



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent
Wednesday, August 26, 2026, Central Office

Hilliard City School District
Operations Department

COMMITTEE MEMBERS

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Kelley Arnold, Board of Education
Melissa Swearingen, Treasurer/CFO
Mike McDonough, Deputy Superintendent
William Warfield, Assistant Superintendent
Stacie Raterman, Communications Director
Jacob Grantier, Director of Measurement, Intervention
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Katherine Hueter, Principal Hilliard Weaver MS
Matt Trombitas, Principal Hilliard Station Sixth Grade
Livi Constantinovich, Principal Darby Creek Elementary
Lauren Barkdull, Principal Horizon Elementary
Angie Rader, HEA Representative

RECOMMENDATION

First Reading
September 14, 2026

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. DJH – Credit Cards
2. DJH-R – Credit Cards (*new regulation*)
3. DJI – Purchasing Cards (*new policy*)
4. DJI-R – Purchasing Cards (*new regulation*)
5. JED – Student Absences and Excuses
6. JEDA - Truancy
7. JHCD – Administering Medicines to Students
8. JHCD-R – Administering Medicines to Students

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

- First reading – September 14, 2026
 - Second reading – September 28, 2026
 - Third reading and adoption – October 12, 2026
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Policy DJH: Credit Cards

Status: DRAFT - 1st Reading

Original Adopted Date: 10/11/2005 | **Last Revised Date:** 02/11/2019 | **Last Reviewed Date:** 02/11/2019

The Board recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

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.

1. The District name must appear on each card and/or check associated with the credit card account. The Treasurer provides an annual report to the Board detailing all rewards received based on use of the credit card account.
2. All credit cards issued to and in the name of the District are held and supervised by the Treasurer and used only for purposes authorized by this policy. The Treasurer establishes a system for cards to be signed out for use by an authorized user.
3. 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.
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. All credit card statements are sent directly to the Treasurer's office. The Treasurer keeps a record of all credit card use. Itemized receipts must be returned with the credit card to the Treasurer substantiating the exact amount charged to the card within 2 business days upon completion of approved use. Failure to turn in receipts and appropriate form(s) to the Treasurer within the required timeframe may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases. Any late fees assessed to the District due to an employee failing to submit invoices and credit card receipts on a timely basis are the responsibility of the employee.
5. 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.

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 authorizes the Treasurer to work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the district, the maximum limit for the credit card accounts, and to determine which store credit accounts the district will utilize. The Treasurer is responsible for working with the issuing financial institution to determine the dates when credit cards expire and the reissuance of replacement cards. The Treasurer is responsible for determining, when necessary, the need to cancel a credit card account. The Treasurer is also responsible for notifying the issuing financial institution of a lost or stolen card. Employees using a credit card must notify the Treasurer when they become aware that a card is lost or stolen.

The Board recognizes that credit card convenience fees assessed by vendors or service providers may be unavoidable and recognizes these as a normal cost of business. When feasible, alternative payment methods that do not include such convenience fees - such as ACH transfers, checks, or other direct payment options - should be utilized to minimize costs. The Board has determined:

1. Convenience fees are justified due to operational necessity, efficiency or timing considerations.
2. Alternative payment methods are required or prioritized when the fee will occur on a recurring transaction, the fee is above a de minimis amount of \$5, or the fee exceeds 10% of the item/service being procured.
3. If the fee exceeds the thresholds outlined above, documentation is required as to the timing/efficiency considerations or lack of other available payment option to avoid the fee. If documentation is not provided or does not demonstrate that the fee was unavoidable or necessary, the school employee will be asked to reimburse the District.

Convenience fees are incurred as part of the payment process and represent a standard transactional cost. In contrast, late fees and penalties arise from untimely payments or failure to meet established obligations and are not considered an acceptable or routine expense. Staff should take appropriate steps to avoid incurring late fees and penalties, as these costs do not fall within the same category as convenience fees.



Regulation DJH-R(1): Credit Cards

Status: DRAFT - 1st Reading

Original Adopted Date: Pending

NEW REGULATION

The Board of Education recognizes the convenience and efficiency afforded by the use of District credit cards. Credit cards, however, shall not be used to circumvent the general purchasing procedures established by State law and Board policy. As such, employees are required to abide by the following guidelines when using a District credit card.

- A. All credit cards issued to and in the name of the Hilliard City School District shall be held and supervised by the Treasurer.
- B. Board member(s) and staff may use credit cards only in connection with Board-approved or school-related activities and in accordance with established, pre-approved single purchase limits, monthly spending limits, funds availability, and the appropriation of a particular building or department budget, grant provision, or student activity purpose clause.
- C. The Treasurer shall be responsible for the initial issuance, reissuance, and cancellation of District credit cards and shall maintain all appropriate records and reports regarding the District's credit card account(s). Records and reports will be maintained and made available for review in accordance with this policy and State law.
 1. When the District applies for a credit card, the Treasurer will require that accurate and complete information is submitted to the issuing entity. Once the new card is received, the Treasurer will confirm that the District's name and any other required information appears accurately on the card and any other presentation instruments.
 2. Employees are required to immediately report lost or stolen credit cards or notice of a possible data breach involving a District credit card to their immediate supervisor and the Treasurer. The Treasurer will notify the entity that issued the credit card to request cancellation of the lost or stolen card as soon as is practicable and will initiate procedures to obtain a replacement card if necessary.
- D. Credit cards shall not be used for personal purchases or expenditures. In particular, credit cards shall not be used for expenses that are not incurred in connection with Board-approved or school-related activities, are not for the benefit of the District, and do not serve a valid and proper public purpose. Use of credit cards in an unauthorized or illegal manner may result in revocation of credit card privileges, disciplinary action, and/or, where appropriate, may require the user to pay any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase. Additionally, any officer or employee of the District who knowingly misuses a credit card account is guilty of the criminal offense of misuse of credit cards. Violations will be reported to the appropriate law enforcement authorities and any applicable licensure board(s).
- E. The use of the credit card for the following items is considered unauthorized use and classified as credit card misuse:
 1. expenditures not specifically authorized by this policy;
 2. 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;
 3. payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;
 4. alcoholic beverages or tobacco;
 5. fuel for use in a personal vehicle;
 6. entertainment expenses; and/or
 7. cash advances.

F. The District is a nonprofit political subdivision of the State of Ohio. Tax exemption forms shall be utilized and are available from the Treasurer's Office.

G. Upon receipt of a District credit card, employees shall:

1. Inform merchants that the purchase is for "official School District business" and is not subject to State or local sales tax. However, if the merchant fails to waive the tax, the employee shall pay it. For large purchases where the merchant refuses to waive the tax, the employee shall present a tax exemption form.
2. Maintain credit cards in a secure fashion and prevent unauthorized charges to the account. The card number is not to be stored online or saved within apps on a device.
3. Use reasonable care when making purchases online, refrain from providing the credit card number to unknown online merchants, and do not auto-save credit card number for any online account.
4. Maintain sufficient documentation of all purchases including, but not limited to, charge receipts, original cash register slip or other detailed receipt, and invoices.
5. Provide documentation of all purchases to the Treasurer in a timely manner to ensure prompt payment.
6. Refrain from allowing anyone else to use the credit card or account number.
7. Refrain from splitting the costs of an invoice or purchase in order to circumvent the credit card process and established, pre-approved single purchase limits, monthly spending limits, and/or funds availability.

H. When using the card for over-the-counter purchases:

1. In purchasing goods and/or services, employee(s) shall provide merchant with the credit card and inform the merchant that the purchase is for "official School District business" and is not subject to State or local sales tax. If merchant refuses to waive the sales tax, employee shall pay it.
2. Retain receipts, including cash register receipt and credit card charge slip.
3. Provide receipt and any supporting documentation to the Treasurer.

I. When using the card for Internet orders:

1. Locate the merchant's website and verify whether the website being accessed is secure before entering the credit card account number and placing an order.
2. In purchasing goods and/or services, employee(s) shall enter the card number and expiration date. The employee(s) shall indicate that the purchase is tax-exempt if the website does not automatically recognize that the purchase is tax-exempt.
3. Provide all pertinent information to the supplier, including the name of the Cardholder, shipping address, etc. Note: If downloading a purchased product from the Internet, employee shall print out the electronic confirmation and include it with the transaction documentation.
4. Upon arrival of merchandise, employee(s) shall inspect and verify order accuracy, quality, and price and retain shipping documentation received with the merchandise.
5. Provide all related documents to the Treasurer.

