



POLICY REVIEW COMMITTEE

Mike McDonough, Assistant Superintendent
Friday, March 8 & 15, Central Office

Hilliard City School District
Operations Department

Committee Members

Heather Keck, President, Board of Education
Lisa Whiting, Member, Board of Education
Brian Wilson, Treasurer/CFO
Mike McDonough, Deputy Superintendent
Vicky Clark, Assistant Superintendent
Herb Higginbotham, Director Elementary Education
Stacie Raterman, Communications Director

Aaron Cookson, Principal Hilliard Davidson HS
Matthew Trombitas, Principal Hilliard Heritage MS
Lauren Schmidt, Principal Hilliard Station Sixth Grade
Samantha Althouse, Principal Washington Elementary
Stephanie Borlaza, Principal Britton Elementary
Shelli Miller, Student Support Services Coordinator

SUMMARY

This committee meets quarterly each school year. One of the objectives of this committee is to study each issue thoroughly making sure we have appropriate policies that reflect the mission and vision of the Hilliard City School District.

The Policy Review Committee considers all proposed new policies, revisions of current policies and/or rescinding of a current policy 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 following is a brief overview of the issues discussed at the meetings on Friday, March 8 and 15th and the committee's recommendations.

Policies/Regulations/Exhibits Reviewed and Recommended for Board Adoption

1. BDDC – Agenda

Revise language regarding the dissemination of Board meeting agendas and supporting documents.

- Change the distribution to Board members from “at least three hours prior to the Board meeting” to “at least one business day prior to the Board meeting.”
- Clarifies what is not considered supporting documents.

2. DECA – Administration of Federal Grant Funds

Federal funds must be managed in accordance with the federal uniform grant guidance audit requirements. The rules are outlined in 2 Code of Federal Regulations (CFR) 200 and emphasize the need for strong financial management systems and other internal controls aimed at controlling fraud, waste and abuse.

The recommended changes to this policy better clarify the conflict-of-interest requirements and the requirements related to cost or price analysis and obligations related to minority businesses, women's business enterprises and labor surplus area firms.

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3. GBE – Staff Health and Safety
4. GBE-R – Staff Health and Safety (*a new required regulation*)

HB 523 established Ohio's medical marijuana program in ORC 3796. A registered patient, on the recommendation of a physician, is permitted to use medical marijuana to treat a qualifying medical condition. ORC 3796.22 does not require any public place to accommodate a registered patient's use of medical marijuana. Marijuana is still considered an illegal substance under federal law and districts are required to comply with federal drug-free schools' requirements. Employers are not required to permit or accommodate an employee's use of medical marijuana.

HB 523 also revised ORC 4123.54 by adding marijuana to the language on drug testing for workers' compensation eligibility. Workers are ineligible for compensation/benefits if, when tested, it is found they were under the influence at the time of the incident and having been under the influence of a substance was the proximate cause of the injury.

Policy GBE and Policy GBP (Drug Free Workplace) were updated in 2016 regarding the prohibition of medical marijuana.

This review resulted in a minor revision to Policy GBE permitting the Board to require an examination and/or testing of an employee when it is necessary to protect the health and safety of students or other employees.

Regulation GBE-R is a new, required regulation regarding workers' compensation benefits eligibility and testing procedures.

5. IGD – Cocurricular and Extracurricular Activities
6. JFCJ – Weapons in the Schools

HB 318 clarified the definition of a knife as a cutting instrument having a sharp blade that is capable of causing serious bodily harm. Boards are required to include this definition in policy. The PRC recommends adding this definition to JFCJ. Since Policy IGD states that students suspended or expelled are banned from extracurricular activities, the PRC recommends adding Policy JFCJ as a cross reference on Policy IGD.

The Treasurer and the PRC recommend adding a new #7 to Policy IGD stating students who participate on athletic teams or in cocurricular activities are not required to participate in fundraising activities. The recommended language is from Policy KMA (Parent/Citizen Organizations).

7. JECBD-R – Intradistrict Open Enrollment

Since we no longer have a multiage program, the PRC recommends removing the language regarding elementary transfer guidelines for the multiage program.

8. JED – Student Absences and Excuses

HB 66 enacts ORC 3321.141 and requires each public school to attempt to contact within 120 minutes of the start of the school day the parent/guardian of a student who is absent from school without legitimate excuse.

HB 318 requires district boards to allow students to complete any classroom assignments missed due to in-school or out-of-school suspensions.

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HB 491, replaces the HB 318 provisions about makeup work with a requirement that each district board adopt a policy establishing parameters for completing and grading assignments missed because of a student's suspension. Students must be given the opportunity to complete any classroom assignments missed and must be given at least partial credit for the completed assignments.

The PRC recommends language revisions in accordance with the above.

9. JEE – Student Attendance Accounting (Missing and Absent Children)

HB 66 enacts ORC 3321.141 and requires each public school to attempt to contact within 120 minutes of the start of the school day the parent/guardian of a student who is absent from school without legitimate excuse.

The PRC recommends language revisions in accordance with the above.

10. JFCK – Use of Electronic Communications Equipment by Students (*new policy*)

ORC 3313.753 authorizes boards to prohibit students from carrying electronic communications devices in any school building or on school grounds. Most districts, including HCSD, address this issue in student handbooks. If the Board wants to prohibit or establish parameters for students carrying their electronic communications devices, the Board must adopt a policy.

The policy may provide exceptions to the prohibition and must specify any disciplinary measures for violation of the policy. This policy must be posted in a central location in each school building and made available to parents and students upon request.

HB 477 revised the definition of electronic communications devices by removing references to pagers.

Since we currently address the use of cell phones and electronic devices in all student handbooks, the PRC recommends adopting this policy.

11. JGD – Student Suspension

12. JGDA – Emergency Removal of Student

13. JGE – Student Expulsion

Under HB 318, students in pre-K through third grade can only be suspended for up to 10 days or expelled for (1) bringing a firearm or knife capable of causing serious bodily injury, (2) making a bomb threat, or (3) committing a delinquency offense that causes serious physical harm to another person or property. An out-of-school suspension may also be issued when necessary to protect the student's or others immediate health and safety. Principals are also required to consult with a mental health professional whenever possible prior to suspending or expelling a student in grades pre-K through third grade.

HB 318 requires district boards to allow students to complete any classroom assignments missed due to in-school or out-of-school suspensions.

HB 491, replaces the HB 318 provisions about makeup work with a requirement that each district board adopt a policy establishing parameters for completing and grading assignments missed because of a student's suspension. Students must be given the opportunity to complete any classroom assignments missed and must be given at least partial credit for the completed assignments.

The PRC recommends language revisions in accordance with the above.

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14. JHG – Reporting Child Abuse

HB 502 adds language to ORC 3313.073 which requires boards to provide training in youth suicide awareness and prevention programs once every two years to the following: nurses, teachers, counselors, school psychologists, administrators and any other personnel whom the board determines appropriate.

The PRC recommends language revisions in accordance with the above.

Policies/Regulations/Exhibits Reviewed – Updating Legal/Cross References – Board Action Not Required

1. BCC – Qualifications and Duties of the Treasurer

Regarding Verifying Teacher Licensure: HB 491 revised the process a Treasurer must follow to pay a teacher. HB 491 removes language from ORC 3319.36 requiring the teacher to file the teaching certificate with the treasurer and prohibiting the treasurer from paying the teacher unless this requirement is met. Under RC 3319.36, as revised by HB 491, the treasurer may now only pay a teacher when the following conditions are met:

- the treasurer receives a written statement from the superintendent, or his or her designee, that the teacher has filed with the superintendent or designee reports required by the State Board of Education, school district board of education or superintendent;
- the treasurer received a written statement of the superintendent, or his or her designee, that that teacher has filed with the superintendent or designee a legal educator license or true copy of it to teach the subjects or grades taught, with the dates of validity.

An additional exemption from liability for loss of public funds is granted for payments made to a teacher who does not have the proper paperwork on file unless the loss results from negligence or wrongdoing. This exemption also applies to the superintendent.

There are no changes that need to be made to our policy. Just adding cross reference BCCC (Treasurer's Contract).

