school community will be jeopardized.

Legal                      ORC 3313.20

Cross References      AD - Development of Philosophy of Education  
                              BDDG - Minutes  
                              BFCA (Also CHB) - Board Review of Regulations  
                              BFD - Policy Dissemination  
                              BFE (Also CHD) - Administration in Policy Absence  
                              BFF - Suspension of Policies  
                              BFG - Policy Review and Evaluation  
                              CH - Policy Implementation

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Book	Policy Manual
Section	Section J: Student
Title	Copy of Pregnant Students
Code	JFE
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	04/28/2014

### ~~Pregnant Students~~ Pregnant Students and Related Conditions

**The District does not discriminate against or exclude any student from school programs or activities on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom (herein after referred to as "pregnancy" or "pregnant"). The District affirms the right of such students to continue participation in the education programs and activities of the District including extracurricular activities.**

**Efforts are made to ensure that the educational program of the student is disrupted as little as possible. Students under the age of 18 are still subject to compulsory education requirements. Students 18 or older are encouraged to return to school after pregnancy and complete requirements for graduation.**

**The District works with students to determine the educational options available for students if alternate educational methods are needed. If the District provides an alternate program for pregnant students, participation in such program is voluntary based on an individual student's request. Such programs are comparable to programs offered to non-pregnant students.**

**The District will not require a pregnant student to obtain a physician's certification that the student is physically and emotionally able to continue participation in programs of the District unless such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.**

**The District treats pregnancy in the same manner as other temporary disabilities, including but not limited to policies for absences and grading.**

~~The Board affirms the right of a pregnant student to continue her participation in the educational program.~~

~~As soon as the pregnancy is medically confirmed, the Board recommends that the student consult with a member of the student personnel staff or the principal to plan her educational program.~~

~~With the assistance of staff, the student may elect any of the following educational plans or suggest alternatives.~~

- ~~1. She may remain in her present school program, with modifications as necessary, until the birth of her baby is imminent or until her physician states that continued participation would be detrimental to her health or that of the baby.~~
- ~~2. When information has been obtained from the student's physician indicating that the student is unable to attend school, alternate educational experiences will be made available at school expense until her physician states that she is physically able to return to school.~~

~~Efforts are made to ensure that the educational program of the student is disrupted as little as possible and that she receives health and counseling services, as well as instruction. Students under the age of 18 are still subject to compulsory education requirements. Students 18 or older are encouraged to return to school after delivery and complete requirements for graduation.~~

## Legal

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

ORC 3321.01

ORC 3321.04

## Cross References

JB - Equal Educational Opportunities

JEA - Compulsory Attendance Ages

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Book	Policy Manual
Section	Section K: School-Community Relations
Title	Copy of Recruiters in the Schools
Code	KKA
Status	
Adopted	November 11, 2003
Last Revised	October 8, 2018
Prior Revised Dates	05/11/2015

### Recruiters in the Schools

**The Board will not impose any restriction on the presentation of career information to students that is not uniformly imposed on representatives of the armed forces, skilled trades, institutions of higher education, career-technical education providers, business, industry, charitable institutions, and other employers or prohibit the presentation of information or recruitment of students by those representatives for employment, employment training, or education on the District's campus. The Board provides equal access to any of the District's employment or placement services to all of the entities described in this policy.**

~~All recruiters, military, nonmilitary, commercial, charitable and educational, are treated uniformly in the conduct of on-campus student recruitment.~~ Scheduling of recruiting visits to the District is announced to the student body in advance. The District provides at least two opportunities per school year for recruiters to present information in person to all students in grades nine through 12, individually or in a group setting.

All group meetings are to be scheduled through the principal's office or designee. Classroom teachers who schedule recruiters as a career awareness activity should coordinate these activities through the appropriate building administrator.

~~In order to maintain the privacy of its students, the Board prohibits the disclosure of any student list to any commercial organization which intends to use the list for commercial purposes. "Student list" is defined as Board-approved directory information. "Commercial organization" is defined as any entity which is a for-profit organization. "Commercial purpose" is defined as any activity which is an attempt to solicit business for profit. The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization.~~

**Names, addresses, school email addresses and telephone listings of secondary school students must be released to a recruiting officer of the armed forces unless a parent or student (age 18 or older) submits a written request not to release the information. The District notifies parents and students (age 18 or older) of their right to submit a written request not to release such information.**

All recruiters are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

## Legal

Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Family Educational Rights and Privacy Act; 20 USC 1232g  
National Defense Authorization Act: 10 USC 503: (P.L. No. 107)  
ORC 149.41  
ORC 149.43  
ORC 1347.01 et seq.  
ORC 3313.471  
ORC 3317.031  
ORC 3319.32  
ORC 3319.321  
ORC 3319.33  
ORC 3321.12  
ORC 3321.13  
ORC 3331.13

## Cross References

JO - Student Records  
JOA - Student Surveys  
KBA - Public's Right to Know

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

### **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
    - i. If more than \$1,000, monies should be deposited on the next business day after the day of receipt.
    - ii. If less than \$1,000 monies should be deposited no more than three business days after the day of receipt.
  - B. The organization shall have a written guideline indicating which officers are authorized to draw checks and that a monthly accounting to the Treasurer is required for any officer drawing checks for the organization.
  - C. The organization shall prepare a monthly financial statement that is in balance with the bank. A copy of the reconciled bank statement and the financial report indicating that the organization is in balance must be provided to the officers of the organization on a monthly basis.
  - D. **The organization will develop a records retention schedule, at a minimum for all financial records, that will maintain these records for at least five years. This will include a copy of IRS filings, State Attorney General filings, and monthly financial statements.**
5. On or before December 1st, the Treasurer/designee shall approve and notify each District-support organization that meets all the above criteria. Any District-support organization, which fails to comply with all requirements as stated herein will have their Board support rescinded.

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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