



## POLICY REVIEW COMMITTEE

Mike McDonough, Assistant Superintendent  
Friday, November 30, 2018, 9:30 AM, Central Office

Hilliard City School District  
Operations Department

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### 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

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# RECOMMENDATION

Third Reading & Adoption  
February 11, 2019

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. DECA – Administration of Federal Grant Funds
2. DGA – Authorized Signatures
3. DJF – Purchasing Payment Procedures
4. DJF-R – Purchasing Payment Procedures
5. DJH – Credit Purchasing Cards
6. DJH-R – Credit Purchasing Cards (*rescind/delete*)
7. EBBA – First Aid
8. EFF – Food Sale Standards
9. EFG – Wellness
10. JECBB – Admission of Interdistrict Transfer Students
11. JECBD – Intradistrict Open Enrollment
12. JFCF – Hazing and Bullying
13. JHCA – Physical Examinations of Students
14. JHH – Notification about Sex Offenders
15. JP – Positive Behavioral Interventions and Supports

#### 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 14, 2019
  - Second reading – January 28, 2019
  - Third reading and adoption – February 11, 2019
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## ADMINISTRATION OF FEDERAL GRANT FUNDS

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the Ohio Department of Education (ODE) or other applicable pass-through entity.

The Board directs the Treasurer to develop, monitor, and enforce effective financial management systems and other internal controls over federal awards that provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of Federal law and regulation, including the Uniform Guidance issued by the U.S. Office of Management and Budget (OMB) and any applicable state requirements, and shall be based on best practices.

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award.

The financial management systems and internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes and
5. comparison of expenditures against budget.

In addition, written procedures must be established for cash management and for determining the allowability of costs, as required by the Uniform Guidance.

At a minimum, the financial management systems and internal controls will address the following areas:

1. Allowability

Costs charged by the school system to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the

Uniform Guidance, including how charges made to the grant for personnel are to be determined. Costs will be charged to a federal grant only when the cost is:

- A. reasonable and necessary for the program;
- B. in compliance with applicable laws, regulations, and grant terms;
- C. allocable to the grant;
- D. adequately documented and
- E. consistent with District policies and procedures that apply to both federally-funded and non-federally funded activities.

Internal controls will be sufficient to provide reasonable assurance that charges to federal awards for personnel expenses are accurate, allowable, and properly allocated and documented. ¶

Controls ~~will~~ include time and effort reporting in accordance with Uniform Guidance and the requirements of ODE or other applicable pass-through-entity. **Records are sufficient to verify that time spend and compensation (including salary and benefits) are allocable to the fund.**

## 2. Cash Management and Fund Control

Payment methods must be established in writing that minimize the time elapsed between the draw-down of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of ODE or other applicable pass-through-entity.

## 3. Procurement

**Prior to July 1, 2018, the District followed requirements outlined in previous OMB guidance. Effective July 1, 2018** All purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that

develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases.

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration

is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

#### 4. Conflict of Interest and Mandatory Disclosures

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, board member, or agent of the school system who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Treasurer. The Treasurer discloses in writing any potential conflict of interest to ODE or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization, which employs or is about to employ any of those parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict will not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

The Treasurer discloses in writing to ODE or other applicable pass-through-entity in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially effecting any federal award. The Treasurer fully addresses any such violations promptly and notifies the Board accordingly.

5. Equipment and Supplies Purchased with Federal Funds

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

6. Accountability and Certifications

All fiscal transactions must be approved by the Treasurer/designee who can attest that the expenditure is allowable and approved under the federal program. The Treasurer submits all required certifications.

7. Monitoring and Reporting Performance

The Treasurer will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District submits all reports as required by federal or state authorities.

[Adoption date: July 5, 2017]

[Re-adoption date: December 18, 2017]

LEGAL REFS.: ORC 9.314  
117.101; 117.43  
3313.33; 3313.46  
3319.04  
5705.39; 5705.41; 5705.412  
2 C.F.R. Part 200

CROSS REFS.: BBFA, Board Member Conflict of Interest  
BCC, Qualifications and Duties of the Treasurer  
DI, Fiscal Accounting and Reporting  
DID, Inventories  
DJ, Purchasing  
DJC, Bidding Requirements  
DJF, Purchasing Procedures  
EF/EFB, Food Services Management/Free and Reduced Food Services  
GBCA, Staff Conflict of Interest  
IGBJ, Title I Programs

AUTHORIZED SIGNATURES  
(Use of Facsimile Signatures)

~~The Treasurer's signature is used on checks, drafts, warrant checks, vouchers and other orders on public funds deposited in designated depositories.~~

The Treasurer authorizes ~~these~~ designated depositories to honor any instrument bearing ~~the Treasurer's~~ **an authorized** facsimile signature in a form as he/she may designate and to charge the same to the account as fully as though it bore a manually written signature.

A facsimile signature includes, but is not limited to, the reproduction of any authorized signature by a copper plate or a photographic, photo static or mechanical device. **Written notice of the adoption of a facsimile signature is provided to the depositories. The notice includes a description of the device to be used and a sample of the facsimile signature. Written approval must be received from the depository before the facsimile signature can be used.** ~~The Treasurer must notify the designated depositories, in writing, a description of the device used to produce the facsimile signature and a sample of the signature.~~

The Board purchases a surety bond to protect the loss of any public funds.

[Adoption date: January 23, 2006]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 9.10 through 9.14  
1306.06

## PURCHASING/PAYMENT PROCEDURES

All purchases shall be authorized by the administrator or supervisor in charge, approved by the Director of Business and certified by the Treasurer.

1. Expenditures shall be made against appropriations adopted by the Board.
2. No expenditures of money shall be made without a proper approved purchase order drawn against an appropriate fund.
3. There shall be no contracts or any orders given involving the expenditure of money unless there is attached thereto, a Certificate of the Treasurer, that the amount required to meet the obligation has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund, free from any previous encumbrances.

Payment is authorized against invoices and supporting documents verifying receipt, supported by approved purchase orders or in accordance with salaries and salary schedules approved by the Board.

Staff members needing to purchase items under \$100.00 may be reimbursed through the District Petty Cash Fund, provided purchases meet the qualifications and requirements established by that fund. These purchases must have prior approval of the Treasurer's office. All receipts must be submitted prior to reimbursement.

All other purchases shall be in accordance with Chapter 5705 of the Ohio Revised Code as related to school districts. The Board will receive a list of all vendors with the amount paid the previous month.

**Prior to July 1, 2018, the District followed requirements outlined in previous OMB guidance. Effective July 1, 2018 All** purchases for property and services made using federal funds are conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

[Adoption date: August 14, 2001]

[Re-adoption date: May 11, 2015]

[Re-adoption date: July 5, 2017]

LEGAL REFS.: ORC 3313.46  
3327.08  
5705.41; 5705.412; 5705.44  
2 C.F.R. Part 200

CROSS REF.: DECA, Administration of Federal Grant Funds  
DJ, Purchasing  
DJB, Petty Cash Accounts  
DJC, Bidding Requirements

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## PURCHASING/PAYMENT PROCEDURES

Any authorized purchase must be preceded by the submission of a requisition containing the following: a) detailed description of items to be ordered; b) code of appropriation to be charged; c) authorized signature of administrator and d) signature of appropriate purchasing agent. A copy of the requisition should be maintained by the building initiating the request.

1. Instances where the list of items to be purchased is too long for the requisition form, a typed listing of those items may be attached to the approved requisition.
2. The approved requisition must contain the following information:
  - A. vendor name and address;
  - B. delivery address;
  - C. date requested;
  - D. authorizing person and title;
  - E. quantity, description and amount of each item to be purchased. If amount is unknown, insert an estimated amount;
  - F. when appropriate, an estimated amount for postage, shipping and handling should be included;
  - G. appropriate code and
  - H. any other special instructions.

Upon approval of the appropriate purchasing agent, the requisition shall be submitted to the Treasurer for certification.

1. The Treasurer shall prepare an approved purchase order, assign an official purchase order number, certify that funds are available and encumber the amount of that purchase order to the authorized appropriation account.
2. When the amount of the purchase order will not encumber due to lack of funds in the appropriation account, that purchase order will be cancelled and the requisition returned to the administrator or supervisor in charge.
3. The purchase order, upon adequate completion of encumbrance, shall be sent or delivered to the vendor. Copies of that purchase order shall be sent to the administrator or supervisor in charge, with copies maintained in the office of the Treasurer.

When goods and services are received, a copy of the related purchase order shall be sent to the office of the Treasurer indicating acceptable receipt of goods and services, the date received and a signature authorizing payment.

1. When partial receipt of goods and services is made, indication of which items were received should be noted, with authorization to make partial payment. When final delivery is made, this must be clearly noted so any remaining encumbrances against that purchase order can be cancelled.

In the event an invoice is given to an employee or sent to a location other than the office of the Treasurer, that invoice is to be forwarded immediately to the Treasurer.

Employees violating the above procedure may become personally liable for that purchase.

### **Federal Procurement**

**Purchasing of goods and services using federal funds must be done in accordance with the above procedures and also in accordance with all federal requirements including allowability of costs. All purchases must be reasonable and free of conflicts of interest and conducted in a manner providing full and open competition.**

**No purchase will be made using federal funds unless the District verifies that the contractor is not suspended or debarred.**

**The following methods of procurement will be used for all purchases of goods and services made with federal funds.**

1. **Micro-purchases are purchases up to \$10,000 and may be made in accordance with District purchasing procedures when the costs are reasonable. To the extent practicable, these purchases are distributed equitably among qualified suppliers.**
2. **Small purchase are purchases between \$10,000 and \$250,000. Prior to authorizing the purchase, the District will try to obtain price rates or quotations from a minimum three (3) vendors or providers. The District will obtain these price rates or quotations in writing.**
3. **Sealed bid procedures are used for firm fixed price contracts over \$250,000 and is used as the preferred method for construction projects. Bids are solicited from an adequate number of known suppliers, which cannot be less than two responsible bidders. The District will solicit bids by advertisement in a newspaper of general circulation in the district for two consecutive weeks prior to the bid opening. The contract will be awarded to the lowest responsive and responsible bidder.**

4. Competitive proposals are used for all purchases over \$250,000 for which sealed bids are not appropriate and must be used for architectural or engineering services. Contracts entered into for competitive proposals may be fixed-price or cost-reimbursement. The District will publicize a request for proposal by soliciting bids by advertisement in a newspaper of general circulation in the district for two consecutive weeks prior to the bid opening. The District will evaluate proposals in order to award the contract to the most advantageous proposal when considering cost and other factors. The District will evaluate proposals by a score card system that will be customized for the service being solicited.

5. Sole source procurement is used only when the goods or services are only available from a single source; a public exigency or emergency exists; there is inadequate competition and the applicable pass through entity approves this method.

**All solicitations:**

1. Include clear and accurate description on the technical requirements for the material, product or service to be procured. This description sets forth the minimum and essential characteristics the material, product or service must meet.
2. Will not contain specifications that unduly restrict competition.
3. Identify all requirements offerors must fulfil and all other factors to be used in evaluating bids or proposals.

The District maintains records to verify selection of procurement type and compliance with applicable procurement requirements.

(Approval date: August 14, 2001)

(Re-approval date: May 11, 2015)

## CREDIT/PURCHASING CARDS

The Board, therefore, authorizes the use of District credit cards for use in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card. The term expressly excludes any procurement card account, or telephone card account, or any other card account where merchant category codes are in place as a system of control for use of the account.

The Treasurer shall maintain possession of all credit cards and establish a system for cards to be signed out, utilized, and returned, and the type of expenses that can be charged to the card. Any expense deemed a proper public purpose can be paid using a credit card, provided a purchase order is in place in advance of the purchase.

Any employee is eligible to sign out and use the credit card under the terms of this policy provided they follow the procedures established by the Treasurer to sign out, use, substantiate, and return the card.

The Board authorizes the Treasurer to review available credit card accounts and to determine which account type, account provider, and credit limit best meets the needs of the District. The Treasurer will determine how many accounts, cards, and checks are to be issued and establish a process for card reissuance or cancellation. Debit cards are prohibited with the exception of small dollar gift cards following the procedures in the Student Activity Manual established by the Treasurer.

Itemized receipts must be returned with the credit card to the Treasurer substantiating the exact amount charged to the card. Reasonable gratuities are acceptable. Every effort should be made by employees to notify and provide vendors with an Ohio Sales Tax exempt form. If a merchant fails to waive the tax, the employee and Treasurer are authorized to pay it.