- J. After use, District credit cards are to be returned to the Treasurer along with appropriate receipt copies of all charges immediately upon completion of any approved use.
1. Employees, when possible, shall include an original cash register slip or other detailed/itemized receipt, in addition to the receipt copy of all charges. In addition, employees shall include shipping documents and receipts received with the merchandise.
 2. Employees shall specify on the back of the receipt the following information:
 - a. a brief description of the school-related purpose of the purchase;
 - b. the names and affiliation of each attendee if a purchase is made on behalf of a group of individuals;
 - c. verification that family members or other individuals having no school-related purpose for their attendance paid their own expenses.
- K. Failure to return District credit cards and/or receipts within the established time period may result in the suspension of credit card privileges and/or charges being deemed unrelated or unsubstantiated.
1. Employees shall be responsible for any and all unrelated or unsubstantiated purchases and shall be required to make full reimbursement to the District within thirty (30) business days.
 2. If an employee(s) reimburses the District for an unsupported purchase, it shall be documented in the monthly credit card reconciliation.
- L. The Treasurer will keep a record/activity log of all credit card uses and review and approve all purchases to verify that the expenses are incurred in connection with Board-approved or school-related activities, are for the benefit of the District, and serve a valid and proper public purpose prior to disbursing public funds for payment of such expenses.
- M. Upon receipt of the appropriate documentation, credit card expenditures will be paid through the Treasurer's Office.
- N. The Treasurer's Office will monitor the credit card account(s) and reconcile all credit card accounts on a monthly basis.
- O. If the employee is terminated or resigns while in possession of a district credit card, they must return the credit card immediately and remain responsible for any inappropriate use while the card was in their possession.
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Policy DJI: Purchasing Cards

Status: DRAFT - 1st Reading

Original Adopted Date: Pending

NEW POLICY

The Board of Education recognizes that procurement cards offer a convenient and efficient method of purchasing minor goods and services and therefore authorizes the use of procurement cards. The Board authorizes the Treasurer to obtain procurement cards for use with Board-approved vendors. The name of the District shall appear on each card.

Procurement cards are cards issued to authorized employees to make purchases of designated items at authorized businesses and are linked to either a credit card or bank account. They function like a credit card, except that there are more options for spending controls.

The Treasurer shall establish per purchase and per month dollar limits with each voucher for every procurement card. The Treasurer may also establish limits on the number of purchases that may be made per day, week, or month with the card.

The bank manages the procurement card and will provide invoices at least monthly. Employees who have been issued a procurement card shall submit itemized receipts as part of the monthly reconciliation process. The receipts shall be attached to the monthly statement for the card they have been issued, and the statement shall be signed by the employee and approved by their supervisor.

Employees who use a procurement card are subject to all procedures and restrictions that apply to the use of credit cards summarized in Policy DJH, as well as guidelines developed by the Treasurer and outlined in the Purchasing Card Agreement that is signed at the time the card is issued.

All approved cardholders must agree to abide by procurement card procedures and regulations set forth in this policy as well as Policy DJH and relevant administrative guidelines. All transactions must be made by the individual to whom the card is issued. Employees are responsible for the security and physical custody of the card. Lost or stolen cards shall be reported immediately to the Treasurer.

Employees may use procurement cards only for school-related purposes in accordance with State law and Board policy. Procurement cards shall not be used to circumvent the general purchasing procedures required by Ohio law and Board policy. The procurement card may never be used to purchase alcohol or personal items or services. Accrual and use of frequent flyer miles, credit card rewards, hotel points, or other rewards earned during official business is permitted, provided that these rewards are earned the same way as members of the public would earn them, and they do not impose additional costs to the District. Such accrual and use shall be in accordance with Policy DLC – Expense Reimbursements.

Employees shall be responsible for any and all unrelated or unsubstantiated purchases and shall be required to make full reimbursement to the District within thirty (30) business days.

Cardholders will immediately surrender their cards upon request of the Treasurer for administrative reasons and shall surrender their cards upon separation from employment. This policy and related administrative guideline cannot cover every issue, exception, or contingency that may arise during the cardholder use of the procurement card.

The Treasurer's Office shall conduct independent regular reviews of each cardholder's activity to verify that the purchasing card is being used in accordance with this policy and administrative guidelines. Prices for commonly priced items should be periodically verified to prevent schemes of purposeful price inflation.

