POLICY REVIEW COMMITTEE
Mike McDonough, Deputy Superintendent
Friday, October 23, 2026, Central Office

Hilliard City School District
Operations Department

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
Erin Dooley, Director of Secondary Education
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
Livi Constantinovich, Principal Darby Creek Elementary
Lauren Barkdull, Principal Horizon Elementary
Angie Rader, HEA Representative

RECOMMENDATION

First Reading
November 9, 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. BBE – Unexpired Term Fulfillment (Board Vacancy)
2. DJF-R – Purchasing Procedures
3. DLC-R – Expense Reimbursements
4. EBBA – First Aid
5. EEACC – Student Conduct on District Managed Transportation
6. EFF – Food Sale Standards
7. EHA – District Records Commission, Records Retention and Disposal
8. IGD – Cocurricular and Extracurricular Activities
9. IGDJ – Interscholastic Athletics
10. JECB – Admission of Nonresident Students
11. JECBB – Interdistrict Open Enrollment
12. JECBD – Intradistrict Open Enrollment
13. JF – Student Rights and Responsibilities
14. JFC – Student Conduct (Zero Tolerance)
15. JFCF – Hazing and Bullying (Harassment, Intimidation and Dating Violence)
16. JFCK – Use of Cellphones and Electronic Communications Devices by Students
17. JHCA – Physical Examinations of Students
18. JP – Positive Behavioral Interventions and Supports (Restraint and Seclusion)
19. KKAA – Patriotic Youth Organizations ***(new policy)***

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

- First reading – November 9, 2026
- Second reading – November 23, 2026
- Third reading and adoption – December 14, 2026

Policy BBE: Unexpired Term Fulfillment (Board Vacancy)

Status: DRAFT - 1st Reading

Original Adopted Date: 08/14/2001 | **Last Revised Date:** 05/11/2015 | **Last Reviewed Date:** 05/11/2015

A vacancy on the Board may be caused by:

1. death;
2. nonresidence;
3. resignation;
4. removal from office;
5. failure of a person elected or appointed to qualify within 10 days after the organization of the Board or of his/her appointment or election;
6. relocation beyond District boundaries or
7. absence from Board meetings for a period of 90 days, if the reasons for the absence are declared insufficient by a two-thirds vote of the remaining Board members, except that the Board may not declare as an insufficient reason the absence of a person who is an active or reserve member of the U.S. armed forces, Ohio national guard, Ohio naval militia, Ohio military reserve, or Ohio cyber reserve and is deployed outside the territory of the district. (The vote must be taken within 45 days ~~not earlier than 30 days~~ after the 90-day period of absence.)

Any such vacancy will be filled by the Board at any ~~its next~~ regular or special meeting within 45 days ~~not earlier than 10 days nor later than 30 days~~ after the vacancy occurs. A majority vote of all the remaining members of the Board is required to fill the vacancy unless otherwise dictated by the court system.

Each person selected to fill a vacancy holds office:

1. until the completion of the unexpired term or
2. until the first day of January immediately following the next regular Board election taking place more than 90 days after a person is selected to fill the vacancy.

   (At that election, a special election to fill the vacancy is held. No such special election is held if the unexpired term ends on or before the first day of January immediately following that regular Board election. The term of a person elected in this manner begins on the first day of January following the election and is for the remainder of the unexpired term.)

The shorter of the above options determines the length of office.

Ohio Revised Code	Description
ORC 3.01	Continuation in office until successor elected or appointed and qualified
ORC 3.02	Elective office filled by appointment - term of appointee
ORC 3.07	Misconduct in office - forfeiture
ORC 3.08	Removal of public officers

Ohio Revised Code	Description
ORC 3313.11	Vacancy in board
ORC 3313.85	Failure of board of education or governing board to fill vacancy

Cross References	Description
BBBA	Board Member Qualifications

Regulation DJF-R(1): Purchasing Procedures

Status: DRAFT - 1st Reading

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

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.

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.

Informal Procurement Methods

1. Micro-purchases are purchases up to $15,000 ~~$10,000~~ and may be made in accordance with District purchasing procedures when the costs are reasonable, based on research, experience, purchase history or other information and documents. To the maximum extent practicable, these purchases are distributed equitably among qualified suppliers.

