



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent
Thursday, December 7, 2023, Central Office

Hilliard City School District
Operations Department

COMMITTEE MEMBERS

Nadia Long, Board of Education
Kara Crowley, Board of Education
Melissa Swearingen, 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, Special Education Director
Hilary Sloat, Director of Diversity, Equity & Inclusion
Matt Middleton, Principal Hilliard Darby HS
Katherine Hueter, Principal Hilliard Weaver MS
Matt Trombitas, Asst Principal Hilliard Station Sixth Grade
Kevin Landon, Principal Avery Elementary
Monica Campana, Principal Washington Elementary
Angie Rader, HEA Representative

RECOMMENDATION

Third Reading & Adoption
February 12, 2024

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. BBFA – Board Member Conflict of Interest
2. DJB – Petty Cash Accounts
3. DM – Deposit of Public Funds (Cash Collection Points)
4. EBCD – Emergency Closings
5. EEAC – School Bus Safety Program
6. EF/EFB – Food Services Management/Free and Reduced-Price Food Services
7. GBG – Staff Participation in Political Activities
8. GBI – Staff Gifts and Solicitations
9. GCB-1 – Professional and Certificated Staff Contracts and Compensation Plans (Teachers)
10. GCE – Part-Time and Substitute Professional and Certificated Staff Employment
11. GCPD – Suspension and Termination of Professional and Certificated Staff Members
12. IGBEA – Reading Skills Assessments and Interventions (Third Grade Reading Guarantee)
13. IGBEA-R – Reading Skills Assessments and Interventions (Third Grade Reading Guarantee)
14. IGCF – Home Education
15. IGCF-R – Home Education
16. IGD – Cocurricular and Extracurricular Activities
17. IGDJ – Interscholastic Athletics
18. IGDK – Interscholastic Extracurricular Eligibility (Grades 7-12)
19. IIA – Instructional Materials
20. IKE – Promotion and Retention of Students
21. IL – Student Assessment
22. JEA – Compulsory Attendance Ages
23. JEC – School Admission
24. JECBC – Admission of Students from State-Chartered, Non-Chartered or Home Education
25. JECBD – Intradistrict Open Enrollment
26. JECE – Student Withdrawal from School (Loss of Driving Privileges)
27. JEDA – Truancy
28. JEG – Exclusions and Exemptions from School Attendance
29. JHCCB – Tuberculosis Control Policy
30. JHCD – Administering Medicines to Students
31. JN – Student Fees, Fines and Charges
32. KI – Public Solicitations in the Schools
33. KJA – Distribution/Advertisement/Promotions of Any Kind of Non-School-Sponsored Literature

Revision Notes:

- Language with a line drawn through it is language to be removed.
- Language in **bold-type** is language to be added.

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

- First reading – January 8, 2024
- Second reading – January 22, 2024
- Third reading and adoption – February 12, 2024



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Board Member Conflict of Interest
Code	BBFA
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	10/13/2008

Board Member Conflict of Interest

The Board and individual members follow the letter and spirit of the **Ohio ethics law and other** laws regarding conflicts of interest.

A Board member will not have any direct or indirect economic interest in a contract with the District, **including being an employee of a private company or nonprofit organization that has a contract with the District.** ~~will not furnish for remuneration any labor, equipment or supplies to the District; nor be employed by the Board in any capacity for compensation.~~

This restriction does not apply to a Board member who is a shareholder in a corporation, does not own more than five percent of the corporation's stock and is not an officer or director of the corporation. Before the District and corporation enter into a contract, the Board member must file an affidavit with the District's Treasurer stating his/her exact status and connection with the corporation.

A Board member also is not prohibited from having a pecuniary interest in a contract with the District if all these factors apply:

- 1. The Board member's pecuniary interest in the contract is that the member is employed by a political subdivision, instrumentality, or agency of the state or a private institution of higher education that is contracting with the Board.**
- 2. The Board member does not participate in any discussion or debate regarding the contract or vote on the contract.**
- 3. The Board member files an affidavit with the school District Treasurer stating his/her exact employment status with the political subdivision, instrumentality, or agency or private institution of higher education, contracting with the Board.**

A Board member will not sell any labor, equipment or supplies to the District and will not be employed by the Board in any capacity for compensation. A Board member is not prohibited from serving as a volunteer with the District provided he/she receives no compensation from the District. A Board member serving as a volunteer will be prohibited from participating in matters before the Board that affect officials and employees of the District department with which he/she volunteers.

~~A Board member may have a private interest in a contract with the Board if all of the following apply:~~

1. ~~the subject of the public contract is necessary supplies or services for the District;~~
2. ~~the supplies or services are unobtainable elsewhere for the same or lower cost, or are being furnished to the District as part of a continuing course of dealing established prior to the Board member's becoming associated with the school district;~~
3. ~~the treatment accorded the District is either preferential to or the same as that accorded other customers or clients in similar transactions and~~
4. ~~the entire transaction is conducted at arm's length, with full knowledge by the Board of the interest of the Board member, member of his/her family, or his/her business associate, and the Board member takes no part in the deliberations or decision with respect to the public contract.~~

The law specifically forbids:

1. ~~the~~ **a** prosecuting attorney, ~~or a city attorney~~ **or person serving in a similar capacity** from serving on a board;
2. a member from serving as the school dentist, physician or nurse;
3. ~~a member from being employed for compensation by a board;~~
4. ~~a member from having, directly or indirectly, any economic interest in any contract with a board;~~
5. a member from voting on a contract to employ a person as a teacher or instructor if he/she is related to that person as father, mother, brother or sister;
6. a member from authorizing, or employing the authority or influence of his/her office to secure authorization of, any public contract **including a contract for employment,** in which he/she, a member of his/her family or his/her business associates have an interest;
7. a member from having an interest in the profits or benefits of a public contract entered into by, or for the use of, the District and
8. a member from occupying any position of profit during his/her term of office or within one year thereafter in the prosecution of a public contract authorized by him/her or a board of which he/she was a member at the time of authorization of that contract.

Legal

[ORC 102.03](#)
[ORC 2921.02\(B\)](#)
[ORC 2921.42](#)
[ORC 2921.43](#)
[ORC 3313.13](#)
[ORC 3313.33](#)
[ORC 3313.70](#)
[ORC 3319.21](#)
[ORC 4117.20](#)

Cross References

[BBBA - Board Member Qualifications](#)
[BBF - Board Member Code of Ethics](#)



Book	Policy Manual
Section	Section D: Fiscal Management
Title	Copy of Petty Cash Accounts
Code	DJB
Status	
Adopted	August 14, 2001
Last Revised	July 8, 2015
Prior Revised Dates	05/11/2015

Petty Cash Accounts

The Board directs the Treasurer to create petty cash accounts ~~allowing certain employees to make small purchases.~~ **when necessary for District operations. Money may be drawn from accounts by check.** The Treasurer designates who can use the accounts, the amount of money that may be placed in the accounts as well as the procedures and requirements for ~~reimbursing purchases as well as~~ replenishing the accounts.

Account access is limited to only those individuals who have a job-related need to use these accounts. Any person using the accounts must complete all required documentation.

The Treasurer establishes the amount of money to be placed in the accounts. The Treasurer's approval is needed to replenish the accounts. No major or routine purchases may be made from the accounts.

Any ~~employee~~ **individual with access to the petty cash account** who ignores procedures **and does not take prudent measures to ensure that proper security is maintained,** may be held personally liable for losses.

Legal

[ORC 9.22](#)
[ORC 9.38](#)
[ORC 3313.291](#)
[ORC 3313.31](#)
[ORC 3313.51](#)

Cross References

[DM - Deposit of Public Funds \(Cash Collection Points\)](#)



Book	Policy Manual
Section	Section D: Fiscal Management
Title	Copy of Deposit of Public Funds (Cash Collection Points)
Code	DM
Status	
Adopted	August 14, 2001
Last Revised	February 8, 2021
Prior Revised Dates	05/11/2015

Deposit of Public Funds (Cash Collection Points)

State law requires a proper receipting and depositing of all public monies. Therefore, all monies collected are receipted, accounted for and deposited in accordance with State law and all District policies and procedures.

The Board directs the Treasurer to develop, distribute and implement procedures for cash collection points in the District. Currently identified cash collection points include admission fees to athletic events, lunchroom sales, classroom fees, student activities/fundraisers, **concession sales** and miscellaneous money received by the Treasurer's Office.

In developing the procedures, the Treasurer must consider the following:

1. Segregation of duties for receipting, depositing, recording and reporting of cash.
2. Required documentation for cash drawer withdrawals and deposits and reconciliations, including documentation of cash shortages or overages and procedures for denomination exchanges. Cash drawers are only used for collecting sales receipts; no purchases or expenses may be paid from cash drawers.
3. Separate bank deposits for start-up cash withdrawals ensuring the start-up cash is kept separate from other receipts.
4. Ticket sale collection requirements including but not limited to documentation of various prices and an complimentary admission procedures and reconciliation of unsold tickets.
5. Compliance with audit requirements, including but not limited to, compliance with the Uniform School Account System requirements.

Individuals receiving money at cash collection points are responsible for reviewing and complying with all procedures for cash collection points and are responsible for the safekeeping of money until the money is deposited.

If the money collected:

1. exceeds \$1,000, it must be deposited on the next business day after the day of receipt or

2. does not exceed \$1,000, it must be deposited no more than three business days following the day of receipt.

The Treasurer has established provisions for the safeguarding of cash until it can be deposited with the Treasurer and/or bank, including provisions for making bank deposits after regular banking hours. Money should be secured in a locked desk, file cabinet, safe or other secure room on school property until it can be deposited.

Cash Acceptance at School Events

In accordance with State law, the District provides for cash payment options for tickets to school-affiliated events including an athletic event, play, musical, or other school-related event or activity that the District conducts, sponsors, or participates in and for which the District charges admission to attend. These requirements do not apply to any event or activity conducted in a public facility leased by a professional sports team or a privately owned facility. If the District does not accept cash payment from an individual who wishes to purchase a ticket using cash, the District must provide a free ticket if there are still tickets available and the individual demonstrates that they have the cash to pay for the full cost of the ticket.

If concession sales are offered during the event, at least one location (including one on each floor if sold on multiple floors) accepts cash payments.