Employees are liable in person and upon official bond for any unauthorized use of a credit card. Any employee who suspects the loss, theft, or possibility of unauthorized use of a card must notify the Treasurer immediately. Inappropriate or illegal use of the card and/or failure to strictly adhere to the requirements set forth in the Treasurer's guidelines, including submitting detailed itemized receipts, may result in loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all charges, including finance charges and interest assessed, and referral to law enforcement for prosecution. Employees shall be responsible to make full reimbursement to the District within thirty days for any charges that were not supported with detailed itemized receipts. Under no circumstances shall cards be used for personal purchases or the purchase of alcoholic beverages. Use of credit cards for any cash withdrawal transaction is strictly prohibited.

The Board recognizes the efficiency and convenience afforded the day to day operation of the District through the use of credit/purchasing cards under the supervision of the Treasurer. However, credit/purchasing cards are not to be used to circumvent the general purchasing procedures required by State law and Board policies.

The Board authorizes the use of credit/purchasing cards in the following manner.

Credit/Purchasing Cards

1. All credit cards issued to and in the name of the District shall be held and supervised by the Treasurer and used only for approved District-related activities.
2. Credit cards may be used for District-related transportation, reservations and expenses, conference registrations and hotel reservation guarantees for the Board and staff.
3. If monies are budgeted and deposited with the Treasurer in advance, credit cards may be used by school employees for student trips and competitions for safety and security reasons.
4. With prior approval of the Treasurer, credit cards may be used by school employees for school-related purchases from a vendor who does not accept purchase orders or vouchers.
5. The Treasurer keeps a record of all credit card use.
6. Receipts and appropriate form(s) are to be turned in with the credit card to the Treasurer within five business days upon completion of approved use. Failure to turn in receipts and appropriate form(s) to the Treasurer within five business days may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases.
7. Purchasing cards for use and reporting follow recognized procedures through the Treasurer's office.

[Adoption date: October 11, 2005]

[Re-adoption date: May 11, 2015]

CROSS REFS.: DJ, Purchasing  
DJB, Petty Cash Accounts  
DLC, Expense Reimbursement  
GCL, Professional and Certificated Staff Development Opportunities  
GDL, Classified Staff Development Opportunities

**CREDIT/PURCHASING CARDS**

Credit/purchasing cards may be used for the following purposes.

1. School business travel, meetings, lodging and meals for out of District meetings or seminars are subject to the reimbursement limits established by the Board.
2. Tips for meals/hotel/transportation are allowed so long as the tip does not exceed 18%.
3. Purchases from vendors that require a credit/purchasing card as form of payment do not supercede the requirement of pre-approval of a purchase order for the purchase. The use of the credit/purchasing card for electronic commerce must be pre-approved by the submission of a purchase order prior to purchase.
4. The use of the credit/purchasing card over the Internet must be safeguarded at all times. All vendors must be pre-approved for use and must show sufficient proof of being a legitimate business entity. All purchases over the Internet are the sole responsibility of the Board's authorized buyer in the event of business fraud.
5. If the use of a tax-exempt form is not possible, the expenditure is allowed. The person using the credit/purchasing card should take along the appropriate tax exemption form so that sales tax is not charged.

Upon returning from an approved business trip, an employee submits all original itemized invoices and original credit/purchasing card charge receipts to the Treasurer's office. Credit/purchasing card statements do not suffice as invoices. Credit/purchasing card statements are mailed directly to the Treasurer's office. Any late fees assessed to the District due to an employee failing to submit invoices and credit/purchasing card receipts on a timely basis are the responsibility of the employee. Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the meeting.

The use of the credit/purchasing card is prohibited for the following items:

1. purchase of personal goods or services for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attending a District business function;
2. payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;
3. alcoholic beverages or tobacco;

4. fuel for use in a personal vehicle;
5. entertainment expenses, including pay-per-view movie charges and/or
6. cash advances.

Persons using a credit/purchasing card for personal, nonauthorized purposes or undocumented expenditures are held personally responsible for those expenditures. Abuse of the credit/purchasing card is subject to disciplinary procedures, including termination.

The use of a credit/purchasing card does not supersede the required completion of a professional leave form when applicable. These procedures also dictate the reimbursement procedures of the Board.

(Approval date: October 11, 2005)  
(RE-approval date: May 11, 2015)

## FIRST AID

The school nurse develops guidelines for the emergency care of any student or staff member who is injured or becomes ill at school or while engaged in a school-sponsored activity. The guidelines are reviewed by the Board prior to implementation.

The guidelines provide for at least one person in each building to have special training in first aid.

The District provides employee automated external defibrillator (AED) training in accordance with State law. **Compliance with this training requirement is reported to the Ohio Department of Education 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.**

In the case of an emergency involving a student, the emergency medical authorization form is followed and efforts are made to contact the parent/guardian.

[Adoption date: August 14, 2001]

[Re-adoption date: May 11, 2015]

[Re-adoption date: December 18, 2017]

LEGAL REFS.: ORC 2305.23  
3301.56  
**3301.68**  
3313.6021  
3313.6023  
3313.712  
3313.717  
OAC 3301-27-01; 3301-35-06

CROSS REFS.: EB, Safety Program  
EBBC, Bloodborne Pathogens  
EBC, Emergency/Safety Plans  
IGD, Cocurricular and Extracurricular Activities  
JHCD, Administering Medicines to Students  
Emergency Medical Authorization Form  
Staff Handbooks



## FOOD SALE STANDARDS

Through its food service program, the Board encourages students to form healthy eating habits by governing the types of food and beverages sold in the schools and the time and place at which each type of food and beverage is sold. These standards are based on the following guidelines.

1. The types of food and beverages sold in the schools are determined by their potential to contribute significantly to the:
  - A. daily nutritional needs of students, consistent with the guidelines established by the U.S. Department of Agriculture (USDA),
  - B. provisions of the District's wellness policy and
  - C. nutritional guidelines established by Federal and State law.
2. A licensed dietician, a registered dietetic technician or a certified/credentialed school nutrition specialist must be initially consulted to assist the food services supervisor in drafting for Board adoption a plan:
  - A. for complying with and enforcing the nutritional standards governing the types of food and beverages that may be sold on school premises in compliance with State law and
  - B. specifying the time and place each type of food or beverage may be sold.
3. The time of day and place for the sale of food and beverages to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules. The following restrictions are enforced for non-breakfast/lunch and beverage sales:
  - A. Foods or beverages which do not meet the nutritional standards established by the District in accordance with USDA regulations may not be sold during the school lunch period. The Board reserves the right to totally restrict the sale of non-nutritional foods and beverages in vending machines.
  - B. School fundraising activities involving food and beverage items sold during the school day must be in compliance with the USDA Smart Snacks in Schools nutrition standards, and not in direct competition with the school breakfast/lunch program, and with permission of the building principal.
4. Annually, the food services supervisor reviews and recommends to the Board the types of foods and beverages to be sold as part of the school breakfast and lunch programs.

Separate standards may be established for the types of food and beverages to be sold to staff members and for events and activities held outside the school day.

**Compliance with nutritional standards is reported to the Ohio Department of Education 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.**

[Adoption date: August 14, 2001]

[Re-adoption date: June 28, 2010]

[Re-adoption date: July 7, 2011]

[Re-adoption date: February 13, 2012]

[Re-adoption date: May 11, 2015]

[Re-adoption date: August 8, 2016]

LEGAL REFS.: ORC **3301.68**  
3313.814; 3313.816; 3313.817  
OAC 3301-91-09

CROSS REFS.: EF, Food Services Management  
EFG, Wellness  
IGDF, Student Fundraising Activities

## WELLNESS

As required by law, the Board of Education directs the Superintendent/designee to establish the following wellness policy as part of a comprehensive wellness initiative.

The wellness policy shall:

1. establish plans for nutrition education, physical activity and other school-based activities designed to positively influence students' ability to make healthy lifestyle choices;
2. abide by nutrition guidelines established by the U.S. Department of Agriculture (USDA) for all foods available in the District during the school day, in order to promote student health and reduce childhood obesity;
3. assure that District guidelines for reimbursable school meals are, at a minimum, equal to the guidelines issued by the USDA and
4. establish a plan of implementation and evaluation, including designating one or more persons within the District with the responsibility for ensuring that the District is compliant with Federal law.

The Board recognizes that good nutrition and regular physical activity affect the health and wellbeing of the District's students. Furthermore, research supports a positive correlation between district students' and staff health and wellbeing and their ability to learn.

In order to promote, support and model such health behaviors and habits, development of the wellness initiative must be a collaborative effort between parents, students, staff, food service workers, administrators, the Board and the public.

The District notifies the public of the wellness plan at least annually. The wellness plan is assessed at least once every three years and the results of the assessment are made available to the public.

**The District reports compliance with the establishment of a wellness committee to the Ohio Department of Education 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.**

[Adoption date: April 3, 2006]

[Re-adoption date: May 11, 2015]

[Re-adoption date: August 8, 2016]

[Re-adoption date: April 17, 2017]

LEGAL REFS.: 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; 42 USC 1771 et seq.

7 CFR, Subtitle B, Chapter 11, Part 210

7CFR 220

7 CFR 225

7 CFR 245

ORC **3301.68**

3313.814

OAC 3301-91-09

CROSS REFS.: EF, Food Services Management

EFB, Free and Reduced-Price Food Services

EFF, Food Sale Standards

**ADMISSION OF INTERDISTRICT TRANSFER STUDENTS**  
**INTERDISTRICT OPEN ENROLLMENT**  
**(Do Not Participate)**

The Board does not wish to participate in an open enrollment program and will entirely prohibit interdistrict open enrollment from any other district.

**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.**

[Adoption date: August 14, 2001]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 3313.64; 3313.65; **3313.98**; 3313.983  
Chapter 3327  
**OAC 3301-48-02**

CROSS REF.: JECB, Admission of Nonresident Students

## 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 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.**

[Adoption date: August 14, 2001]

[Re-adoption date: July 26, 2004]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 3313.64; 3313.65; 3313.97  
OAC 3301-48-01

CROSS REFS.: IE, Organization of Facilities for Instruction  
IGBJ, Title I Programs  
**IGDJ, Interscholastic Athletics**  
JECC, Assignment of Students to Schools

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## HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental, emotional or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at any school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including but not limited to, interacting with other individuals on social networking and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered.



School administrators shall notify the parents/guardians of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents/guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

The Superintendent/designee will provide the Board with a summary of all reported incidents two times per year and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students **and by November 30 annually reports to the Ohio Department of Education compliance with this requirement 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. ¶**

Additional training is provided to employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

[Adoption date: August 14, 2001]

[Re-adoption date: January 24, 2005]

[Re-adoption date: April 12, 2005]

[Re-adoption date: April 9, 2007]

[Re-adoption date: January 28, 2008]

[Re-adoption date: April 26, 2010]

[Re-adoption date: April 25, 2012]

[Re-adoption date: August 13, 2012]

[Re-adoption date: May 11, 2015]

[Re-adoption date: February 8, 2016]

[Re-adoption date: February 6, 2017]

LEGAL REFS.: Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii);  
(P.L. 106-554, HR 4577, 2000, 114 Stat 2763)

ORC 117.53  
2307.44  
2903.31  
3301.22  
**3301.68**  
3313.666; 3313.667  
3319.073

CROSS REFS.: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
ACAA, Sexual Harassment  
EDE, Computer/Online Services (Acceptable Use and Internet Safety)  
IGAE, Health Education  
IIBH, District Web Site Publishing  
JFC, Student Conduct (Zero Tolerance)  
JFCEA, Gangs  
JFCK, Use of Electronic Communications Equipment by Students  
JG, Student Discipline  
JHG, Reporting Child Abuse  
JO, Student Records  
Student Handbooks

## PHYSICAL EXAMINATIONS OF STUDENTS (Student Screening Programs)

The District requires health records of students under the following circumstances.

1. All students entering school for the first time must have a completed health/immunization record before being admitted to school.
2. Health and immunization records are requested for all students transferring into the District. If the previous school does not forward a record or if it is incomplete, it is the parents' responsibility to comply with health requirements for students.
3. Students must have physical examinations prior to their participation in interscholastic athletic programs.
4. Preschool students are required to submit a completed physical examination annually.

Annually, the District will notify parents of physical exams or screenings conducted on students.

The District nurses follow the requirements and recommendations from the Ohio Department of Health regarding health screenings of school age children. Currently, the nursing team conducts Districtwide screenings in the fall of each school year. All new and transfer students with no record of screenings in the previous 12 months should also be screened for vision and hearing.

### Vision Screening

Vision screenings are conducted per the requirements of the Ohio Department of Health.

### Hearing Screening

Hearing screenings are conducted per the requirements of the Ohio Department of Health.

### Blood Pressure Screening

Blood pressure screening is conducted as recommended by the Ohio Department of Health.

### Multifactorial Evaluations

Vision and hearing screenings will be provided for all students as part of the multifactorial evaluation process.

The District screens students for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders prior to November 1 of the school year in which a pupil is enrolled for the first time in either kindergarten or first grade in a manner determined by the Board. The District notifies parents, prior to August 1 of the year in which the pupil is required to be screened and gives parents the opportunity to submit a written statement excluding their children. If the results of any screening reveal the possibility of special learning needs, the District conducts further assessment in accordance with State law.

The District reports compliance with these screening requirements to the Ohio Department of Education 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.

Parents have the right to refuse to allow their child to participate in nonemergency invasive physical examinations or screenings. Invasive physical exam is defined as any “medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision or scoliosis exam.”

The District notifies parents, on an annual basis, of the administration of additional health and physical screenings and examinations and, thereby, gives parents the opportunity to exclude their children.

[Adoption date: August 14, 2001]

[Re-adoption date: February 25, 2002]

[Re-adoption date: May 13, 2003]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.

ORC **3301.68**

3313.50; 3313.671; 3313.673; 3313.68; 3313.73

**Chapter 3323**

CROSS REF.: **JEC, School Admission**

**JHC, Student Health Services and Requirements**

JHCB, ~~Inoculations of Students~~ **Immunizations**

## NOTIFICATION ABOUT SEX OFFENDERS

Megan's ~~State Law~~ **The Adam Walsh Act (tiered sex offender classification designations)** requires certain ~~sexual predators and sex~~ offenders to register with the sheriff in ~~the county of their residence~~ **accordance with law**. In some circumstances the sheriff notifies the Superintendent/designee that a ~~sexual predator or habitual sex offender has moved into the area~~ **sex offender subject to community notification is residing, employed or attending school within the geographical region of the District**.

If the Superintendent/designee receives information from the sheriff concerning a ~~sexual predator or habitual~~ sex offender subject to community notification, the Superintendent/designee disseminates the information regarding the ~~sexual predator or habitual~~ sex offender **subject to community notification** to employees whose duties include supervision of or responsibility for students. Employees who receive the information are instructed to promptly notify the Superintendent/designee if the ~~sexual predator or habitual~~ sex offender **subject to community notification** is observed in the vicinity of the school. The Superintendent/designee notifies the local law enforcement agency if, in the judgment of the Superintendent/designee, the presence of the ~~sexual predator or habitual~~ sex offender **subject to community notification** appears to be without a legitimate purpose or otherwise creates concern for the safety of the students. ~~The law enforcement agency evaluates the situation and takes whatever action it deems appropriate. The law enforcement agency informs the Superintendent of any action taken and may provide advice regarding any additional action that the Superintendent should consider taking.~~

If the Superintendent/designee receives information from the sheriff concerning a ~~sexual predator or habitual~~ sex offender subject to community notification, the Superintendent/designee may inform parents, guardians and adult students that he/she has received notice that a ~~sexual predator or habitual~~ sex offender **subject to community notification** is residing, **employed or attending school** within the **geographical region of the** District and that certain information concerning the offender is public record and is open to inspection at the office of the sheriff with whom the offender has registered.

~~If the Superintendent/designee receives information from the sheriff concerning a juvenile sex offender subject to community notification, the Superintendent/designee disseminates the information regarding the juvenile sex offender to employees whose duties include supervision of or responsibility for students. The Superintendent/designee shall not release any other information and shall direct any inquiries to the office of the sheriff with whom the offender has registered.~~

If the Superintendent/designee receives information from the sheriff concerning a ~~sexual predator or habitual~~ sex offender subject to community notification, he/she shall not release any other information and shall direct any inquiries to the office of the sheriff with whom the offender has registered.

[Adoption date: August 14, 2001]  
[Re-adoption date: January 12, 2009]  
[Re-adoption date: September 27, 2010]  
[Re-adoption date: May 11, 2015]

LEGAL REFS.: 42 USC 14071  
              ORC 149.43  
                  2151.355;  
                  2152.83; 2152.84  
                  Chapter 2950  
              **OAC 109:5-2**

CROSS REFS.: GBQ, Criminal Records Check  
              JO, Student Records

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS  
(Restraint and Seclusion)

Positive Behavioral Interventions and Supports (PBIS)

The District implements PBIS on a system-wide basis **for the purpose of improving academic and social outcomes and increasing learning for all students**. The Board directs the Superintendent/designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education's (SBOE) policy on positive behavior interventions and supports. The District encourages family involvement.

Prohibited Practices

The District does not engage in practices prohibited by State law, including:

1. prone restraint;
2. any form of physical restraint that involves the intentional, knowing or reckless use of any technique that:
  - A. involves the use of pinning down a student by placing knees to the torso, head or neck of the student;
  - B. uses pressure point, pain compliance or joint manipulation techniques or
  - C. otherwise involves techniques that are used to unnecessarily cause pain.
3. corporal punishment;
4. child endangerment, as defined by Ohio Revised Code Section (ORC) 2919.22;
5. deprivation of basic needs;
6. seclusion and restraint of preschool children in violation of Ohio Administrative Code Section (OAC) 3301-37-10;
7. chemical restraint;
8. mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
9. aversive behavioral interventions or
10. seclusion in a locked room or area.

### Restraint

Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit use of reasonable force and restraint as provided by ORC 3319.41.

Restraint may be used only:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. if the physical restraint does not interfere with the student's ability to breathe;
3. if the physical restraint does not interfere with the student's ability to communicate in the student's primary language or mode of communication and
4. by school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Notwithstanding the requirements of this Policy and the Ohio Department of Education's corresponding standards and policy, school personnel may use reasonable force and restraint in accordance with R.C. 3319.41. Persons employed or engaged as teachers, principals, or administrators, nonlicensed school employees and school bus drivers may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, or for the protection of persons or property.

### Seclusion

Seclusion may not be used as a form of punishment or discipline, for staff convenience or as a substitute for other less restrictive means of assisting a student in regaining control.

Seclusion may be used only:

1. if a student's behavior poses and immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. as a last resort to provide an opportunity for the student to regain control of his or her actions;



1. for the minimum amount of time necessary to protect the student and others from physical harm;
2. in a room or area that is not locked, does not prevent the student from exiting the area should the staff member become incapacitated or leave, and that provides adequate space, lighting ventilation and the ability to observe the student and
3. under the constant supervision of trained staff able to detect indications of physical or mental distress that require removal and/or immediate medical assistance, and who document their observations of the student.

#### Repeated Dangerous Behaviors

The District conducts functional behavioral assessments for students who repeatedly engage in dangerous behavior that leads to instances of restraint and/or seclusion to identify students' needs and more effective ways of addressing those needs. Behavioral intervention plans that incorporate appropriate positive behavioral interventions are created when necessary.

#### Training and Professional Development

**The District provides professional development or continuing education in PBIS, as part of the implementation of the PBIS framework in accordance with State law. The District's professional development committee monitors this training and establishes model professional development courses.**

The District trains an appropriate number of personnel in each building in crisis management and de-escalation techniques. The District maintains written or electronic documentation of provided training and lists of participants in each training session.

All student personnel, as defined by OAC 3301-35-15, are trained annually on the SBOE's and the District's policies and procedures regarding restraint and seclusion.

The Board directs the Superintendent/designee to develop a plan for any necessary training of student personnel to implement PBIS on a system-wide basis.

**Compliance with training requirements is reported to the Ohio Department of Education (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.**

### Data and Reporting

Each incident of restraint is immediately reported to the building administrator and the student's parent. Each incident of seclusion or restraint is documented in a written report, which is made available to the student's parent within 24 hours. The District maintains written reports of seclusion or restraint. These reports are educational records under the Family Education Rights and Privacy Act.

The District annually reports information concerning the use of restraint and seclusion to the **Ohio Department of Education (ODE)**, as requested by ODE.

### Monitoring and Complaint Processes

The Board directs the Superintendent/designee to establish a procedure to monitor the implementation of State law and the District's policy on restraint and seclusion.

The Board directs the Superintendent/designee to establish District complaint procedures, which include a:

1. procedure for parents to present complaints to the Superintendent to initiate a complaint investigation by the District regarding incidents of restraint or seclusion and
2. requirement that the District respond to parents in writing within 30 days of the filing of a complaint regarding restraint and seclusion.

Parents are notified annually of the District's seclusion and restraint policies and procedures, which are also posted on the District's website.

[Adoption date: July 9, 2013]

[Re-adoption date: November 25, 2013]

[Re-adoption date: April 28, 2014]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 2919.22  
3301.68  
3319.237  
3319.46  
3326.11  
3328.24  
OAC 3301-35-15  
3301-37-10

CROSS REFS.: IGBA, Programs for Students with Disabilities  
JF, Student Rights and Responsibilities  
JGA, Corporal Punishment  
JH, Student Welfare  
JHF, Student Safety

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