2. Simplified acquisitions are purchases between $15,000 ~~$10,000~~ and $350,000 ~~$250,000~~. Prior to authorizing the purchase, the District will obtain price rates or quotations from a minimum three (3) vendors or providers. The District will obtain these price rates or quotations in writing.

Formal Procurement Methods

1. Sealed bid procedures are used for firm fixed price contracts over $350,000 ~~$250,000~~ and are used as the preferred method for construction services. Bids are solicited through an invitation to bid 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. The District documents and provides justification for all sealed bids rejected.

2. Competitive proposals are used for all fixed price or cost reimbursement contracts over $350,000 ~~$250,000~~ for which sealed bids are not appropriate and must be used for architectural or engineering services. 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.

Noncompetitive Procurement Methods

Noncompetitive procurement can only be used if one of the following circumstances apply:

1. the aggregate amount does not exceed the established micro-purchase threshold;

2. the procurement transaction can only be fulfilled by a single source;

3. a public exigency or emergency exists that will not permit a delay resulting from providing public notice of competitive solicitation;

4. the applicable pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the District or

5. after soliciting several sources, competition is determined inadequate.

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 fulfill and all other factors to be used in evaluating bids or proposals.

The District also complies with all fund specific obligations. The District includes the following clauses in contracts when required for the fund type:

1. equal employment opportunity

2. termination for cause and convenience

3. contract work hours/safety standards

4. Davis Bacon Act provisions

5. rights to inventions made under a contract

6. debarment and suspension

7. Byrd Anti-Lobbying Amendment language.

To the extent required by law, the District shall require that the person awarded a contract satisfy the bonding requirements set forth in the applicable Federal regulations.

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

CFR - Code of Federal Regulations	**Description**
2 CFR Part 200	Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Ohio Revised Code	Description
ORC 3313.46	Contract bidding process; exceptions
ORC 3327.08	Purchase of school buses and other transportation equipment
ORC 5705.41(D)(1)	ORC 5705.41(D)(1)
ORC 5705.41	Restriction upon appropriation and expenditure of money
ORC 5705.412	Certificate of revenue required for school district expenditures
ORC 5705.44	Contracts running beyond fiscal year - certificate not required on contracts payable from utility earnings

Cross References	Description
DECA	Administration of Federal Grant Funds
DJ	Purchasing
DJC	Bidding Requirements
FEF	Construction Contracts Bidding and Awards
IGDG	Student Activities Funds Management

Regulation DLC-R(1): Expense Reimbursements

Status: DRAFT - 1st Reading

Original Adopted Date: 10/11/2005 **| Last Revised Date:** 02/23/2026 **| Last Reviewed Date:** 02/23/2026

The following expenses are authorized for reimbursement:

1. **Transportation**: The employee determines with approval from their immediate supervisor the most cost-effective method of transportation for the trip.

   A. Personal Vehicle. Use of employee's personal vehicle for school business is reimbursed at the IRS approved rate.

   B. Public Transportation. All fares incurred by an employee utilizing public transportation for business-related travel are reimbursed at the "coach" rate or its equivalent.

   C. Local Transportation: Local transportation such as taxicabs, ridesharing services, and shuttle buses may be used when justified.

   D. Car Rentals: Rental car expenses will be reimbursed only if authorized in advance. Receipts must be attached.

   E. Tolls and Parking. All tolls and parking charges incurred while on school business are reimbursed to the employee as long as proper documentation is provided.

   F. Gasoline is not a reimbursable expense.

   G. Air travel will be reimbursed at the lowest feasible fare available and should not exceed regular coach class fare. Travel arrangements should be made as soon as reasonably practicable so as to avoid payment of a higher fare due to a late booking. Reimbursement for extra baggage taken during air travel must be approved by the Superintendent or designee.

2. **Lodging and Accommodations:** Lodging costs, for the employee only, are reimbursed to the employee if not paid in advance and permission has been obtained to pay for this expense on a personal credit card. A maximum of $200 per day for lodging is expected unless prior approval is made with employee's immediate supervisor. Employees are expected to stay at the conference hotel whenever possible to take advantage of the room block rate.

   Miscellaneous Hotel Charges. Miscellaneous hotel charges such as room movies, WiFi, in-room snacks, access to hotel athletic facilities, etc. are wholly discretionary charges not subject to reimbursement.

3. **Meals:** Meal expenses are to be paid based on a per diem rate for the number of days travelling. In order to receive your per diem prior to travel, employees must work with the Professional Capacity Department for approval and planning of the trip. Receipts are not required for meal expenses. Requests for exceptions to the per diem meal amounts must be submitted to the Treasurer's Office for review and approval and will only be considered if the IRS per diem for meals is significantly higher than the rates listed below.

   Meal expenses will be paid at the Board approved per diem rates as follows:

1 Day, no overnight travel, meal not provided	$20.00
2 Days, including days of travel (1 overnight)	$120.00
3 Days, including days of travel (2 overnights)	$180.00

4 Days, including days of travel (3 overnights)	$240.00
5 Days, including days of travel (4 overnights)	$300.00
6 Days, including days of travel (5 overnights)	$360.00
More than 6 Days, including days of travel	$360.00 + $60.00 for each day beyond 6 days

If traveling to Atlanta, Cincinnati, Las Vegas, Los Angeles, Nashville, or Phoenix an additional $5 per day will be added.

If traveling to Boston, Chicago, Denver, New York City, Philadelphia, Seattle, or Washington D.C. an additional $10 per day will be added.

The per diem will not be paid for conferences where all meals are included and may be reduced for meals which are provided.

4. Miscellaneous Charges

   A. Sightseeing Costs. All sightseeing or related costs (even those sponsored by the event coordinator) incurred by the employee are wholly discretionary and are, thus, not eligible for reimbursement.

   B. Fines. Any fines incurred by an employee during the course of business travel (e.g. parking ticket, moving violation, etc.) are the responsibility of the employee and are not reimbursable.

   C. Miscellaneous Costs. Miscellaneous costs not described above, but directly attributable to, and are reasonable within the approved trip are reimbursed by the District if properly documented and approved by employee's immediate supervisor.

   D. Sales Tax: Sales tax is reimbursable when the employee or official is using a personal account for District business up to established amounts and in accordance with established District procedures.

   E. 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:

      a. Convenience fees are justified due to operational necessity, efficiency or timing considerations.

      b. 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.

      c. 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.

Ohio Revised Code	Description
ORC 2921.42	Having an unlawful interest in a public contract
ORC 2921.43	Soliciting or accepting improper compensation
ORC 3313.12	Compensation and mileage
ORC 3313.20	Rules - locker search policy - professional meetings
ORC 3315.15	Service fund set aside
ORC 5739.02	Levy of sales tax - purpose - rate - exemptions

Cross References	Description
BHBA	School Board Conferences, Conventions and Workshops
BHD	Board Member Compensation and Expenses
DJH	Credit Cards
DJH-R(1)	Credit Cards
GCL	Certified Staff Development Opportunities
GDL	Classified Staff Development Opportunities

Policy EBBA: First Aid

Status: DRAFT - 1st Reading

Original Adopted Date: 08/14/2001 **| Last Revised Date:** 12/09/2024 **| Last Reviewed Date:** 12/09/2024

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.

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.

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 and Workforce 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 accordance with State law, an AED is placed in each school building. The Board directs the Superintendent/designee to develop an emergency action plan for the use of AEDs for Board approval. If an AED is used in case of emergency, a good faith effort must be made to activate or have another person activate an emergency medical services system as soon as possible. No employee who uses an AED that is placed in a school is held criminally liable or personally liable in civil damages for injury, death or loss to person or property for using an AED in good faith, regardless of whether the person has obtained appropriate training on how to perform automated external defibrillation or successfully completed a course in cardiopulmonary resuscitation, except in the case of willful or wanton misconduct or when there is no good faith attempt to activate an emergency medical services system.

Ohio Administrative Code	Description
OAC 3301-35-06	Educational programs and support
OAC 3302-27-01	Qualifications to direct, supervise, or coach a pupil-activity program

Ohio Revised Code	Description
ORC 2305.23	Liability for emergency care
ORC 3301.56	Duties of director of program - staff requirements and maximum group size - right of access
ORC 3313.473	Parental involvement policy
ORC 3313.5310	Information and training regarding sudden cardiac arrest
ORC 3313.6021	Instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator in high schools
ORC 3313.6023	Training in the use of an automated external defibrillator for school district employees
ORC 3313.712	Emergency medical authorization

Ohio Revised Code	Description
ORC 3313.717	Placement of automated external defibrillator in schools; staff training; qualified immunity
ORC 3701.85	Automated external defibrillator - requirements for use

Other	Description
Emergency Medical Authorization Form	Emergency Medical Authorization Form
Staff Handbooks	Staff Handbooks

Cross References	Description
EB	Safety Program
EBBC	Bloodborne Pathogens
EBC	Emergency Management and Safety Plans
EBC-R(1)	Emergency Management and Safety Plans - Administrative Rules/Protocols
IGA	Basic Curricular Program
IGBLA	Promoting Parental Involvement
IGD	Cocurricular and Extracurricular Activities
IGD-R(1)	Cocurricular and Extracurricular Activities
JHCD	Administering Medicines to Students
JHCD-R(1)	Administering Medicines to Students
JHG	Reporting Child Abuse and Mandatory Training
JHG-R(1)	Reporting Child Abuse and Mandatory Training

Policy EEACC: Student Conduct on District Managed Transportation

Status: DRAFT - 1st Reading

Original Adopted Date: 08/14/2001 | **Last Revised Date:** 08/08/2022 | **Last Reviewed Date:** 08/08/2022

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the vehicle and after the student leaves the vehicle at the end of the school day.

Policies and procedures for student conduct on District managed transportation are designed to ensure the safety and welfare of all passengers and are developed cooperatively with administrators and transportation personnel.

Students on District managed transportation are under the authority of, and directly responsible to, the driver. The driver has the authority to enforce the established regulations for rider conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from District managed transportation privileges for a period not to exceed one school year.

The Board's policy regarding District managed transportation privileges must be posted in a central location or on the District's website and made available to students upon request.

After Board approval, regulations regarding conduct on District managed transportation, as well as general information about the school transportation program, are available to all parents and students.

Ohio Administrative Code	**Description**
OAC 3301-83-08	Pupil transportation management policies

Ohio Revised Code	**Description**
ORC 3327.01	Transportation of pupils
ORC 3327.014	Suspension from school bus riding privileges

Other	**Description**
Staff Handbooks	Staff Handbooks
Student Handbooks	Student Handbooks

Cross References	**Description**
EEACCA	Recording Devices on Transportation Vehicles
JFA	Student Due Process Rights
JFC	Student Conduct (Zero Tolerance)
JG	Student Discipline

Policy EFF: Food Sale Standards

Status: DRAFT - 1st Reading

Original Adopted Date: 08/14/2001 **| Last Revised Date:** 12/09/2024 **| Last Reviewed Date:** 12/09/2024

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 food and beverage sales:

    A. Foods or beverages that 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 the 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 and Workforce 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.~~

Ohio Administrative Code	Description
OAC 3301-91-09	Guidance for approving food to be sold in schools

Ohio Revised Code	Description
ORC 3313.814	Standards governing types of foods and beverages sold on school premises
ORC 3313.816	Sale of a la carte beverage items
ORC 3313.817	A la carte foods; determination of nutritional value; software

Cross References	Description
EF / EFB	Food Services Management/Free and Reduced-Price Food Services
EFD	Misbranded Foods and Cultivated-Protein Food Products
EFG	Student Wellness Program
EFH	Food Allergies
IGDF	Student Fundraising Activities

Policy EHA: District Records Commission, Records Retention and Disposal

Status: DRAFT - 1st Reading

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

All records are the property of the District and are not removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the District Records Commission. Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred or destroyed unlawfully.

“Records” include any document, device or item, regardless of physical form or characteristic, including an electronic record (as defined in Ohio Revised Code Section (RC) 1306.01), created or received by or coming under the jurisdiction of the District that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District. "Records" does not include personal notes or any document, device, or item, regardless of physical form or whether an assistive device or application was used, of a public official, or of the official's attorney, employee, or agent, that is used, maintained, and accessed solely by the individual who creates it or causes its creation.

District Records Commission

The District Records Commission revises and reviews schedules of records retention (RC-2 forms), reviews applications for one-time disposal of obsolete records (RC-1 forms), and reviews certificates of disposal (RC-3 forms) submitted by any employee of the District.

The Commission is composed of the Board President, the Treasurer and the Superintendent, or their designees, and meets at least once every 12 months. The Commission will post advance notice of the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings on the District’s website. For special meetings, notice of the time, place and purpose is also given at least 24 hours in advance of the meeting to all news media and individuals who have requested such notice.

Any person may receive advance personal notice of all meetings at which a specific type of public business is to be discussed by the Commission. Such requests shall be directed to the Treasurer. Requests for notification by email shall include the requestor’s email address. Individuals requesting advance personal notice are responsible for providing the Treasurer with any updates to contact information.

The minutes of the meetings of the Commission are promptly prepared, filed and maintained by the Treasurer and are open to public inspection.

Records Retention Schedule

The District Records Commission revises and reviews a schedule of records retention. When the Commission has approved a schedule of records retention, the schedule is sent to the Ohio History Connection (OHC) for review. OHC will review the schedule within a period of 60 days. During this time, OHC may select for its custody any records it considers to be of continuing historical value. OHC will denote upon any schedule of records retention the records for which they will require a certificate of records disposal prior to their disposal. After OHC has completed its review, OHC will forward the applications and/or schedules to the Auditor of State for their approval or disapproval. The Auditor of State must approve or disapprove the application and/or schedule within 60 days.

The Commission may at any time review any records retention schedule it has previously approved and may revise that schedule in accordance with State law.

Disposal of Records

Before public records are disposed of pursuant to an approved records retention schedule, the Commission verifies whether OHC requires a certificate of records disposal (RC-3 form) prior to disposal. If OHC has requested to review the records, the District will complete a certificate of records disposal and give OHC the opportunity for a period of

15 days to select for its custody such public records as it considers to be of continuing historical value. OHC may not review or select for its custody the records set forth in RC 149.381(E). If OHC has not requested to review the records, or if OHC has not responded within the statutory review period, the District disposes of the public records pursuant to its approved records retention schedule.

If the District discovers records that have never been properly scheduled on an RC-2 and are no longer created or were only created once and they no longer have any administrative, fiscal, legal, or historical value, the District will submit an application for the one-time disposal of these obsolete records (RC-1 form) to OHC for review. OHC will review the application within a period of 60 days. During this time, OHC may select for its custody any records it considers to be of continuing historical value. After OHC has completed its review, it will forward the application to the Auditor of State for their approval or disapproval. The Auditor of State must approve or disapprove the application within 60 days.

Ohio Revised Code	**Description**
ORC 121.22	Public meetings - exceptions
ORC 1306.01	Definitions
ORC 149.011	Documents, reports, and records definitions
ORC 149.35	Laws prohibiting the destruction of records
ORC 149.381	Review of applications for disposal of records or schedules of records retention and disposition by history connection
ORC 149.41	School district records commission - educational service center records commission
ORC 9.01	Official records - preserving and maintaining

Other	**Description**
Ohio History Connection Form RC-1	Ohio History Connection Form RC-1
Ohio History Connection Form RC-2	Ohio History Connection Form RC-2
Ohio History Connection Form RC-3	Ohio History Connection Form RC-3

Cross References	**Description**
DI	Fiscal Accounting and Reporting
GBL	Personnel Records
JO	Student Records
JO-R(1)	Student Records
KBA	Public's Right to Know

Policy IGD: Cocurricular and Extracurricular Activities

Status: DRAFT - 1st Reading

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

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

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

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

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

The following guidelines govern the student activity programs.

1. Student activities are those school-sponsored activities which are voluntarily engaged in by students, have the approval of the school administration and do not carry credit toward promotion or graduation.
2. Each school, under the direction of the principal and professional staff, has a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures are accounted for through the activity account.
3. Each activity should be designed to contribute directly to the educational, civic, social and ethical development of the students involved.
4. The student activity program receives the same attention in terms of philosophy, objectives, social setting, organization and evaluation as that given the regular school curriculum.
5. Each school develops written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs. The Superintendent/designee reports to the Board the general purposes/description of the cocurricular and extracurricular programs of the District.
6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain. