



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
Tuesday, April 21, 2026, Central Office

Hilliard City School District  
Operations Department

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### COMMITTEE MEMBERS

Brian Perry, Board of Education  
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  
& Enrichment

Herb Higginbotham, Director of Elementary Education  
Jamie Lennox, Special Education Director  
Matt Middleton, Principal Hilliard Darby HS  
Katherine Hueter, Principal Hilliard Weaver MS  
Matt Trombitas, Principal Hilliard Station Sixth Grade  
Kevin Landon, Principal Avery Elementary  
Monica Woodson, Principal Washington Elementary  
Angie Rader, HEA Representative

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# RECOMMENDATION

First Reading  
April 27, 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. DID – Capital Assets
2. EBDE – Procurement and Administration of Overdose Reversal Drugs
3. EDEC – Artificial Intelligence (*new policy*)
4. EFD – Misbranded Foods and Cultivated-Protein Food Products (*new policy*)
5. JEB/JEBA – Entrance Age (Mandatory Kindergarten) Early Entrance to Kindergarten

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

- First reading – April 27, 2026
  - Second reading – May 11, 2026
  - Third reading and adoption – June 8, 2026
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Book	Policy Manual
Section	Section D: Fiscal Management
Title	Copy of Capital Assets
Code	DID
Status	
Adopted	August 14, 2001
Last Revised	June 9, 2025
Prior Revised Dates	02/10/2014, 05/11/2015, 04/25/2016, 07/05/2017, 12/18/2017

### **Capital Assets**

This District maintains a capital asset system sufficient to permit the following:

1. the preparation of year-end financial statements in accordance with generally accepted accounting principles;
2. provide property insurance information and
3. provide control and accountability.

The District develops and maintains a capital asset system and develops procedures to insure compliance with all capital asset policies. To insure control over entity property, an individual in each building and/or department shall be assigned capital asset responsibilities and be designated to work with the Treasurer and Director of Business.

Capital assets are classified as follows:

1. land
2. building and improvements
3. furniture, fixtures and equipment
4. vehicles (autos, trucks and buses)
5. construction-in-progress

Capital assets are defined as those assets that are deemed to be tangible with a useful life in excess of five years and an initial cost exceeding \$10,000.

For purposes of financial reporting, capital assets only are considered. A straight line method of depreciation shall be used in determining current values of assets.

Leased capital assets and capital assets, which are jointly owned are identified and recorded on the capital asset system.

Capital assets are recorded at historical cost, or, if that amount is not predictably determinable, at estimated cost. The method(s) to be used to estimate historical cost shall be established by the Director of Business.

Donated capital assets shall be valued at their (estimated) fair value on the date received.

Control assets are those items with a value less than ~~\$5,000~~ **\$10,000** but are important to inventory for potential loss and insurance purposes. Musical instruments and technology with a value in excess of \$250, and furniture and fixtures with a value in excess of \$1,000, are considered control assets and will be inventoried.

The purchase of capital assets, the transfer of capital assets between buildings or departments and the disposal of capital assets shall be initiated by the building principals or department heads and approved of by the Director of Business. Property and goods purchased with federal funds also are subject to the disposal requirements outlined in the Uniform Guidance issued by the U.S. Office of Management and Budget (OMB).

The District assigns to each new asset meeting the criteria above and as deemed necessary a District inventory tag.

The District conducts through an independent contractor a complete capital asset inventory every five years by physical count, of all District-owned capital assets. Staff members shall participate in the continuous updating of the capital asset inventories and values as may be deemed necessary. The Fiscal Officer is authorized to contract for the annual and/or five year capital asset inventory and establishment of values for all real estate and equipment.

A computer-generated listing of all furniture, fixtures and equipment will be supplied to each building and department. This listing will be updated annually by the close of school, or not later than the second Friday in June of each year.

Legal

[ORC 117.38](#)

[ORC 3313.20](#)

[ORC 3313.41](#)

[2 CFR Part 200](#)

Cross References

[DECA - Administration of Federal Grant Funds](#)



Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Procurement and Administration of Overdose Reversal Drugs
Code	EBDE
Status	
Adopted	February 23, 2026

### **Procurement and Administration of Overdose Reversal Drugs**

The Board may authorize the procurement and use of overdose reversal drugs in the District under Ohio Revised Code (RC) 3715.50. When the District maintains a supply of overdose reversal drugs for use in emergency situations, in compliance with State law, the following procedures apply.