Legal

[ORC 9.38](#)

[ORC 3313.291](#)

Cross References

[DH - Bonded Employees and Officers](#)

[DJB - Petty Cash Accounts](#)

[EF / EFB - Food Services Management/Free and Reduced-Price Food Services](#)

[IGDG - Student Activities Funds Management](#)

[KMA - Parent/Citizen Organizations](#)

DRAFT



Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Emergency Closings
Code	EBCD
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	12/14/2009, 07/07/2011, 10/08/2012, 04/22/2013, 04/28/2014

Emergency Closings

The Transportation Coordinator, in cooperation with the Director of Business, shall determine road conditions and make a recommendation to the Superintendent.

The Superintendent/CEO or designee may close the schools, dismiss students early or delay the opening of schools in the event of hazardous weather, other emergencies that threaten the safety or health of students or staff members, law enforcement emergencies or other circumstances where the Superintendent/CEO determines a closure, dismissal or delay is necessary. It is understood that the Superintendent/CEO takes such action only after consultation with transportation and other necessary authorities.

In case of impassable side roads, bus drivers shall be instructed to pick up students where the road conditions will not endanger lives and property. Bus drivers shall be given the authority to determine which stops must be avoided for the safety of the bus and passengers. Students not transported due to impassable roads will be considered in school and given ample opportunity to make up any schoolwork missed.

There may be times when it is necessary to dismiss school during the day because of some emergency. Parents shall be urged to make arrangements with a neighbor or friend so that the child will have a place to go if the parents are not home.

~~The District may choose to make up a maximum of three days via online lessons and/or alternate make up plan.~~

The Board adopts a plan to make up a maximum of the number of hours equivalent to three days of instruction for closures due to disease epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to school's operation, damage to a school building or other temporary circumstances due to utility failures rendering the school building unfit for school use. This provision does not apply for schools operating blended or online learning programs.

CROSS REFS.: Student Handbook

Legal

[ORC 3313.48](#)

[ORC 3313.482](#)

[ORC 3313.642](#)

CONTRACT REF.: Teachers' Negotiated Agreement

CONTRACT REF.: Classified Staff Negotiated Agreement

Cross References

[EBC - Emergency Management and Safety Plans](#)

[IC/ICA - School Year/School Calendar](#)

DRAFT



Book	Policy Manual
Section	Section E: Support Services
Title	Copy of School Bus Safety Program
Code	EEAC
Status	
Adopted	August 14, 2001
Last Revised	February 8, 2016
Prior Revised Dates	04/12/2005, 05/12/2008, 02/10/2014, 05/11/2015

School Bus Safety Program

The primary consideration in all matters pertaining to transportation is the safety and welfare of student riders. Safety precautions shall include the following.

1. The transportation program meets all state requirements regarding the testing and approval of bus drivers, standards for buses and safe speeds.
2. Drivers of Board owned, leased, contracted or operated vehicles other than school buses have met state training qualifications and the vehicles have been equipped for safety and signage according to State law.
3. Special considerations may be set for students if terrain, age of student, traffic, lack of sidewalk or student's health has a bearing on the student's safety.
4. Bus stops are limited, where feasible, so that students from several homes can meet safely at a central point for group pickup/drop-off. Pupils in grades kindergarten through eight may be required to walk up to one-half mile to a designated bus stop. Students in grade nine through 12, if offered transportation, may have to walk farther to a designated pickup point.
5. Emergency evacuation drills, observed by at least one staff person other than the driver assigned to the route, are conducted annually to thoroughly acquaint student riders with procedures in emergency conditions.
6. All vehicles used to transport students are maintained in such condition as to provide safe and efficient transportation service with a minimum of delay and disruption of service due to mechanical or equipment failure.
7. Students in preschool through third grade are given instruction on school bus safety and behavior within the first two weeks of the school year. Regularly transported students in grade four through 12 are instructed in safety procedures in accordance with State law.
8. Passengers participating in non-routine use of school buses will receive safety instructions at the beginning of the bus trip.

[ORC 4511.75](#)

[ORC 4511.76](#)

[ORC 4511.761](#)

[ORC 4511.762 through 4511.78](#)

[OAC 3301-51-10](#)

[OAC Chapter 3301-83](#)

Cross References

[EB - Safety Programs](#)

[EEA - Student Transportation Services](#)

[EEAD - Non-Routine Use of School Buses](#)

[GBQ - Criminal Records Check](#)

[IICA - Field Trips and Excursions](#)

DRAFT



Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Food Services Management/Free and Reduced-Price Food Services
Code	EF / EFB
Status	
Adopted	August 14, 2001
Last Revised	August 9, 2021
Prior Revised Dates	09/23/2002, 08/14/2006, 06/28/2010, 05/11/2015, 08/08/2016, 07/05/2017

Food Services Management/Free and Reduced-Price Food Services

The Board operates a food services program in its schools. Food preparation is centralized for elementary, intermediate and secondary schools when appropriate.

Food services include breakfasts and lunches in all schools through participation in the National Child Nutrition Programs. The food services supervisor reviews and recommends to the Board the types of foods to be sold.

The food services staff cooperates with the principals of the schools in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria rests with the building principal.

All prices set for school breakfasts, lunches and milk are subject to Board approval, except for a la carte food prices. The food services supervisor sets these prices without Board approval.

As required for participation in the National Child Nutrition Programs **and in compliance with State law**, the Board agrees that:

1. breakfast and a "Type A" lunch are made available to students, provided at least one- fifth of the students are eligible under Federal law for free meals;
2. students who qualify **for free or reduced-price meals** receive free ~~or reduced-price~~ meals;
3. all meals must meet USDA nutritional standards;
4. all snacks must meet USDA Smart Snacks in schools standards;
5. the management of food services complies with all federal, state and local regulations and
6. a summer meal program is provided to students attending a state-mandated summer remedial program.

In addition to those required by Federal law, the District complies with all State law requirements for the provision of school breakfast programs.

All students are expected to eat lunch at school and may not leave school grounds during the lunch hour, except when permission has been granted by the principal. Students are permitted to bring their lunches from home and to purchase milk and incidental items.

School lunch funds and other food service funds are kept in a special account.

The District provides for at least one employee, who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver, to be present while students are being served.

Meal Charges

The Board directs the administration to develop procedures for the management of meal charges and unpaid meal charges. The procedures allow for students to receive the daily nutrition they need, minimize the identification of students with insufficient funds to pay, maintain the integrity of the school food service account, and includes guidelines for the collection of delinquent meal charges. The procedures are provided to all parents and all District and school staff responsible for enforcement at the start of each school year.

Students With Special Dietary Needs

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District. Students with dietary needs that qualify as disabilities under law are provided reasonable accommodation.

Substitutions to regular school meals provided by the District are made for students who are unable to eat regular school meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Substitute meals are provided in the most integrated setting appropriate to the special needs of the student.

The nature of the student's qualifying dietary need, the reason this need prevents the student from eating regular school meals (including foods to be omitted from the student's diet), the specific diet prescription along with the needed substitution must be specifically stated in the physician's statement. The District, in compliance with the USDA Child Nutrition Division guidelines, provides substitute meals to food-allergic students based upon the physician's signed statement.

The District develops and implements administrative regulations for the management of food-allergic students. Such regulations include, but are not limited to, school-wide training programs regarding food allergy education, staff development regarding food allergy identification and management, allergy emergency drills, strategies for the identification of students with life-threatening food allergies and management skills including avoidance measures, designation of typical symptoms and dosing instructions for medications.

Legal

[Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265 \(Title I, Section 204\), 118 Stat. 729](#)

[National School Lunch Act; 42 USC 1751 et seq.](#)

[Child Nutrition Act of 1966; 42 USC 1771 et seq.](#)

[Americans with Disabilities Act; 42 USC 12101 et seq.](#)

[Rehabilitation Act; 29 USC 794](#)

[ORC 3313.719](#)

[ORC 3313.81](#)

[ORC 3313.812](#)

[ORC 3313.813](#)

[ORC 3313.815](#)

[ORC 3313.818](#)

[ORC 3314.18](#)

[OAC 3301-91-01 through 3301-91-09](#)

Cross References

[ACB - Nondiscrimination on the Basis of Disability](#)

[EFF - Food Sale Standards](#)

[EFG - Wellness](#)

[EFH - Food Allergies](#)

[JHCD - Administering Medicines to Students](#)

[JN - Student Fees, Fines and Charges](#)



Book	Policy Manual
Section	Section G: Personnel
Title	Copy of Staff Participation in Political Activities
Code	GBG
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015

Staff Participation in Political Activities

Employees have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive public office.

The terms and conditions under which the employee may continue employment as he/she seeks or holds such office is determined by the Board and law.

Employees are not permitted to use District time, moneys, facilities, equipment or supplies to campaign nor are the employees to actively campaign while on duty. **public funds to support or oppose the nomination or election of a candidate for public office; the investigation, prosecution or recall of a public official; or the passage of a levy or bond issue. This includes but is not limited to campaigning while acting in their official capacity. Employees may attend public meetings to present information about the District's finances, activities, and actions in a manner that is not designed to influence the outcome of an election or the passage of a levy or bond issue, even though the election, levy or bond issue is discussed or debated at the meeting.**

District staff may not wear political buttons, pins or t-shirts while they are acting in their official capacity.

Legal [Intergovernmental Personnel Act; 42 USC 4701 et seq.](#)
[ORC 124.57](#)
[ORC 3315.07](#)



Book	Policy Manual
Section	Section G: Personnel
Title	Copy of Staff Gifts and Solicitations
Code	GBI
Status	
Adopted	August 14, 2001
Last Revised	November 12, 2018
Prior Revised Dates	05/11/2015

Staff Gifts and Solicitations

Gifts

The Board authorizes the expenditure of public funds to purchase meals, refreshments and tokens of appreciation for employees and Board members in the completion of their responsibilities. The Board believes that such expenditures are necessary, on occasion, to further a public purpose in the general operation of the District. Such public purpose includes, but may not be limited to, employee development activities, employee recognition activities and certain routine meetings that may be enhanced by such amenities.

Such expenditures shall be consistent with the Board's purchasing policy and within the appropriation limits established by the Board.

Presentation of gifts to, and the arrangement of social events for, employees leaving the system are governed by the following.

1. Each building principal appoints, or employees may volunteer for, a small social committee.
2. Any gifts to be presented to departing employees by their respective groups are at the discretion of the group involved.

Travel Vendor Compensation

Any compensation paid by a private travel vendor to a District official or employee, after the official or employee has participated in selecting the vendor to provide a field trip, is considered "public money" and must be returned to the District.

All travel arrangements must be in compliance with District field trip regulations and approved by the Superintendent or his/her designee.