The Board recognizes that convenience fees assessed by vendors or service providers when paying with a procurement card may be unavoidable and recognizes these as a normal cost of business. When feasible, alternative payment methods that do not include such convenience fees - such as ACH transfers, checks, or other direct payment options - should be utilized to minimize costs. The Board has determined:

1. Convenience fees are justified due to operational necessity, efficiency or timing considerations.
2. Alternative payment methods are required or prioritized when the fee will occur on a recurring transaction, the fee is above a de minimis amount of \$5, or the fee exceeds 10% of the item/service being procured.
3. If the fee exceeds the thresholds outlined above, documentation is required as to the timing/efficiency considerations or lack of other available payment option to avoid the fee. If documentation is not provided or does not demonstrate that the fee was unavoidable or necessary, the school employee will be asked to reimburse the District.

Convenience fees are incurred as part of the payment process and represent a standard transactional cost. In contrast, late fees and penalties arise from untimely payments or failure to meet established obligations and are not considered an acceptable or routine expense. Staff should take appropriate steps to avoid incurring late fees and penalties, as these costs do not fall within the same category as convenience fees.



Regulation DJI-R(1): Purchasing Cards

Status: DRAFT - 1st Reading

Original Adopted Date: Pending

NEW REGULATION

Card Use

Cardholders shall be authorized by the Treasurer and must execute the Purchasing Card Agreement prior to use. All transactions must be made by the individual to whom the card is issued.

Procurement cards may be used only to purchase school-related items or services from approved vendors.

Procurement cards shall not be used to circumvent the general purchasing procedures required by Ohio law and Board of Education policy.

Procurement cards may only be used at vendors located within the United States. If you have an international purchase that requires the use of a procurement or credit card, please contact the Treasurer's Office so that alternate payment arrangements can be made.

The following is a list of other supplies and services that may not be purchased with the procurement card:

- A. alcohol and tobacco;
- B. cash advances;
- C. illegal services such as gambling.

Procedures

Procurement cards may be used to purchase goods by phone, mail, in person, or online. Supplies must be available immediately for pick-up, shipping, or delivery within the monthly billing cycle. Cardholders should obtain this assurance prior to making orders.

To avoid sales tax, cardholders must inform the vendor of the Board's tax-exempt status prior to making the order.

Cardholders may make online purchases from secure sites only.

Refer to Policy DLC – Expense Reimbursements for additional considerations when using the procurement card for district related travel.

Cardholders should print an order confirmation page when making purchases online, and request confirmation numbers when making purchases by phone.

Cardholders must retain copies of all original signed receipts, packing slips, etc., and should request itemized receipts for all purchases. It is the responsibility of each cardholder to retain proof-of-purchase documentation and submit original receipts and documentation, along with the billing statement, to the Treasurer's office, within seven (7) days of receiving the statement. Lost receipts will not be tolerated. It is the responsibility of the cardholder to obtain a duplicate receipt from the vendor.

The Treasurer's Office shall collect and review the reconciled card statements and supporting documentation submitted for each statement cycle.

Disputes

It is the responsibility of the cardholder to contact the vendor to dispute charges or to return items, if necessary. Disputed charges may result from the failure to receive goods or services, fraud or misuse, altered charges, defective merchandise, erroneous amounts, duplicate charges, unprocessed credits, application of sales tax, etc. Unresolved disputes must be submitted to the Treasurer's office immediately along with any supporting documentation. In resolving disputes, cardholders must never accept cash from the vendor to settle a disputed amount.

Lost or Stolen Cards

Cardholders are responsible for security and physical custody of the card. Lost or stolen cards shall be reported immediately to the Treasurer. The Treasurer will cancel the card with the card issuer and request it be reissued. Failure to report lost or stolen procurement cards shall result in disciplinary action including but not limited to revocation of card privileges.

Responsibilities

Cardholders should keep the procurement card and its sixteen (16) digit account number in an accessible, but secure location. Cardholders must not permit or direct others to use the procurement card.

The card number is not to be stored online or saved within apps on a device.

Cardholders should keep duplicate copies of receipts and proof-of-purchase documentation.

Cardholders must use common sense and good judgment when using school resources. This administrative guideline cannot cover every issue, exception, or contingency that may arise during the cardholder's use of the procurement card.

Cardholders shall be responsible for any and all unrelated or unsubstantiated purchases and shall be required to make full reimbursement to the District within thirty (30) business days.

Abuse of the purchasing card may result in disciplinary action, including termination or prosecution. The Treasurer may revoke the cardholder's privileges at any time.