“Overdose reversal drug” means both of the following:

1. Naloxone;
2. Any other drug that the state board of pharmacy, through rules adopted in accordance with RC Chapter 119, designates as a drug that is approved by the Federal Food and Drug Administration for the reversal of a known or suspected opioid-related overdose.

If the District maintains a supply of overdose reversal drugs for use in emergency situations, the District does all of the following:

1. Complies with the requirements of RC 3715.50(C)(1);
2. Maintains 2 doses of 4mgs in each container of the overdose reversal drug at each school in the District deemed appropriate by the administration;
3. Stores each school’s supply of the overdose reversal drug in a secure location that is easily accessible to school employees or contractors;
4. Provides appropriate training regarding the supply’s maintenance and drug’s use that school employees or contractors may be required to complete including, but not limited to, ~~training resources provided by the Ohio Department of Health.:~~
  - A. **risk factors for opioid overdose;**
  - B. **signs and symptoms of opioid overdose;**
  - C. **response to opioid overdose, including calling 9-1-1;**
  - D. **procedures for assembling and administering overdose reversal drugs;**
  - E. **information on overdose reversal drugs, including possible adverse reactions;**
  - F. **use of universal precautions;**

- G. reporting the incident in accordance with District policy;
- H. ensuring that the individual experiencing the overdose is transported to the emergency department;
- I. notifying the appropriate student services; and
- J. providing available resources for substance use disorders, as appropriate.

### **Donations**

The Board may accept donations of money from any person or entity to purchase overdose reversal drugs and can only use donations for that purpose. The Board directs the Treasurer/designee to track the expenditure of donated funds.

### **Reporting and Parental Notice**

As soon as practicable after using an overdose reversal drug in an emergency situation, the Superintendent must report its use to the Board and the parent or guardian of the student to whom the drug was administered. The Superintendent annually reports District use of overdose reversal drugs in emergency situations to the Ohio Department of Education and Workforce.

If the Superintendent determines that a persistent pattern of overdoses in the District has emerged, the Superintendent must notify the parent or guardian of each student enrolled in the District.

### **Immunity**

So long as the District maintains a supply of overdose reversal drugs in compliance with State law and follows the outlined procedures in good faith, the following immunities apply:

1. The District and its employees are not subject to administrative action or criminal prosecution and is not liable for damages in a civil action for injury, death, or loss to person or property for an act or omission that arises from exercising the authority granted by State law.
2. After an overdose reversal drug has been dispensed, the District and its employees are not liable for or subject to any of the following for any act or omission of the individual to whom the drug is dispensed or personally furnished: damages in any civil action, prosecution in any criminal proceeding, or professional disciplinary action.

This does not eliminate, limit, or reduce any other immunity or defense that the District and its employees may be entitled to under section 9.86, RC Chapter 2744, section 4765.49, or any other RC provision or State common law provision.

Legal

[ORC Chapter 119](#)

[ORC 3313.7119](#)

[ORC 3715.50](#)



Book	Policy Manual
Section	Section E: Support Services
Title	Artificial Intelligence
Code	EDEC
Status	

### **NEW POLICY**

#### **Artificial Intelligence**

The Board recognizes the need to prepare staff and students for an increasingly technological future. Thus, the Board is committed to providing staff and students with the knowledge and skills necessary to navigate emerging technological innovations effectively and appropriately, including generative artificial intelligence (AI).

For purposes of this policy, "AI tool" is defined as AI applications, algorithms or systems that make use of AI or machine learning to generate outputs based on human inputs, with an emphasis on generative AI.

#### **Data Privacy, Management, and Security**

The District is committed to protecting the privacy and security of all student and staff data. The adoption and implementation of any AI tool must adhere to existing data privacy and security policies that include, but are not limited to, Personally Identifiable Information (PII), FERPA, and any other relevant state of Ohio and federal laws. AI tools should only access, store, or process data that is necessary, and must do so in a secure, transparent, and ethical manner. AI tools and systems must be vetted to ensure they meet rigorous standards for data encryption, access control, and responsible data use. Users must also follow the terms of service, including appropriate age limits.

#### **Procurement and Evaluation of AI-Embedded Tools**

To accomplish the District's mission and comply with the law, the District must collect, create and store confidential and critical information. The District must maintain and protect this data for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the District's stakeholders. Individuals with access to District data are required to follow State and Federal law, District policies and procedures created to protect the information.

The adoption of AI-enabled tools will be conducted by the Superintendent/designee in accordance with existing procurement policies and in alignment to the District's core values, goals, and priorities. Selection procedures must ensure that any AI tool must adhere to data privacy and security policies. Potential vendors are required to sign the Ohio Data Privacy Agreement or similar agreement that is in compliance with Ohio law. All third-party vendors providing AI tools must comply with District standards, state and federal law for data protection, ethical use, and accessibility.

Evaluation of AI tools must also address alignment to instructional and operational goals, accessibility, and cost.

#### **Ethical Use of AI**

The safe and responsible use of AI tools should empower students, educators, and communities through AI-directed, AI-support, and AI-enhanced opportunities. AI tools are, therefore, meant to support learning and teaching, and should not be a substitute for student effort or the role of the educator. Accordingly, users should critically analyze AI output, respect safeguards and rules, and be transparent about its use.

**Acceptable Use**

The District recognizes that responsible and appropriate uses of AI by students and educators will vary depending on the context, including but not limited to grade level, subject, and/or the nature of the classroom activity or assignment. Existing policy prohibits use inconsistent with expectations for staff and student conduct, including discrimination, harassment, hazing, bullying, and academic integrity.

Expectations for acceptable student uses should be clearly articulated by educators in alignment with provided guidelines and aligned with the District's instructional priorities. This includes, but is not limited to, requiring transparency and accountability regarding the use of AI and AI tools.

AI tools approved for use should be clearly communicated to students and staff. All district approved AI tools, expectations, and permissive use will be continually reviewed and updated as part of the AI Use Guidelines for Teachers and Students.

**Reporting AI Concerns and Misuse**

Students and staff with concerns regarding inappropriate use that violates District policies and/or applicable state or federal laws should contact the Superintendent or appropriate designated staff member.

**Review of AI Use**

The District will regularly review its use of AI tools and recommend updates to the Board that address safety, privacy, staff and student needs and other relevant areas. Recommendations to the Board will also address relevant updates to State and Federal laws and guidance concerning regulation of AI.

Legal References:

ORC 3301.24



Book	Policy Manual
Section	Section E: Support Services
Title	Misbranded Foods and Cultivated-Protein Food Products
Code	EFD
Status	

**NEW POLICY**

**Misbranded Foods and Cultivated-Protein Food Products**

In accordance with State law, the Board prohibits knowingly purchasing food that is either misbranded as a meat product or an egg product or that is a cultivated-protein food product as defined by State law.

Cross References:

EF / EFB, Food Services Management/Free and Reduced-Price Food Services

EFF, Food Sale Standards

Legal References:

ORC 3313.8110

ORC 3715.60

ORC 3715.601

ORC 3715.602



Book	Policy Manual
Section	Section J: Student
Title	Copy of Entrance Age (Mandatory Kindergarten) Early Entrance to Kindergarten
Code	JEB/JEBA
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	10/09/2006, 08/13/2007, 04/22/2013

### **Entrance Age (Mandatory Kindergarten)/ Early Entrance to Kindergarten**

Each child who is five years of age on or before ~~September 30~~ **the first day of instruction of the school year of admittance** shall be eligible to enroll in kindergarten. Each child who is six years of age on or before September 30 and who has successfully completed kindergarten shall be eligible to enroll in the first grade.

A child may be recommended for early admittance in accordance with the District's acceleration policy adopted under State law. A child who does not meet the age requirement for admittance to kindergarten or first grade shall be evaluated for early admittance upon referral by the child's parent or guardian, an educator employed by the District, a preschool educator who knows the child or a pediatrician or psychologist who knows the child.

Referrals for students to be evaluated and assessed should be made to the ~~building principal~~ **Welcome Center**. Students referred and having parental permission are tested using a variety of assessments. The assessments are reviewed by an acceleration evaluation committee to determine the most appropriate and available learning environment for the students.

The committee issues a written recommendation to the building principal and the students' parents. Parents have the right to appeal the committee's recommendation to the Superintendent/designee.

The committee develops a written acceleration plan for any student who is admitted early to kindergarten. The parents of the student are provided with a copy of the written plan.

Legal

- [ORC 3314.06](#)
- [ORC 3314.08](#)
- [ORC 3321.01](#)
- [ORC 3324.01 et seq.](#)
- [OAC 3301-51-15](#)

Cross References

- [IGBB - Programs for Students Who Are Gifted](#)
- [IKEB - Acceleration](#)

[JEA - Compulsory Attendance Ages](#)