Solicitations

The Superintendent or his/her designee approves all solicitations which are to be permitted in the schools. No organization may solicit funds of staff members in the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools, without the prior approval of the Superintendent or designee. **Solicitations of political contributions from a District employee are prohibited while the employee is performing official duties or in areas of a public building where official business is transacted or conducted.**

Employees may not engage in the sale of products to the schools, even if the proceeds of such sales are intended for charitable or civic purposes; no staff member is to collect any money or-distribute any fund-raising literature without the expressed approval of the Superintendent/designee.

"Crowdfunding" refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause. Through the use of personal networking, social media platforms, and other Internet based resources, funds are solicited or raised to support a specific campaign or project.

The Board of Education does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular and extracurricular activities.

Legal

[ORC 117.01](#)

[ORC 3313.81](#)

[ORC 3313.811](#)

[ORC 3315.15](#)

[ORC 3329.10](#)

Cross References

[GBIA \(Also IGDEA\) - Online Fundraising Campaigns/Crowdfunding](#)

[IGDG - Student Activities Funds Management](#)

[IICA - Field Trips and Excursions](#)

[JL - Student Gifts and Solicitations](#)

[KJ - Advertising in the Schools](#)

[KJA - Distribution/Advertisement/Promotion of Any Kind of Non-School-Sponsored Literature](#)



Book	Policy Manual
Section	Section G: Personnel
Title	Copy of Professional and Certificated Staff Contracts and Compensation Plans (Teachers)
Code	GCB-1
Status	
Adopted	August 14, 2001
Last Revised	November 12, 2018
Prior Revised Dates	12/11/2001, 05/12/2008, 07/09/2013, 05/11/2015

Professional and Certificated Staff Contracts and Compensation Plans (Teachers)

The Board believes that a fair teacher compensation plan, which includes an adequate base salary, increments and employee benefits, is necessary to attract and retain properly certified or licensed employees to provide the quality educational program it desires in its schools.

As required by law, the Board must give written notice of its intent not to re-employ on or before June 1 and notice of annual salary is given to each certificated/licensed employee by July 1.

For purposes of this policy, "written notice" means delivery of notice by personal service, by certified mail with return receipt requested, by regular mail with a certificate of mailing, by some other form of delivery with proof of delivery and by electronic delivery that includes electronic proof of delivery.

Legal	ORC 3313.53
	ORC 3317.13
	ORC 3317.14
	ORC 3319.07
	ORC 3319.08
	ORC 3319.09
	ORC 3319.10
	ORC 3319.11
	ORC 3319.111
	ORC 3319.12
	ORC 3319.22
	ORC 3319.24
	ORC 3319.26

Cross References

[GCBA - Professional and Certificated Staff Salary Schedules](#)

[GCBB - Professional and Certificated Staff Supplemental Contracts](#)

[GCBD - Professional and Certificated Staff Leaves and Absences](#)

[GCBE - Professional and Certificated Staff Vacations and Holidays](#)

DRAFT



Book	Policy Manual
Section	Section G: Personnel
Title	Copy of Part-Time and Substitute Professional and Certificated Staff Employment
Code	GCE
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	12/11/2001, 11/11/2003

Part-Time and Substitute Professional and Certificated Staff Employment

All professional and certificated personnel **employed by the District to serve** ~~serving~~ as substitute teachers or in part-time positions are recommended by the Superintendent for appointment by the Board. The rates of pay for such employment are recommended by the Superintendent and established by the Board.

Substitute teachers must hold the appropriate license issued by the State Board of Education (SBOE).

The Board authorizes the employment of substitute teachers who do not hold a postsecondary degree provided they:

- 1. meet the educational requirements established by the Superintendent/designee;**
- 2. are deemed to be of good moral character;**
- 3. successfully complete all required criminal records checks and**
- 4. obtain the appropriate temporary substitute teacher license issued by the SBOE.**

The employment **and coordination** of substitute teachers is centralized for the District in the office of the Superintendent/designee. ~~Candidates selected are recommended to the Board for placement on the list of approved substitutes.~~ Principals assume responsibility for the scheduling of substitutes from the approved list as needed.

Building principals develop regulations for substitute teachers to guide them in the performance of their duties. The regulations are approved by the Superintendent/**designee**.

Legal [Elementary and Secondary Education Act; 20 USC 1221 et seq.](#)
[ORC 3317.13](#)
[ORC 3319.07](#)
[ORC 3319.08](#)

[ORC 3319.10](#)

[ORC 3319.13](#)

[ORC 3319.22 through 3319.31](#)

[ORC 3319.39](#)

[ORC 3323.06](#)

[OAC 3301-35-05](#)

[OAC 3301-35-06](#)

Cross References

[AC - Nondiscrimination](#)

[ACA - Nondiscrimination on the Basis of Sex](#)

[ACAA - Sexual Harassment](#)

[ACB - Nondiscrimination on the Basis of Disability](#)

[GBA - Equal Opportunity Employment](#)

[GBQ - Criminal Records Check](#)

DRAFT



Book	Policy Manual
Section	Section G: Personnel
Title	Copy of Suspension and Termination of Professional and Certificated Staff Members
Code	GCPD
Status	
Adopted	August 14, 2001
Last Revised	October 26, 2020
Prior Revised Dates	12/11/2001, 04/26/2010, 05/11/2015

Suspension and Termination of Professional and Certificated Staff Members

Suspension

The Board may suspend a professional and certificated staff member pending final action to terminate his/her contract if, in its judgment, the character of the charges warrants such action.

Termination

The contract of a professional and certificated staff member may be terminated for good and just cause. Before terminating any contract, the Board furnishes the professional and certificated staff member a written notice signed by the Treasurer of its intention to consider termination of his/her contract and specification of the grounds for such consideration. The Board informs the professional and certificated staff member of his/her right to request a hearing by the Board or by an independent referee. At such a hearing, both parties may be represented by counsel and present and cross-examine witnesses. A **complete** record of the proceedings is made. After the hearing, the Board makes its determination by majority vote. Any order of termination of a contract states the grounds for termination.

Teachers may only be suspended or terminated under the terms of the collective bargaining agreement and/or State or Federal law.

When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

CROSS REF.: Licensure Code of Professional Conduct for Ohio Educators

Legal [Education Amendments of 1972, Title IX; 20 USC 1681 et seq.](#)
[ORC 124.36](#)
[ORC 3319.02](#)
[ORC 3319.11](#)
[ORC 3319.16](#)

[ORC 3319.161](#)

[ORC 3319.17](#)

CONTRACT REF.: Teachers' Negotiated Agreement

Cross References

[ACAA - Sexual Harassment](#)

[GBQ - Criminal Records Check](#)

DRAFT



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Reading Skills Assessments and Intervention (Third Grade Reading Guarantee)
Code	IGBEA
Status	
Adopted	April 22, 2013
Last Revised	November 8, 2021
Prior Revised Dates	05/11/2015

Reading Skills Assessments and Intervention (Third Grade Reading Guarantee)

The Board believes in the importance of the development of English language skills. As a result the Board promotes the importance of reading skills through English diagnostic assessments and reading intervention services in order to provide a meaningful tool to identify and assist students in achieving proficiency in English language arts.

The District annually evaluates the English reading skills of each K-3 student in accordance with all statutory timelines, and identifies students who are reading below their grade level. The District uses the reading diagnostic assessment that is appropriate for the grade level and is adopted under State law or is a comparable tool approved by the Ohio Department of Education. The student's classroom teachers are involved in the assessment and identification of students reading below grade level.

The District provides written notification to the parents or guardian of students who are reading below their grade level. Intensive reading instruction is provided to students immediately after they are identified as having a reading deficiency. The District develops a reading improvement and monitoring plan within 60 days of receiving the student's diagnostic results.

Any student, unless excused from taking the third grade reading assessment, who does not attain at least the equivalent level of achievement required on the assessment, is not promoted to fourth grade unless otherwise exempt under law. Such students will also be provided the reading intervention services required by law.

~~For students who have been retained at the end of third grade, the District provides intense remediation services that include intensive interventions that address the student's specific areas of deficiency.~~

Students who have been retained and who have demonstrated proficiency in a specific academic field as defined by State law are provided with instruction that is commensurate to their achievement level.

Legal

[ORC 3301.07](#)
[ORC 3301.0710](#)
[ORC 3301.0711\(D\)](#)

[ORC 3301.0715](#)

[ORC 3301.079](#)

[ORC 3301.163](#)

[ORC 3313.608](#)

[ORC 3313.609](#)

[ORC 3313.6010](#)

[ORC 3313.6012](#)

[ORC 3324.01](#)

[OAC 3301-35-04](#)

[OAC 3301-35-06](#)

Cross References

[IGBE - Remedial Instruction \(Intervention Services\)](#)

[IGBI - English Learners](#)

[IKE - Promotion and Retention of Students](#)

DRAFT



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Reading Skills Assessments and Intervention (Third Grade Reading Guarantee)
Code	IGBEA-R
Status	
Adopted	February 10, 2014
Last Revised	November 8, 2021
Prior Revised Dates	09/22/2014, 05/11/2015

Reading Skills Assessments and Intervention (Third Grade Reading Guarantee)

The District is required annually to assess the reading skills of each K-3 student in accordance with all statutory timelines, except those students with significant cognitive disabilities or other disabilities as authorized by the Ohio Department of Education (ODE) on a case-by-case basis. The District uses the diagnostic assessment to measure reading ability either approved under State law or a comparable tool that has been approved by ODE.

If the diagnostic assessment shows that a student is not reading at grade level, the District provides written notification to the parents or guardian that includes:

1. notice that the school has identified a substantial reading deficiency in their child;
2. a description of current services provided to the student;
3. a description of proposed supplemental instruction services and supports;
4. notice that the diagnostic assessment for third grade reading is not the sole determinant of promotion and that additional evaluations and assessments are available and
5. notice that the student will be retained unless the student falls under an exemption or attains the appropriate level of reading competency by the end of third grade.

For a student not reading at grade level, the District provides intensive reading instruction services and regular diagnostic assessments immediately following the identification of a reading deficiency until the development of the reading improvement and monitoring plan referenced below. These intervention services must:

1. include research-based reading strategies that have been shown to be successful in improving the reading skills of low-performing readers and
2. be targeted at the student's identified reading deficiencies.