Policy JED: Student Absences and Excuses

Status: DRAFT - 1st Reading

Original Adopted Date: 08/14/2001 | **Last Revised Date:** 11/24/2025 | **Last Reviewed Date:** 11/24/2025

Achievement and attendance are highly correlated. Each student should attempt to attend school daily. Rules and regulations regarding excessive absenteeism and tardiness shall be enforced.

The Board acknowledges that student absences from school for any reason, whether excused or unexcused, take away from instructional time and have an adverse effect on student learning.

Parents and/or guardians are legally responsible for the student's attendance in school; therefore, the parent or guardian of any student is required to accompany the student to the school's attendance office each time the student has accumulated five days of unexcused absence in a semester. If the school has no attendance office, the principal's office shall serve as such.

Students are required to be in their designated place at all times during the school day. Any student found otherwise shall be considered truant and shall be subject to the same policies and procedures as out-of-school truancy.

Family Trips

It is recognized that planned family trips often provide enrichment to regular classroom instruction. It is further recognized that employers cannot always grant vacation periods which fall within the school vacation and holiday period, and for families to be together, some trips must necessarily be scheduled during the academic year. Application for approval (JED-E) must be made by a parent or guardian at least two weeks in advance. If the student is not a member of the immediate family, his/her parent or guardian must complete the application. Each student is limited to one approved trip of 5 school days or less per school year without loss of academic standing, provided proper assignment make-up work is completed, including tests and final examinations. More than one trip with a cumulative of 5 days or less may be approved by the building principal or his/her designee. Trips of more than 5 school days shall not be approved except in extraordinary circumstances as determined by the Superintendent or his/her designee. If a student is absent for family travel outside of the 5 days of excused absences allowed by the District, he/she will be considered unexcused from school and subject to truancy regulations. The school district may be obligated to report the parent/guardian to the Franklin County Juvenile Court System and file charges of lack of compliance with the compulsory education rules. Communication with the school and family is crucial and attempts can be made to design online or other opportunities when applicable.

Excused Absence

Reasons for which students may be excused include, but are not limited to:

1. Personal illness. The approving authority may require a medical certification if he/she deems it advisable. Mental Health absences are included in Personal Illness.
2. Illness in the family. The absence under this condition shall not apply to children under fourteen years of age.
3. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Emergency or set of circumstances which in the judgment of the Superintendent/ designee constitutes a good and sufficient cause for absence from school which may include but not be limited to absences due to documented medical, behavioral or dental appointments;
5. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal);

6. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
7. up to three religious expression days per school year in accordance with Ohio Revised Code 3320.04;
8. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
9. post-secondary visitation, for which a student may be marked as “present” for such absences for up to three days per school year;
10. pre-enlistment reporting to a military enlistment processing station for which a student may be marked as “present” if the absence is used to help fulfill graduation requirements;
11. absences of a student of a military family for purposes of visiting an immediate family member who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
12. absences due to a student’s placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
13. absences due to a student being homeless;
14. attending a driver education course outside of core curriculum (applies to absences for two hours per day up to eight hours maximum, which cannot exceed four consecutive days or can be nonconsecutive) or
15. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student’s absence that day regarding that student’s absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Student make up work for religious expression days is managed in accordance with State law and Board policy for such absences.

Each student who is absent for reasons other than religious expression days must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal. Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures.

Unexcused Absences

An unexcused absence, whether resulting from truancy or other unacceptable reasons, may eliminate the opportunity to earn credit for work missed. This shall not preclude the student from completing assignments to keep current.

Disciplinary action/loss of privileges may result from unexcused absence. A student cannot be suspended, expelled or removed from school solely because of unexcused absences.

Interventions and Supports

A chronically absent student is a student who misses at least 10% of the minimum number of hours required in a

school year under Ohio Revised Code (RC) 3313.48 for the school a student attends.

The District consults with the county juvenile court, parents, guardians and other persons having care of a student attending school in the District in developing this policy.

This policy and any procedures developed must align with any District or school improvement plan developed pursuant to State or Federal Law.

The Board may consult or partner with private, public and nonprofit agencies to assist students and families in reducing absences.

Prevention strategies

The Board directs the administration to implement the following strategies, when deemed appropriate to prevent students from becoming chronically absent:

1. **Universal Screening:** District and building teams regularly review attendance data alongside other student data using an early warning system to identify areas of need early on, allowing for timely interventions
2. **Data-Based Decision-Making:** Collecting, analyzing, and using various forms of data to inform student needs and allocate resources to ensure decisions are grounded in evidence and tailored to the specific needs of students
3. **Progress Monitoring:** Ongoing and frequent collection of data to assess student performance and evaluate the effectiveness of instruction and supports in order to adjust strategies to better support students and improve attendance
4. **Team-Based Problem Solving:** A collaborative, responsive, and systemic process for understanding and addressing complex problems impacting students through personalized outreach to students and families, intentional engagement strategies, and ongoing process monitoring
5. **Shared Leadership:** A collaborative approach to providing strong, ongoing leadership for implementing an integrated multi-tiered system of supports, including infrastructure, professional development, and monitoring to ensure that staff have the skills and support to create strong foundations for learning
6. **Professional Capacity:** Ensuring staff members are knowledgeable, organized, and equipped to deliver effective instruction using an integrated multi-tiered system of supports
7. **Communication and Collaboration:** Essential processes to promote and support engagement and shared responsibility for creating conditions for effective instruction for all students through a strengths-based lens among all teaching and non-teaching staff, administrators, families, caregivers, and students

Notifications

The District notifies a student's parent, guardian or custodian when the student has been absent from school for 4% (8 days) of the minimum number of hours required in a school year under RC 3313.48 for the school a student attends.

Tiered supports

The Board directs the administration to implement a tiered system that provides more intensive interventions and supports for students with greater numbers of absences and includes resources to help students and their families

address the root causes of the absences.

Evidence-based academic and non-academic instruction and supports are organized across three tiers:

1. Core: Universal attendance messaging and engagement practices provided to all students and families to establish the expectation of daily attendance;
2. Targeted: Early intervention for identified students who miss instructional time. The Board requires schools to begin communication and supportive outreach as soon as absence patterns indicate a concern which can be missing just 2-3 days per month;
3. Intensive: Individualized supports provided to students missing a significant amount of instructional time.

Absence intervention team

The District establishes at least one absence intervention team to work with students at risk of becoming chronically absent and their families to improve attendance at school.



Policy JEDA: Truancy

Status: DRAFT - 1st Reading

Original Adopted Date: 08/14/2001 | Last Revised Date: 11/24/2025 | Last Reviewed Date: 11/24/2025

The Board acknowledges that student absences from school for any reason, whether excused or unexcused, take away from instructional time and have an adverse effect on student learning. The District consults with the county juvenile court, parents, guardians and other persons having care of a student attending school in the District in developing this policy.

A student cannot be suspended, expelled or removed from school solely because of unexcused absences.

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 Ohio Department of Education and Workforce 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 will take as an intervention strategy any appropriate action contained in the Board policy.

The Board directs the administration, in consultation with the county juvenile court to:

1. identify strategies to prevent students from becoming chronically absent;
2. establish procedures for notifying a student's parent, guardian or custodian when the student has been absent from school for a number of hours determined by the Board, not to exceed 5% of minimum required hours under Ohio Revised Code (RC) 3313.48;
3. establish a tiered system that provides more intensive interventions and supports for students with greater numbers of absences and includes resources to help students and their families address the root causes of the absences;
4. provide for one or more absence intervention teams to work with students at risk of becoming chronically absent and their families to improve attendance at school.

The Board may consult or partner with private, public and nonprofit agencies to assist students and families in reducing absences.

This policy and any procedures developed must align with the District or school improvement plan developed pursuant to State or Federal Law.

Filing a Complaint With Juvenile Court

The attendance officer must file a complaint against the student in juvenile court alleging a child is an unruly child for being a habitual truant and that the parent, guardian or other person having care of the child has violated RC 3321.38 when any of the following apply:

1. the student was absent without legitimate excuse for 30 or more consecutive hours;
2. the student was absent without legitimate excuse for 42 or more hours in a school month;
3. the student was absent without legitimate excuse for 72 hours or more in a school year.

If the District determines that the student and the student's family are making satisfactory progress in improving the student's attendance at school, the attendance officer will not file a complaint.

If no determination of satisfactory progress is made by the District, or the student and the student's family cease to continue making progress in improving the student's attendance, the attendance officer must file a complaint in juvenile court against the student.



Policy JHCD: Administering Medicines to Students

Status: DRAFT - 1st Reading

Original Adopted Date: 08/14/2001 | **Last Revised Date:** 06/09/2025 | **Last Reviewed Date:** 06/09/2025

Administering Prescription Drugs 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. A prescription drug is a drug that is to be administered pursuant to the instructions of the prescriber, whether or not required by law to be sold only upon a prescription.
2. 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.
3. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The prescription drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
4. 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 or other licensed person's order.
5. 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 prescription drug or other person licensed to prescribe medication.
6. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the prescription drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
7. No employee who is authorized by the Board to administer a prescription drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the prescription drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."

Administering Over-the-Counter Drugs to Students

An over-the-counter drug is a drug that may be legally sold without a prescription and that is administered without the instruction of a prescriber.

Authorized employees may, in the course of their employment, administer over-the-counter drugs to students in accordance with procedures developed by the Superintendent/designee. Such procedures must at minimum require parental consent for administration.

These procedures for over-the-counter medications do not apply to care given in the following situations; such situations are managed in accordance with law and any applicable policies and procedures:

1. emergency care occurring at the scene of an emergency outside of a hospital, doctor's office, or other place having proper medical equipment;

2. emergency care administered by a physician, dentist, or nurse volunteering at a school athletic event;
3. emergency care provided in a school district pursuant to an emergency medical authorization submitted by a student's parent or guardian;
4. emergency use of epinephrine ~~delivery systems~~ ~~autoinjectors~~ in a school district pursuant to a school policy regarding their use;
5. diabetes care provided in accordance with an order signed by a student's treating practitioner;
6. emergency use of inhalers in a school district pursuant to a school policy regarding their use and
7. emergency use of injectable or nasally administered glucagon in a school district pursuant to a school policy regarding its use.

Religious Convictions

No person employed by the Board is required to administer a prescription or over-the-counter drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a prescription or over-the-counter 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 or other person licensed to prescribe medication and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine ~~Delivery Systems~~ ~~Autoinjectors~~

Individual students with an identified life-threatening allergy are permitted to carry and use an epinephrine ~~delivery system~~ ~~autoinjector~~ (EpiPen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an ~~epinephrine delivery system~~ ~~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 ~~epinephrine delivery system~~ ~~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 ~~delivery system~~ ~~autoinjector~~ on-site. Procedures for management, use and administration of non-individual specific epinephrine ~~delivery system~~ ~~autoinjector~~ are located on-site pursuant to Ohio Revised Code 3313.7110.

Diabetes Medication

If a student's treating physician or other licensed person 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 or other licensed person'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.

Prescription drugs prescribed for a seizure disorder that are to be administered to students may be kept in an easily accessible location.

Students are allowed to possess seizure medications at school or at any activity, event or program sponsored by or in which the student's school is a participant, if the student has the written approval of the student's physician or other person licensed to prescribe medication containing all information required by law and, if the student is a minor, the written approval of the parent, guardian, or other person having care or charge of the student. The school principal and, if a school nurse is assigned to the student's school building, the school nurse, must receive copies of the written approvals.



Regulation JHCD-R(1): Administering Medicines to Students

Status: DRAFT - 1st Reading

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Students needing medication are encouraged to receive the medication at home, if possible.

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.

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care or charge of the student, that the prescription drug be administered to the student.
2. Each person designated to administer prescription drugs receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:
 - A. the name and address of the student;
 - B. the school and class in which the student is enrolled;
 - C. the name of the prescription drug and the dosage to be administered;
 - D. the times or intervals at which each dosage of the prescription drug is to be administered;
 - E. the date on which the administration of the prescription drug is to begin;
 - F. the date on which the administration of the prescription drug is to cease;
 - G. any severe adverse reactions which should be reported to the physician or other person licensed to prescribe medication and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency and
 - H. special instructions for administration of the prescription drug, including sterile conditions and storage.

It is the student's responsibility to come to the office to receive his/her medication. New authorization forms must be submitted at the beginning of each school year.

3. The parent(s) agree to submit a revised statement signed by the physician or other person licensed to prescribe medication who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe medication as described above changes.
4. The person authorized to administer the prescription drug receives a copy of the statement described above.
5. The prescription drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional. The medication and dosage listed on the label must be identical to the authorization form. Parents are responsible for keeping record of the amount of medication at school and for sending more when needed.

The person designated by the Board establishes a location in each school building for the storage of prescription drugs to be administered. Unless otherwise authorized by State law, all such prescription drugs shall be stored in that location in a locked storage place. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

No person who has been authorized by the Board to administer a prescription drug and has a copy of the most recent statement which was given to him/her prior to administering the drug is liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes "gross negligence or wanton or reckless misconduct."

A person employed by the Board is not required to administer a prescribed drug to a student unless a Board regulation establishes a requirement; furthermore, 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.

Board policy and regulations regarding dispensation of medication must be formally adopted by the Board and may be changed, modified or revised only by action of the Board.

Inhalers

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

The physician's or other licensed person's written approval must specify the minimum following information:

1. the student's name and address;
2. the name of the medication contained in the inhaler;
3. the date the administration of the medication is to begin;
4. the date, if known, that the administration of the medication is to cease;
5. written instructions that outline the procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack;
6. any severe adverse reactions that may occur to the student using the inhaler that should be reported to the physician or other person licensed to prescribe medication;
7. any severe reactions that may occur to another student for whom the inhaler is not prescribed, should he/she receive a dose of the medication;
8. at least one emergency telephone number for contacting the physician or other person licensed to prescribe medication;
9. at least one emergency telephone number for contacting the parent, guardian or other person having care or charge of the student in an emergency and
10. any other special instructions from the physician or other person licensed to prescribe medication.

In no circumstances will the District, any member of the Board or any Board employee be liable for injury, death or loss of person or property when a District employee prohibits a student from using an inhaler because the employee believes in good faith that the required written approvals have not been received by the principal. Additionally, liability cannot accrue because the employee permits the use of an inhaler when the employee believes in good faith that the written approval(s) have been received by the appropriate authority.

Medication – Self-/Administered – Grades 7-12

1. Students in grades 7-12 may self-administer a nonprescription/over the counter medication at the parent's discretion. The student's parent must send a note with the student stating the name of the medication, dose, time it is to be taken, date it is to be taken and then signed by the parent. This note must be presented to an administrator for their signature. The student may only carry a one-day supply of medication on his/her person. No such medication shall be given to another student.
2. School personnel are not responsible for administration or supervisions of self-administered medication.

Use of Epinephrine Delivery Systems Autoinjectors

Student possession of an epinephrine delivery system EpiPen is permitted only if the student has written approval from the prescriber of the epinephrine delivery system medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the epinephrine delivery system medication from the parent or student.

The prescriber's written approval must specify at least the following information.

1. student's name and address;
2. names and dose of the epinephrine medication contained in the delivery system autoinjector;
3. the date that the administration of the epinephrine through the delivery system medication is to begin and, if known, the date that authority to administer epinephrine through the delivery system the administration of the medication is to cease;
4. acknowledgement that the prescriber has determined that the student is capable of possessing and using the delivery system EpiPen appropriately and has provided the student with training in the proper use of the delivery system EpiPen;
5. circumstances in which the delivery system EpiPen should be used;
6. written instructions that outline procedures school personnel should follow if the student is unable to administer the medication or the epinephrine through the delivery system medication does not produce the expected relief from the student's anaphylaxis (allergic response);
7. any severe reaction that:
 - A. the student may experience when using the epinephrine delivery system that should be reported to the prescriber or
 - B. that may occur to another student for whom the epinephrine delivery system medication is not prescribed, if that student receives a dose of the epinephrine medication;
8. at least one emergency telephone number each for contacting the prescriber and the parent and
9. any other special instructions from the prescriber.

Whenever a student uses an epinephrine delivery system is administered epinephrine at school or at an activity, event or program sponsored by the school or in which the school is a participant, a school employee must immediately request assistance from an emergency medical service provider. Request for medical assistance applies whether the

student self-administers the epinephrine through the delivery system medication or a school employee administers it to the student.

The Board and District employees are not liable in damages in a civil action for injury, death or loss to person or property allegedly arising if:

1. a school employee prohibits a student from using an epinephrine delivery system EpiPen because he/she has a good faith belief that the conditions for carrying and using the medication have not been satisfied;
2. a school employee permits a student to carry and use an epinephrine delivery system EpiPen because of the good faith that the conditions have been satisfied or
3. In instances in which a student is rightfully permitted to carry an epinephrine delivery system EpiPen, the use of the epinephrine medication by a student for whom it was not prescribed.

All immunities granted to schools under the sovereign immunity law or any other law applies.