2. JFC – Student Conduct (Zero Tolerance)

HB 318 requires each school district's "zero tolerance" policy to comply with HB 318's provisions on suspending and expelling students in grades pre-K through three, the State Board of Education's positive behavioral interventions and supports framework, and the State Board of Education's standards for the use of physical restraint or seclusion on students.

The student/expulsion policies are currently listed as cross references. PRC recommends adding policy JP (Positive Behavioral Interventions and Supports).

3. JG – Student Discipline

The current cross references on this policy list "JG, all subcodes." The PRC recommends listing all relevant policies individually: JGA (Corporal Punishment), JGD (Student Suspension), JGDA (Emergency Removal of Student) and JGE (Student Expulsion).

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Policies/Regulations/Exhibits Reviewed but No Action Recommended

1. DH – Bonded Employees and Officers

Previously, treasurers were required to secure an individual surety bond to cover losses caused by the fraudulent or dishonest actions of and the failure to perform a duty. ORC 3.061, as enacted by HB 291, changed this requirement. Now, a school district can adopt a policy to allow for the use of an employee dishonesty and faithfulness of duty policy rather than a surety bond.

HB 491 adds additional provisions for treasurer liability. Under the revised provisions, school district and ESC treasurers are exempt from liability of loss of public funds when their official duties have been performed without negligence or wrongdoing.

This policy has been tabled for further discussion.

2. GBCB – Staff Conduct

3. KGB – Public Conduct on District Property

Concealed Carry Signage: HB 228 revises the language that must appear on the signs posted in a school safety zone. The sign must contain a statement in substantially the following terms: “Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person’s control, convey or attempt to convey a deadly weapon or dangerous ordnance onto these premises.”

We believe our current signs are in compliance. There are no policy changes.

4. GBH – Staff-Student Relations

Regarding Social Media: Districts and the schools and programs within them are using social media to disseminate information, share accomplishments and be more accessible to parents and students. While social media is a great tool and resource, we must keep in mind the various issues it raises for school districts.

OSBA offers the following policy language considerations:

- District staff who have a presence on social media are prohibited from posting data, documents, photographs or inappropriate information on social media platforms that might result in a disruption of classroom activity or violates state or federal law relating to staff and student privacy. The superintendent or his or her designee has full discretion in determining when a disruption of classroom activity has occurred.
- District staff members are prohibited from providing personal social media passwords to students.
- Fraternalization among district staff and students via the internet, personal email accounts, text messaging, personal social media and other modes of virtual technology also is prohibited.
- Access of personal social media during school hours is prohibited.

This policy has been tabled for further research and discussion.

5. GBP – Drug Free Workplace

As mentioned above, this policy was updated in 2016 regarding the prohibition of medical marijuana. This policy does not need revised at this time.

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6. ING – Animals in the Schools

An elementary teacher asked about the possibility of allowing a therapy dog in our schools. District administrators have been researching and discussing this possibility. This policy has been tabled for further research.

Legislative Update

(OSBA's Bill Tracker – 133rd General Assembly)

HB 22 **School Facilities**

Introduced: 02/12/2019

Status: Committee Hearing in House Primary & Secondary Education

Summary: To require the Ohio Facilities Construction Commission and the Department of Education to conduct a study regarding certain school building amenities.

HB 23 **School Athletics**

Introduced: 02/12/2019

Status: Committee Hearing in House Primary & Secondary Education

Summary: To authorize any student from a country or province outside of the United States who holds an F-1 visa to participate in interscholastic athletics.

HB 43 **School Property**

Introduced: 02/12/2019

Status: Committee Hearing in House Primary & Secondary Education

Summary: To eliminate the first right of refusal for certain schools in the acquisition of school district real property.

HB 83 **Bus Cameras**

Introduced: 02/19/2019

Status: Introduced in House

Summary: To allow images captured by a camera installed on a school bus to be used as corroborating evidence for the offense of failing to stop for a school bus.

HB 89 **Bus Safety**

Introduced: 02/20/2019

Status: Introduced in House

Summary: To enhance the penalties for failing to properly stop for a school bus, to establish requirements related to informing the public about that prohibition, and to make an appropriation.

SB 4 **School Facilities**

Introduced: 02/12/2019

Status: Referred Senate Finance

Summary: To make a capital appropriation for school facilities assistance.