For each student receiving required reading intervention, the District develops a reading improvement and monitoring plan. This plan is developed within 60 days of receiving the student's results on the diagnostic assessment. The plan includes all of the following:

1. identification of the student's specific reading deficiencies;
2. a description of additional instructional services that target the student's identified reading deficiencies;

3. opportunities for the student's parents or guardians to be involved in the instructional services;
4. a process to monitor the implementation of the student's instructional services;
5. a reading curriculum during regular school hours that assists students to read at grade level, provides for scientifically based and reliable assessments, and provides ongoing analysis of each student's reading progress; ~~and~~
6. a statement that if the student does not attain at least the equivalent level of achievement under Ohio Revised Code Section 3301.0710 by the end of third grade, the student will be retained; ~~and~~
7. **high-dosage tutoring opportunities aligned with the student's classroom instruction through a state-approved vendor on the list of high-quality tutoring vendors or a locally approved opportunity that aligns with high-dosage tutoring best practices. High-dosage tutoring opportunities must include additional instruction time of at least three days per week, or at least 50 hours over 36 weeks.**

For a student with a reading improvement and monitoring plan entering the third grade for the first time on or after July 1, 2013, the District provides a teacher who has at least one year of teaching experience and who satisfies one or more of the following criteria:

1. holds a reading endorsement on the teacher's license and has attained a passing score on the corresponding assessment for that endorsement, as applicable;
2. has completed a master's degree program with a major in reading;
3. was rated "most effective" for reading instruction consecutively for the most recent two years based on assessments of student growth measures developed by a vendor and that is on the list of student assessments approved by the State Board of Education (SBOE);
4. was rated "above expected value-added," in reading instruction, as determined by ODE for the most recent consecutive two years;
5. has earned a passing score on a rigorous test of principles of scientifically research-based reading instruction as approved by the SBOE or
6. holds an educator license for teaching grades pre-kindergarten through third or grades four through nine issued on or after July 1, 2017.

For a student with a reading improvement and monitoring plan entering the third grade for the first time on or after July 1, 2013, the District may provide:

1. a teacher who has less than one year of teaching experience provided that the teacher meets one or more of the criteria listed above and is assigned to a mentor teacher who has at least one year of teaching experience and meets one or more of the criteria above or
2. a teacher who holds an alternative credential approved by ODE or who has successfully completed training that is based on principles of scientifically research-based reading instruction that has been approved by the department. Beginning July 1, 2014, the alternate credentials shall be aligned with the reading competencies adopted by the SBOE.
3. reading intervention or remediation services under this section from an individual employed as a speech-language pathologist who holds a license issued by the Board of speech-language pathology and audiology and a professional pupil services license as a school speech-language pathologist issued by the SBOE and/or
4. a teacher, other than the student's teacher of record, to provide any services required under this section, so long as that other teacher meets the assigned teacher criteria above and the teacher of record and the school principal agree to the assignment. This assignment is documented in the student's reading improvement and monitoring plan.

For any student who is an English language learner and who has been in the U.S. for three years or less or for a student who has an individualized educational plan, a teacher may teach reading if the teacher holds an alternative credential approved by ODE or who has successfully completed training that is based on principles of scientifically research-based reading instruction that has been approved by ODE. Beginning July 1, 2014, the alternate credentials shall be aligned with the reading competencies adopted by the SBOE.

The District has specific responsibilities for a student who has been retained at the end of third grade. The District must:

1. Establish a District policy for the midyear promotion of a student who is reading at or above grade level that provides that a student who participates in remediation services and who demonstrates the required reading proficiency prior to the start of fourth grade will be promoted to that grade.
2. Provide intensive remediation that addresses the student's areas of deficiencies. This must include, but not be limited to, not less than 90 minutes of daily reading. In addition, the remediation may include any of the following:

- A. small group instruction
 - B. reduced teacher-student ratios
 - C. more frequent progress monitoring
 - D. tutoring or mentoring
 - E. transition classes containing third and fourth grade students
 - F. extended school day, week or year
 - G. summer reading camps
3. Provide a teacher who satisfies one or more of the criteria set forth above.
 4. Offer the student the option to receive applicable services from one or more providers other than the District. These providers will be screened and approved by the District or by ODE.
 5. Provide instruction that is commensurate to the achievement level for a retained student who has a demonstrated proficiency in a specific academic field as defined by State law.

Any student who has been retained because of results on the third grade reading assessment and who demonstrates during the academic year that he/she now is reading at or above grade level is promoted to the fourth grade pursuant to the District-level midyear promotion policy.

Midyear Promotion — Any student retained by the Third Grade Reading Guarantee is eligible to be promoted to fourth grade any time after the start of the school year when proficiency is demonstrated on a District-selected assessment.

Any instruction or intervention provided pursuant to this policy will be aligned with the principles of the "science of reading" as required by State law. Districts required to submit staffing plans do so in accordance with State law.



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Home Education
Code	IGCF
Status	
Adopted	August 14, 2001
Last Revised	November 12, 2018
Prior Revised Dates	12/11/2001, 10/08/2012, 11/25/2013, 05/11/2015

Home ~~Schooling~~ Education

Home education is the education of a child between the ages of six and 18 years of age, who is receiving home education directed by the child's parent in the subject areas of English language arts, mathematics, science, history, government, and social studies, and who is not enrolled full time in a public or chartered nonpublic school.

Within five calendar days after commencing home education, moving into a new school district, or withdrawing from a public or nonpublic school, a parent or guardian of a child receiving home education must submit a notice to the Superintendent including the child's name, address, and an assurance that the child will receive education in the subject areas required. In subsequent years, a parent or guardian must provide notice to the District by August 30 that the child will be receiving home education.

Upon receipt of the parent's notice, the child is exempted from compulsory attendance to the schools in the District. The child is not required to be excused from compulsory attendance. The Superintendent provides a written acknowledgment of receipt of the notice within 14 days after receipt.

If there is evidence that a child exempt from compulsory attendance is not receiving an education in the subject areas required, the child and parent are subject to examination into cases of truancy.

~~The Superintendent/designee may excuse from compulsory school attendance, for not more than one school year at a time, any school age child who is being home schooled in accordance with the State Board of Education rules in the Ohio Administrative Code.~~

~~The child being home schooled must be instructed by an individual with one of the following qualifications:-~~

- ~~1. a high school diploma;~~
- ~~2. a certificate of high school equivalence;~~
- ~~3. standardized test scores that demonstrate high school equivalence or~~
- ~~4. other credentials found appropriate by the Superintendent.~~

~~Lacking the above, the home teacher must work under the direction of a person holding a baccalaureate degree.~~

~~Any request to be excused must be made in writing by the parent(s) and must contain the information required by the Ohio Administrative Code.~~

~~The Superintendent/designee shall approve the home schooling request, unless he/she determines that the information required by the Ohio Administrative Code has not been provided or unless he/she has substantial evidence that the minimum educational requirements of the Ohio Administrative Code have not been met, despite the fact that the required information has been provided by the parent(s).~~

~~If the Superintendent/designee intends to deny the request for home schooling, he/she notifies the parent(s) within 14 calendar days and informs the parent(s) of the reasons for the intent to deny the request and of the parent(s)' right to a due process hearing before the Superintendent/designee.~~

~~Upon substantial evidence of cessation of home schooling in accordance with the Ohio Administrative Code, the Superintendent/designee notifies the parent(s) of the intent to revoke the excuse and of the parent(s)' right to a due process hearing before the Superintendent/designee.~~

Although students choosing home **schooling education** are not the direct responsibility of the Hilliard City Schools, the Board and staff share an interest in their education; therefore, the District will permit students receiving home **schooling education** access to certain services from the District as follows:

Elementary Level, Grades K-5

1. Enrollment on a part-time basis all school year, with a minimum of two subject areas.
2. Home **schooled education** students who are enrolled on a part-time basis may participate in field trips or cocurricular activities related to the courses or subject areas for which they are enrolled.

Secondary Level, Grades 6-12

1. May enroll on a part-time basis all school year, with a minimum of two courses/units and a maximum of 4 courses/units.
2. Home **schooled education** students who are enrolled on a part-time basis may participate in field trips or cocurricular activities related to the courses or subject areas for which they are enrolled.
3. Athletic eligibility will be determined by OHSSA guidelines and the District's athletic policy.

Students enrolling part-time must be residents of the District and follow regular school enrollment requirements, comply with and be held accountable to the District student code of conduct and be in accordance with the District "Home **Schooling Education** Regulations" (IGCF-R)

Legal [ORC 3321.04](#)
[OAC Chapter 3301-34](#)

Cross References [IGDJ - Interscholastic Athletics](#)
[JECBC - Admission of Students From State-Chartered, Non-Chartered or Home Schooling](#)
[JEG - Exclusions and Exemptions From School Attendance](#)



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Home Education
Code	IGCF-R
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	12/11/2001, 11/25/2013

Home ~~Schooling~~ Education

- ~~1. The Superintendent/designee requires the parent(s) to provide all information listed in the Ohio Administrative Code (OAC).~~
- ~~2. If the Superintendent/designee approves the home schooling request, he/she shall do so in writing and he/she maintains a file in his/her office containing a copy of the information supplied by the parent(s), a copy of the Superintendent's/designee's letter excusing the student from attendance for the purpose of home schooling and all other documents relating to the child's home schooling program.~~
- ~~3. If the Superintendent/designee refuses a parental request for home schooling, he/she notifies the parent(s) of the right to a due process hearing before the Superintendent/ designee, and of the right to appeal the Superintendent's/designee's decision at the due process hearing to the juvenile court of the county in which the District is located.~~
- ~~4. Academic assessment and remediation of home schooled children should be performed in accordance with the OAC.~~
- ~~5. Home schooled students will be permitted to take achievement/ability, state diagnostic tests, state achievement tests administered to students enrolled in the District in order to fulfill one of the student assessment options prescribed by the state rules. These tests are given at selected grade testing services. It is the parent's or guardian's responsibility to make the appropriate arrangements with the school. The District will not pay for standardized testing outside the District. Outside testing to comply with State law will be paid for by the parents.~~
- ~~6. It is recommended that a student be withdrawn from school for the purposes of home schooling only at the end of a school year. If a student is withdrawn from school during the school year to participate in the home schooling program option, no grades or credits will be given for courses which are not completed.~~
- ~~7. Parents of students who are home schooled are responsible for the procurement of textbooks and other instructional materials. Upon withdrawal from the District for purposes of home schooling, textbooks and other instructional materials provided to students while they were enrolled in the District must be returned to the schools. If available, textbooks for specific courses or subject areas may be loaned, and a deposit fee will be charged. The District's courses of study related to broad areas of instruction, such as math, science, social studies and language arts, will be made available to parents of home schooled students, upon request, for their review. A reasonable fee will be charged for the copying of these materials.~~

Part-time District Enrollment for Home School Students

1. Application forms must be completed annually by the parent(s)/guardian(s) and submitted to the superintendent/designee on or before August 1 prior to the intended school year of enrollment.
2. Students enrolling part-time must be residents of the District and follow regular school enrollment requirements, and will be assigned on a space available basis at their attendance area school. No part-time student can request intradistrict transfers.
3. If space is not available at the school of attendance area, the student will be given the option to attend a District building designated by the Superintendent/designee where space is available and where the course and/or activity requested is offered.
4. Students enrolling part-time must comply with and be held accountable to the District student code of conduct.
5. Part-time students in grades K-12 are expected to complete all course work normally required and will be graded similarly for the courses enrolled. Also school fees for supplies must also be paid if applicable to the course(s) taken.
6. ~~A student's grade point average will be established for award and class rank purposes only after the student has moved from part time to full time and attended school in the District for three consecutive semesters and will only include courses taken during full time status. For senior awards and class rank purposes, a student's grade point average will be established only after the student has attended a Hilliard high school for the three consecutive full time semesters prior to the beginning of the second semester of the student's senior year.~~
7. ~~A student's grade point average will be established for award and class rank purposes only after the student has attended a Hilliard high school for the three consecutive full time semesters prior to the beginning of the second semester of the student's senior year.~~
8. Parents/Guardians are responsible for submitting information to the athletic director of the school of attendance to appropriately document athletic eligibility under Ohio High School Athletic Association for the student participating in extracurricular athletics.
9. Transportation is the responsibility of the parent(s)/guardian(s).
10. Once approved, the student must be enrolled continuously throughout the school year.
11. The final decision regarding admission and placement for all home ~~school~~ **education** students enrolled part-time in the District rests with the Superintendent/designee.



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Cocurricular and Extracurricular Activities
Code	IGD
Status	
Adopted	August 14, 2001
Last Revised	May 13, 2019
Prior Revised Dates	01/24/2005, 07/09/2008, 09/28/2009, 04/22/2013, 11/25/2013, 11/24/2014, 05/11/2015, 03/12/2018

Cocurricular and Extracurricular Activities

The purpose of education is to develop the whole student. For this reason an educational program must embody, as an essential element, activities, which involve students beyond the classroom and foster the values that result from interaction and united effort. Such activities form a logical extension of the required and general curriculum and the elective or special curriculum.

The Board has established the criteria for cocurricular and extracurricular activities consistent with its philosophy of, and goals for, education. All student activity programs must:

1. have educational value for students;
2. be in balance with other curricular offerings in the schools and be supportive of, and never in competition with, the academic program and
3. be managed in a professional manner.

The Board may require that students pay reasonable fees to participate in cocurricular and extracurricular activities.

The following guidelines govern the student activity programs.

1. Student activities are those school-sponsored activities which are voluntarily engaged in by students, have the approval of the school administration and do not carry credit toward promotion or graduation.
2. Each school, under the direction of the principal and professional staff, has a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures are accounted for through the activity account.
3. Each activity should be designed to contribute directly to the educational, civic, social and ethical development of the students involved.
4. The student activity program receives the same attention in terms of philosophy, objectives, social setting, organization and evaluation as that given the regular school curriculum.
5. Each school develops written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs. The Superintendent/designee reports to the Board the general purposes/description of the cocurricular and extracurricular programs of the District.

6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain. Special consideration may be given in cases in which the expense of participating would result in exclusion.
7. Each District-support organization must 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.
8. Activities must be open to all students, regardless of race, ethnicity, national origin, citizenship status, religion, gender, sexual orientation, economic status, age, disability or military status.
9. Activities must not place undue burdens upon students, teachers or schools.
10. Activities do not interfere with regularly scheduled classes. This limitation often requires conducting such activities beyond the regular school day.
11. Activities at any level should be unique, not duplications of others already in operation.
12. Students participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities.
13. The activity does not exploit the individual or school for commercial purposes.
14. Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the code of conduct or the code of conduct of the particular activity in which they participate. Students absent from school are not permitted to participate in extracurricular activities on that date.
15. Annually, the Board directs the Superintendent/designee to identify supplemental contract positions that supervise, direct or coach a student activity program which involves athletic, routine/regular physical activity or health and safety considerations. Upon the identification of the position, the individual must complete the requirements established by the Ohio Department of Education and State law.
16. Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.
17. Students may be removed from extracurricular activities when their presence poses a continuing danger to persons or property or an ongoing threat of disruption. If a student is removed from extracurricular activities, such removal may include all extracurricular activities in which the student is involved.
18. Resident students enrolled in community schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.
19. Resident students attending STEM and STEAM schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.
20. Resident students attending a nonpublic school are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the extracurricular activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.
21. Resident students receiving home schooling education in accordance with State law are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.
22. Prior to exclusion from participation, the student/parent will be given written notification of the intention to exclude and the reason(s) for the intended exclusion. The student will be afforded the opportunity to appear at an informal hearing to challenge the reason(s) for the intended exclusion. The informal hearing will be held with the coach, advisor designee or administrator. Within 24 hours following exclusion, a letter of notification will be sent to the

parent or guardian specifying the reason for the student participant's exclusion from participation, the period of time for the exclusion and options, if any. The parent or guardian shall be notified by telephone, when possible, of the exclusion from participation.

23. The Intention to Exclude from Participation form will include the notification of the right of the student or his parent(s)/guardian(s) to appeal such action to the Extracurricular Appeal Committee in their respective buildings. The Appeal Committee will consist of two administrators and two teachers. The committee will be appointed and chaired by the building principal.

A written request for appeal must be made within seven days of the date of the Notice of Intention to Exclude from Extracurricular participation. The appeal should be addressed to the principal.

24. The Appeal Committee shall hear the appeal if such is requested. The Appeal Committee may sustain, modify or set aside the exclusion. Written notification of the outcome of the appeal will be provided the parties involved within 24 hours of the hearing.

25. The decision of the Appeal Committee shall be final.

Costs

All costs for any rehabilitation program or counseling for a tobacco, alcohol or drug problem under these regulations shall be the responsibility of the student.

Definition of Cocurricular and Extracurricular Activities

Generally speaking, cocurricular activities are an extension of the formal learning experiences in a course or academic program, while extracurricular activities may be offered or coordinated by a school, but may not be explicitly connected to academic learning.

CROSS REFS.: Student Handbooks

Legal

[ORC 3313.537](#)
[ORC 3313.5311](#)
[ORC 3313.5312](#)
[ORC 3313.5314](#)
[ORC 3313.58](#)
[ORC 3313.59](#)
[ORC 3313.661](#)
[ORC 3313.664](#)
[ORC 3315.062](#)
[ORC 3319.16](#)
[ORC 3321.04](#)
[ORC Chapter 4112](#)
[OAC 3301-27-01](#)
[OAC 3301-35-06](#)

Cross References

[AFI - Evaluation of Educational Resources](#)
[DJ - Purchasing](#)
[IGCH \(Also LEC\) - College Credit Plus](#)
[IGDB - Student Publications](#)
[IGDC - Student Social Events](#)
[IGDF - Student Fund-Raising Activities](#)

[IGDG - Student Activities Funds Management](#)

[IGDJ - Interscholastic Athletics](#)

[IGDK - Interscholastic Extracurricular Eligibility \(Grades 7-12\)](#)

[JECBC - Admission of Students From State-Chartered, Non-Chartered or Home Schooling](#)

[JED - Student Absences and Excuses](#)

[JFCJ - Weapons in the Schools](#)

[JGD - Student Suspension](#)

[JGDA - Emergency Removal of Student](#)

[JGE - Student Expulsion](#)

[JL - Student Gifts and Solicitations](#)

[JN - Student Fees, Fines and Charges](#)

[KGB - Public Conduct on District Property](#)

[KK - Visitors to the Schools](#)

DRAFT



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Interscholastic Athletics
Code	IGDJ
Status	
Adopted	August 14, 2001
Last Revised	November 7, 2022
Prior Revised Dates	01/24/2005, 05/12/2008, 10/08/2012, 04/22/2013, 11/25/2013, 05/11/2015, 08/08/2016, 03/12/2018, 11/12/2018, 07/15/2019

Interscholastic Athletics

Participation by students in athletic competition is a privilege subject to Board policies and regulations. While the school community takes great pride in winning, it emphasizes and requires good sportsmanship and positive mental attitude as a prerequisite to participation.

The Superintendent/designee and administrative staff schedule meetings with all coaches and athletic directors to develop a comprehensive approach to physical education and athletics throughout the District and to maintain a program that is an educational activity.

Interscholastic programs are subject to approval by the Board. The athletic director in conjunction with the building principal is responsible for the administration of the interscholastic athletic program within his/her school. In fulfilling this responsibility, the principal consults with the athletic directors and coaches on various aspects of the interscholastic athletic program. It is the responsibility of the athletic director/principal and their staff to ensure the proper management of all athletic and physical education programs and the safety of students and the public.

The Board may require that students pay fees to participate in an extracurricular activity.

Coaches are required to complete all approved coursework as specified by State law, the Ohio High School Athletic Association (OHSAA) and the Ohio Department of Education (ODE) in order to qualify to serve as a coach.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by the OHSAA must be followed. Programs regulated by OHSAA must also comply with all eligibility requirements established by the Association. It is the responsibility of the District's voting delegate to OHSAA to advise the management team of all pending changes in OHSAA's regulations.

In order to be eligible, students must have passed five credits that count toward graduation during the prior grading period. The five credits may be a combination of high school and college courses. The requirements also include that a student must have the written permission of his/her parent(s) and shall have been determined as physically fit for the chosen sport by a licensed physician.

All students participating in interscholastic athletics must be covered by insurance. This insurance may be available for purchase through the District. If parents choose not to purchase insurance provided by the District, the parent(s) must sign a waiver ensuring that private coverage is provided.

As character building is one of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulating his/her personal life in such ways as make him/her a worthy representative of his/her school.

Any student may be suspended from an athletic team practice and competition for a period of time, designated by the principal, for infraction of school rules and regulations or for any other unacceptable conduct in or out of school.

Resident students enrolled in community schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students attending STEM and STEAM schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students attending a nonpublic school are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the activity. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students receiving home ~~schooling~~ **education** in accordance with State law are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Legal

[ORC 2305.23](#)
[ORC 2305.231](#)
[ORC 3313.537](#)
[ORC 3313.5310](#)
[ORC 3313.5311](#)
[ORC 3313.5312](#)
[ORC 3313.5314](#)
[ORC 3313.539](#)
[ORC 3313.66](#)
[ORC 3313.661](#)
[ORC 3313.664](#)
[ORC 3315.062](#)
[ORC 3319.303](#)
[ORC 3321.04](#)
[ORC 3707.52](#)
[OAC Chapter 3301-27](#)

Cross References

[IGCH \(Also LEC\) - College Credit Plus](#)
[IGD - Cocurricular and Extracurricular Activities](#)
[IGDK - Interscholastic Extracurricular Eligibility \(Grades 7-12\)](#)
[IKF - Graduation Requirements](#)
[JECBA - Admission of Exchange Students](#)
[JECBC - Admission of Students From State-Chartered, Non-Chartered or Home Schooling](#)

[JGD - Student Suspension](#)

[JGE - Student Expulsion](#)

[JN - Student Fees, Fines and Charges](#)

DRAFT



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Interscholastic Extracurricular Eligibility (Grades 7-12)
Code	IGDK
Status	
Adopted	August 14, 2001
Last Revised	November 7, 2022
Prior Revised Dates	05/13/2003, 07/26/2004, 11/25/2013, 11/24/2014, 05/11/2015, 07/08/2015, 08/08/2016

Interscholastic Extracurricular Eligibility (Grades 7-12)

The Board recognizes the values associated with and gained as a result of participation in those interscholastic extracurricular activities and further recognizes the incentives which participation in interscholastic extracurricular activities provide to students to achieve success in the classroom.

Interscholastic extracurricular eligibility will be evaluated during each nine-week grading period.

Therefore, in order to be eligible to participate in any interscholastic extracurricular activities, students must meet the following requirements.

1. Grades 7-9

- A. In the immediately preceding grading period, a student must receive a minimum GPA of 1.5 on a 4.0 scale. This does not apply to students entering the seventh grade for the first time.
- B. Students whose GPA falls between 1.5 and 1.75 will be on academic probation; to maintain eligibility they must show acceptable academic performance with weekly progress checks throughout the current grading period. Please be advised that the college/university may not supply weekly progress checks for the grading periods.
- C. Students whose GPA falls below 1.5 for the immediately preceding grading period may be eligible to participate by taking a waiver and agreeing to go on Academic Probation under the criteria listed in the paragraph above in this section. This waiver provision can be applied only once in the three academic years 7-9.

2. Grades 10-12

- A. In the immediately preceding grading period, a student must receive a minimum GPA of 1.75 on a 4.0 scale.
- B. Students whose GPA falls between 1.75 and 2.0 will be on academic probation; to maintain eligibility they must show acceptable academic performance with weekly progress checks throughout the current grading period. Please be advised that the college/university may not supply weekly progress checks for the grading periods.

- C. Students whose GPA falls below 1.75 for the immediately preceding grading period may be eligible to participate by taking a waiver and agreeing to go on Academic Probation under the criteria listed in the paragraph above in this section. This waiver provision can be applied only once in the three academic years 1-12.

In addition, students participating in any program regulated by the Ohio High School Athletic Association must also comply with all eligibility requirements established by the Association.

Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.

~~If a student received home instruction in the grading period preceding participation, the student must meet any academic requirements established by the State Board of Education for the continuation of home instruction to be eligible to participate in the program.~~

In order to participate in any extracurricular activity, a student receiving home education must be of the appropriate age and grade level, as determined by the Superintendent, for the school that offers the activity, and must fulfill the same nonacademic and financial requirements as any other participant.

If a student did not receive home ~~instruction~~ **education** in the grading period preceding participation, the student's academic performance during the preceding grading period must have met any academic standards established by the District for eligibility to participate in the program.

If a student leaves a school district mid-year for home education, the student's eligibility must be determined based on an interim academic assessment issued by the district in which the student was enrolled based on the student's work while enrolled in the district.

Any student who commences home ~~instruction~~ **education** after the beginning of the school year and at that time was considered ineligible to participate in extracurricular activities for failure to meet academic requirements or any other requirements will be ineligible to participate in the same semester the student was deemed ineligible. **After the semester in which the student was deemed ineligible, the student will remain ineligible to participate in extracurricular activities until the Superintendent verifies that the student meets the applicable academic requirements.**

CROSS REFS.: Student Handbooks

Legal

[ORC 2305.23](#)
[ORC 2305.231](#)
[ORC 3313.535](#)
[ORC 3313.537](#)
[ORC 3313.5311](#)
[ORC 3313.5312](#)
[ORC 3313.66](#)
[ORC 3313.661](#)
[ORC 3315.062](#)
[OAC Chapter 3301-27](#)

Cross References

[IGD - Cocurricular and Extracurricular Activities](#)
[IGDJ - Interscholastic Athletics](#)
[JECBA - Admission of Exchange Students](#)
[JECBC - Admission of Students From State-Chartered, Non-Chartered or Home Schooling](#)
[JFC - Student Conduct \(Zero Tolerance\)](#)



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Instructional Materials
Code	IIA
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	08/13/2007, 11/24/2014

Instructional Materials

The Board is legally responsible for the selection of instructional materials. They delegate to the administrative and teaching staff of the District authority to recommend instructional and supplemental materials. **In selecting instructional materials, the District complies with all State law requirements.**

Materials for school classrooms are recommended by the appropriate professional and certificated staff in consultation with the Superintendent/designee and other sources as needed. Final decision relative to purchase rests with the Superintendent/designee, subject to official adoption by the Board in the case of textbooks.

The Board believes that it is the responsibility of the District to provide:

1. materials which enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served;
2. materials which stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
3. a background of information which enables students to make intelligent judgments in their daily lives;
4. diverse viewpoints so that young citizens may develop, under guidance, the practice of analytical reading and thinking and
5. materials representative of the many religions and ethnic and cultural groups, showing their contributions to our American heritage.

The above principles serve as guides in the selection of all instructional materials including, but not limited to, digital media, District-developed resources, textbooks, supplementary materials and other curriculum resources.

Parents are provided the opportunity to review the selection of textbooks and reading lists, instructional materials and academic curriculum used by the District. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

[ORC 3313.642](#)

[ORC 3329.06](#)

[ORC 3329.07](#)

[ORC 3329.08](#)

[OAC 3301-35-04](#)

[OAC 3301-35-06](#)

Cross References

[EDE - Computer/Online Services](#)

[IIAA - Textbook/Resource Creation, Selection and Adoption](#)

[IIAC - Media/Resource Materials Selection and Adoption](#)

[INB - Teaching about Controversial Issues](#)

[KLB - Public Complaints About the Curriculum or Instructional Materials](#)

DRAFT



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Promotion and Retention of Students
Code	IKE
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	03/09/2004, 10/11/2005, 04/22/2013, 02/10/2014, 09/22/2014

Promotion and Retention of Students

The promotion of each student is determined individually. The decision to promote or retain a student is made on the basis of the following factors. The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Administrative guidelines must be developed, reviewed and may include the following elements.

1. A student receiving passing grades in the core courses is promoted.
2. A student having failing grades in the core courses at the end of each year is evaluated by the teachers, guidance counselor and principal for placement.
3. No conditional promotions are permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.
5. No student having passing grades, "D" or above, throughout the year is failed.
6. No student should be retained more than twice in the elementary grades, kindergarten through eighth grade.
7. Documentary and anecdotal evidence should be available to justify retention.

Secondary 6-12 Promotion and Retention

Students are promoted from one grade to the next higher grade when they have achieved the skills and/or knowledge necessary to accomplish the work in the next higher grade level.

In grades six, seven and eight, when a passing grade is attained in all subjects but one, a student is placed in the next higher grade. To be promoted to the next higher grade, a student in grades nine through 12 must meet the credit requirements established in policy.

A student in grades six, seven or eight who receives failing, incomplete or less than satisfactory marks in two or more subjects may be retained in that grade for the subsequent school year. A student in grades nine through 12 who fails a subject for the year does not receive credit for that subject and may be required to repeat the subject for proper credit. A

student who fails a subject the second semester may fail the subject for the entire year, regardless of the first semester grade.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

Third Grade Reading Guarantee

Third grade students who do not reach the designated score on the third grade reading Ohio achievement assessment are provided one of ~~three~~ **these** options:

1. promotion to the fourth grade if the principal and reading teacher agree that other evaluations of the student's skill in reading demonstrate that the student is academically prepared for the fourth grade;
2. promotion to the fourth grade and provide "intensive intervention" services; ~~or~~
3. **a student's parent or guardian, in consultation with the student's reading teacher and building principal, requests that the student be promoted to the fourth grade, regardless of whether the student is reading at a fourth grade level. A student who is promoted at their parent or guardian's request shall continue to receive intensive reading instruction in the same manner as a student retained under this section until the student is able to read at grade level; or**
4. retention in the third grade.

Any student who has been retained because of results on the third grade reading assessment and who demonstrates during the academic year that he/she now is reading at or above grade level is promoted to the fourth grade pursuant to the District-level midyear promotion policy.

Midyear Promotion — Any student retained by the Third Grade Reading Guarantee is eligible to be promoted to fourth grade at any time after the start of the school year when proficiency is demonstrated on a District-selected assessment.

Legal

[ORC 3301.07](#)
[ORC 3301.0710](#)
[ORC 3301.0711](#)
[ORC 3301.0712](#)
[ORC 3301.0715](#)
[ORC 3313.608](#)
[ORC 3313.609](#)
[ORC 3313.6010](#)
[ORC 3313.6012](#)
[ORC 3314.03](#)
[OAC 3301-35-04](#)
[OAC 3301-35-06](#)

Cross References

[AFI - Evaluation of Educational Resources](#)
[IGBE - Remedial Instruction \(Intervention Services\)](#)
[IGBEA - Reading Skills Assessments and Intervention \(Third Grade Reading Guarantee\)](#)
[IGCD \(Also LEB\) - Educational Options](#)
[IKEB - Acceleration](#)



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Student Assessment
Code	IL
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	01/10/2011

Student Assessment

The Board believes that a balanced assessment system can provide a meaningful source of information about the adopted curriculum and overall student achievement and growth. Therefore, the Board authorizes student assessments.

1. to evaluate strengths and weaknesses of current curriculum and instruction and to identify areas needing improvement;
2. to compare achievement of District students with achievement of a sample population as one means of evaluating student growth;
3. to provide a degree of diagnostic instructional information to teachers about the group(s) of students with whom they work;
4. to provide general information about a student's readiness and
5. to provide a longitudinal study of student achievement and growth.

Information gained through the use of a balanced assessment system is used to design educational opportunities for students to better meet their individual and collective needs. The Board views such information gathering as a primary function of the public schools. Individual permission of parents is not required for the administration of these assessments.

The Board recognizes that all assessments provide only a limited source of information about an individual student. Information drawn from assessments is therefore used only in conjunction with all other information available about a student.

Students with disabilities are considered individually as to his/her participation in assessments.

Records of the results of assessments shall be maintained in accordance with the Board's policy on student records.

Notification of a student's score on a state assessment is provided to the parent by June 30 each school year. Such notice may be provided by mail, email or through posting of the score in a secure portal on the District or school's website.

The administration has developed guidelines for the secure storing of testing instruments.

Legal

[ORC 3301.0710 through 3301.0713](#)

[ORC 3301.0715](#)

[ORC 3301.0717](#)

[ORC 3301.0729](#)

[ORC 3319.32](#)

[ORC 3319.321](#)

[OAC 3301-13-05](#)

[OAC 3301-35-02](#)

[OAC 3301-35-03](#)

[OAC 3301-35-04](#)

Cross References

[APE \(Also IM\) - Evaluation of Instructional Programs](#)

[IGBA - Programs for Students With Disabilities](#)

[JO - Student Records](#)

DRAFT



Book	Policy Manual
Section	Section J: Student
Title	Copy of Compulsory Attendance Ages
Code	JEA
Status	
Adopted	August 14, 2001
Last Revised	October 10, 2016
Prior Revised Dates	05/11/2015, 02/08/2016

Compulsory Attendance Ages

Under law, children between the ages of six and 18 are of compulsory school age. Every person of compulsory school age must attend a school, which conforms to the Minimum Standards prescribed by the State Board of Education (SBOE) until one of the following occurs.

1. The person receives a diploma or certificate of high school equivalence granted by the Board or other governing authority indicating such student has successfully completed all state and local requirements.
2. The person receives an age and schooling certificate (work permit) and is enrolled in an educational program meeting the requirements of State law.
3. The person is excused from school under standards adopted by the SBOE pursuant to Ohio law.
4. **The person is exempt from compulsory attendance through a home education program.**

The parent(s) of any person that is of compulsory school age must send such person to school unless he/she is **excused** **or** exempt as listed above.

Legal	ORC 3301.80 ORC 3301.81 ORC 3313.61 ORC 3321.01 et seq. ORC 3331.02 OAC 3301-35-04 OAC Chapter 3301-41
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Cross References	IGBG - Homebound Instruction JEB/JEBA - Entrance Age (Mandatory Kindergarten) Early Entrance to Kindergarten
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[JEG - Exclusions and Exemptions From School Attendance](#)

[JFE - Pregnant Students](#)

DRAFT



Book	Policy Manual
Section	Section J: Student
Title	Copy of School Admission
Code	JEC
Status	
Adopted	August 14, 2001
Last Revised	November 8, 2021
Prior Revised Dates	01/24/2005, 04/09/2007, 04/13/2011, 05/11/2015, 02/06/2017

School Admission

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

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

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

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

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

Transfer of School Records

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

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

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

Interstate Compact on Educational Opportunity for Military Children

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

Legal

[ORC 2151.33](#)

[ORC 2152.18\(D\)\(4\)](#)

[ORC 3109.52 through 3109.61](#)

[ORC 3109.65 through 3109.76](#)

[ORC 3109.78](#)

[ORC 3109.79](#)

[ORC 3109.80](#)

[ORC 3313.48](#)

[ORC 3313.64](#)

[ORC 3313.67](#)

[ORC 3313.671](#)

[ORC 3313.672](#)

[ORC 3317.08](#)

[ORC 3321.01](#)

[OAC 3301-35-04\(F\)](#)

Cross References

[AFI - Evaluation of Educational Resources](#)

[IGBA - Programs for Students With Disabilities](#)

[JECOA - Admission of Homeless Students](#)

[JECB - Admission of Nonresident Students](#)

[JEE - Student Attendance Accounting \(Missing and Absent Children\)](#)

[JHCA - Physical Examinations of Students \(Student Screening Programs\)](#)

[JHCB - Immunizations](#)

[JO - Student Records](#)



Book	Policy Manual
Section	Section J: Student
Title	Copy of Admission of Students From State-Chartered, Non-Chartered or Home Education
Code	JECBC
Status	
Adopted	August 14, 2001
Last Revised	February 6, 2017
Prior Revised Dates	12/11/2001, 10/11/2005, 11/28/2011, 05/11/2015

**Admission of Students From State-Chartered,
Non-Chartered or Home ~~Schooling~~ Education**

1. The District shall enroll or re-enroll a child from a state-chartered school, non-chartered school or home ~~schooling~~ **education** without discrimination or prejudice. The Superintendent/designee shall determine the appropriate placement of such students in accordance with Ohio Revised Code Section 3319.01.
2. Students enrolling full-time must be residents of the District and follow regular school enrollment requirements and will be assigned on a space available basis.
3. In making a placement decision for students enrolling from non-chartered or home ~~schooling~~ **education**, the Superintendent/designee may consider:
 - A. ~~the student's most recent annual academic assessment report;~~
 - B. whether to require the student to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for District students of similar age;
 - C. whether to require a student in grades 6-8 to take final exams for grade level placement;
 - D. whether to require a student in grades 9-12 to take final exams for credit only and
 - E. other evaluation information that may include interviews with the student and the parent(s)/guardian(s) and review of the student's work portfolio.
4. Although credits from non-chartered schools and home ~~schooling~~ **education** may be granted and placed on a student's transcript, no grades will be entered on the transcript ~~or considered for class ranking.~~
5. Only grades awarded for courses taken at the District or at a school approved or chartered by state education agency shall be considered ~~in class ranking and~~ for entering on the transcript. The letter grades listed on the transcript will be entered into the student's District record. The District reserves the right to assess such students prior to issuing credit.
6. All students wishing to graduate from the Hilliard City School District must pass all state-required examinations and meet all other state and District graduation requirements. A student must also be enrolled full-time for the last

three semesters of high school in order to graduate with a Hilliard City School District diploma.

7. Eligibility for National Honor Society will be established only after two consecutive semesters prior to the semester in which induction is made.
8. Returning students will be encouraged to re-enter at the beginning of a school year.
9. Athletic eligibility will be determined by OHSSA regulation and the Hilliard City Schools athletic policies.

Legal

[ORC 3313.535](#)

[ORC 3313.537](#)

[ORC 3313.5311](#)

[ORC 3313.5312](#)

[ORC 3313.664](#)

[ORC 3321.04](#)

[OAC Chapter 3301-34](#)

Cross References

[IGBG - Homebound Instruction](#)

[IGCF - Home Schooling](#)

[IGD - Cocurricular and Extracurricular Activities](#)

[IGDK - Interscholastic Extracurricular Eligibility \(Grades 7-12\)](#)



Book	Policy Manual
Section	Section J: Student
Title	Copy of Intradistrict Open Enrollment
Code	JECBD
Status	
Adopted	August 14, 2001
Last Revised	February 11, 2019
Prior Revised Dates	07/26/2004, 05/11/2015

Intradistrict Open Enrollment

The Board approves attendance areas for schools within the District. Generally students will attend the school to which they are assigned according to their attendance area. Exceptions will be granted based on criteria established by the school administration. The specific criteria shall be consistent with Ohio Revised Code and will generally include:

1. Application procedures, including deadlines for application and for notification to students and principals of alternative schools whenever a student's application is accepted or rejected. Only students wishing to attend another school need apply.
2. Procedures for admitting applicants to other schools include but are not limited to:
 - A. requiring that students enrolled in a school building or living in the attendance area are of the school building established by the Board be given preference over applicant and
3. Students may be rejected or returned to the assigned school of residence for disciplinary or attendance reasons.
4. The final decision for all intradistrict enrollment requests and reassignments for other educational reasons rests with the Superintendent/designee.

The District annually notifies the Ohio Department of Education (ODE) of the number of students within the District attending another building under this policy. The District notifies the Ohio Department of Education (ODE) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODE upon request.

Compliance with this policy is reported to the ODE by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Legal [ORC 3313.64](#)
[ORC 3313.65](#)
[ORC 3313.97](#)

[OAC 3301-48-01](#)

Cross References

[IE - Organization of Facilities for Instruction](#)

[IGBJ - Title I Programs](#)

[IGDJ - Interscholastic Athletics](#)

[JECC - Assignment of Students to Schools](#)

DRAFT



Book	Policy Manual
Section	Section J: Student
Title	Copy of Student Withdrawal from School (Loss of Driving Privileges)
Code	JECE
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015

Student Withdrawal from School (Loss of Driving Privileges)

When the Superintendent/designee receives information that a student of compulsory school age has withdrawn from school, the Superintendent/designee must, within two weeks after the withdrawal, notify the Registrar of Motor Vehicles and the county juvenile judge. Notification is not necessary if a student has withdrawn because of a change of residence **or to receive home education pursuant to State Law**; the student is enrolled in and attending, in accordance with District policy, an approved program to obtain a diploma or its equivalent or if the student holds a full-time Age and Schooling Certificate (otherwise known as a work permit) and is regularly employed.

Notification to the Registrar of Motor Vehicles and the county juvenile judge must comply with State and Federal laws.

After receiving such information from the Superintendent/designee, the Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued to that student, the Registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches 18 or until the denial of driving privileges is terminated for another reason allowable under State law.

In compliance with State law, a student whose driving privileges have been denied can file a petition seeking his/her reinstatement with the juvenile court in whose jurisdiction he/she resides.

Any student who moves from the District or is issued a full-time working permit, or who is expelled by the action of the Superintendent/designee or the Board or who legally stops attending school for any reason, shall be considered withdrawn from school.

Upon withdrawal, any student who is not under monetary obligation to the school shall be furnished a report card or other evidence of grade placement.

Legal [Family Educational Rights and Privacy Act; 20 USC 1232g](#)
[ORC 3319.321](#)
[ORC 3321.13](#)
[ORC 3331.01](#)
[ORC 3331.02](#)

[ORC 3331.04](#)

[ORC 3331.06 through 3331.09](#)

[ORC 4507.061](#)

Cross References

[JED - Student Absences and Excuses](#)

[JEDA - Truancy](#)

[JEG - Exclusions and Exemptions From School Attendance](#)

[JK - Employment of Students](#)

DRAFT



Book	Policy Manual
Section	Section J: Student
Title	Copy of Truancy
Code	JEDA
Status	
Adopted	August 14, 2001
Last Revised	November 11, 2019
Prior Revised Dates	05/11/2015, 04/17/2017, 03/12/2018

Truancy

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent/designee, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and **notify** the child's parent in writing of the legal consequences of being a "habitual" truant. **The written notice may be delivered by regular mail with a certificate of mailing, or other form of delivery with proof of delivery, including electronic delivery and electronic proof of delivery.**

A "habitual" truant is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive school hours, 42 or more school hours in one month or 72 or more school hours in a school year.

"Excessive absences" is defined as a child of compulsory school age who is absent with or without legitimate excuse for 38 or more school hours in one month or 65 school hours in one school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent/designee or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding habitual truants and excessively absent students, the Board must take as an intervention strategy any appropriate action contained in the Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;

2. providing counseling for a habitual truant or excessively absent student;
3. requesting or requiring a parent having control of a habitual truant or excessively absent student to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant or excessively absent student to attend truancy prevention mediation programs;
5. notification to the Registrar of Motor Vehicles or
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent with a nonmedical excuse or without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan

~~Beginning with the 2017-2018 school year, w~~When a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint with Juvenile Court

~~Beginning with the 2017-2018 school year, t~~The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

Legal

[ORC 3313.663](#)

[ORC 3313.668](#)

[ORC 3321.03 through 3321.04](#)

[ORC 3321.07 through 3321.09](#)

[ORC 3321.19](#)

[ORC 3321.191](#)

[ORC 3321.22](#)

[ORC 3321.38](#)

[OAC 3301-47-01](#)

Cross References

[JED - Student Absences and Excuses](#)

[JEG - Exclusions and Exemptions From School Attendance](#)

[JK - Employment of Students](#)

DRAFT



Book	Policy Manual
Section	Section J: Student
Title	Copy of Exclusions and Exemptions From School Attendance
Code	JEG
Status	
Adopted	August 14, 2001
Last Revised	October 10, 2016
Prior Revised Dates	09/28/2009, 05/11/2015

Exclusions and Exemptions From School Attendance

A student of compulsory school age residing in the District may be legally excused from full-time enrollment by:

1. holding an age and schooling certificate (work permit), being regularly employed and attending school on a part-time basis in a program approved by the Superintendent/designee;
2. receiving ~~approved~~ home ~~instruction~~ **education**;
3. attending a public or nonpublic school or
4. having received a diploma from an approved high school or a certificate of high school equivalency from the Ohio Department of Education.

The District may temporarily deny admittance to any student who is otherwise entitled to be admitted to the District if the student has been suspended or expelled from the schools of another district in the state of Ohio or an out-of-state district and if the period of suspension or expulsion has not expired. The student and parent(s) will have an opportunity for a hearing before the Superintendent/designee to determine the admittance or nonadmittance of the student.

Legal	ORC 3301.80
	ORC 3301.81
	ORC 3313.66
	ORC 3321.02
	ORC 3321.03
	ORC 3321.04
	ORC 3321.07
	ORC 3331.01
	ORC 3331.02
	ORC 3331.04
	ORC 3331.06 through 3331.09

Cross References

[IGCF - Home Schooling](#)

[JEA - Compulsory Attendance Ages](#)

[JECE - Student Withdrawal from School \(Loss of Driving Privileges\)](#)

[JEGA - Permanent Exclusion](#)

[JHCC - Communicable Diseases](#)

[JK - Employment of Students](#)

DRAFT



Book	Policy Manual
Section	Section J: Student
Title	Copy of Tuberculosis Control Policy
Code	JHCCB
Status	
Adopted	August 12, 2003
Last Revised	August 14, 2023
Prior Revised Dates	04/09/2007, 10/08/2012, 05/11/22015

Tuberculosis Control Policy

In an effort to control the incidence of tuberculosis in our schools and community, Hilliard City Schools requires any student who was born outside of the United States or spent 30 or more days in a country ~~outside the United States~~ **where tuberculosis rates are 20 cases per 100,000 or higher** to have a tuberculosis test. Students needing this test will be informed by letter upon enrollment or re-entry and referred to the appropriate public health agencies or their personal physician.

A history of the BCG vaccination does not make a student exempt from TB testing due to the variable effectiveness of the BCG vaccine in preventing TB infection.

Enrollment for new students will be deferred until documentation of a negative TB test or negative chest x-ray is received by the registration compliance officer. Re-entry for students who have traveled outside the United States for 30 or more days will be deferred until such documentation is received by school personnel.

The Hilliard City Schools Student Support Services Department may waive the required test when a student is symptom free and where a student presents a written statement from the student's family physician certifying that such test has been given and that such student is free from tuberculosis in a communicable stage, or that such test is inadvisable for medical reasons, or from the student's parent or guardian objecting to such test because of religious convictions.



Book	Policy Manual
Section	Section J: Student
Title	Copy of Administering Medicines to Students
Code	JHCD
Status	
Adopted	August 14, 2001
Last Revised	April 25, 2016
Prior Revised Dates	04/09/2007, 04/13/2011, 07/07/2011, 11/24/2014, 05/11/2015

Administering Medicines to Students

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
4. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
7. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Autoinjectors

Individual students with an identified life-threatening allergy are permitted to carry and use an epinephrine autoinjector (epipen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epipen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an epipen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. The principal and/or the school nurse must have received copies of these required written approvals. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

The Board recognizes that many students may have an allergic reaction at school from known or unknown allergens. The first line of treatment for anaphylaxis is the prompt use of epinephrine (epipen). In response to providing a safe school environment, all schools may have non-individual specific epinephrine autoinjector on-site. Procedures for management, use and administration of non-individual specific epinephrine autoinjector are located on-site pursuant to Ohio Revised Code 3313.7110.

Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

Seizure Medication

If a student has an active seizure disorder diagnosis, the school nurse, or another school employee if the school does not employ a nurse, will create an individualized seizure action plan for that student in accordance with State law. The action plan must include information on how to administer prescribed seizure drugs to the student and school districts must designate at least one employee in each school building aside from a school nurse to be trained every two years on implementing seizure action plans, including training in administering seizure drugs.

Legal

[ORC 2305.23](#)
[ORC 2305.231](#)
[ORC 3313.64](#)
[ORC 3313.7112](#)
[ORC 3313.712](#)
[ORC 3313.713](#)
[ORC 3313.716](#)
[ORC 3313.718](#)
[ORC 3314.03](#)
[ORC 3314.141](#)
[OAC 3301-35-06](#)

Cross References

[EBBA - First Aid](#)
[JFCG/JFCH/JFCI - Tobacco Use by Students/Alcohol Use by Students/Student Drug Abuse](#)



Book	Policy Manual
Section	Section J: Student
Title	Copy of Student Fees, Fines and Charges
Code	JN
Status	
Adopted	August 14, 2001
Last Revised	July 5, 2017
Prior Revised Dates	09/23/2002, 10/09/2006, 12/14/2009, 02/13/2012, 01/14/2013, 11/25/2013, 05/11/2015, 04/17/2017

Student Fees, Fines and Charges

Materials Fees

Students enrolled in District schools are furnished basic textbooks, both print and digital, without cost. However, a fee for consumable materials and supplies used in the instructional program may be established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the operating funds of the Board to defray the cost of the materials and supplies.

The Board directs the Superintendent/designee to prepare a schedule of fees for materials to be used in courses of instruction and a schedule of charges that may be imposed for damage to school property.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials, participation fees, or technology protection plan which are necessary to participate fully in a course of instruction for cocurricular and extracurricular activities. Any fees charged to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act, will be charged in compliance with State and Federal law. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. Those students on reduced-price lunch will receive half the benefit afforded those students eligible for the free-lunch program. This provision does not apply to student enrichment programs that are not courses of instruction.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

The late return of borrowed books or materials from the school libraries is subject to appropriate fines.

All fines collected are sent to the Treasurer for deposit in the General Fund of the Board.

Unpaid Meal Charges

Unpaid meal charges are considered delinquent debt when payment is past due. The administration will establish procedures for the collection of unpaid meal charges.

Collection of Student Fees and Fines

The administration may establish regulations for the collection of student fees and fines.

Grades and credits are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full, except where required by State law. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

The District may withhold a student's school records, except as provided in State law, if there is \$2,500 or more of outstanding debt attributed to the student. The District will transmit the student's school records within five school days once the debt is paid. "School records" includes any academic records, student assessment data or other information for which there is a legitimate educational interest.

Collection Process

1. The principal will advise parents of fees due at the beginning of the school year.
2. A payment schedule may be arranged at the building level with full payment to be received by the end of each school year.

Legal

[National School Lunch Act; 42 USC 1751](#)

[Child Nutrition Act of 1966; 42 USC 1771](#)

[ORC 3313.642](#)

[ORC 3329.06](#)

Cross References

[EF / EFB - Food Services Management/Free and Reduced-Price Food Services](#)

[IGCD \(Also LEB\) - Educational Options](#)



Book	Policy Manual
Section	Section K: School-Community Relations
Title	Copy of Public Solicitations in the Schools
Code	KI
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015

Public Solicitations in the Schools

No person may sell or offer for sale within school buildings or on school property any articles or services or solicit contributions except those approved by the Superintendent/designee or the Board. **Solicitations of political contributions from a District employee are prohibited while the employee is performing official duties or in areas of a public building where official business is transacted or conducted.** This policy does not prohibit any school fundraising activity authorized by the Superintendent/designee in conjunction with the appropriate building administrator.

Salespeople representing educational companies may be granted the opportunity to speak to teachers by making arrangements through the principal's office. Such appointments must not interfere with the classroom work of the teachers.

The school directory or lists of students are not made available to any outside person or agency for a profit-making purpose.

Legal [ORC 2921.43](#)
[ORC 3319.321](#)

Cross References [GBI - Staff Gifts and Solicitations](#)
[GBIA \(Also IGDFA\) - Online Fundraising Campaigns/Crowdfunding](#)
[JL - Student Gifts and Solicitations](#)
[KG - Community Use of School Premises \(Equal Access\)](#)
[KK - Visitors to 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
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 for issues that directly affect Hilliard City Schools including, but not limited to, District levies and bond issues. These exceptions must have Board resolution. **District personnel are prohibited from using District time or resources to distribute materials that support or oppose a levy or bond issue.**
- 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. 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](#)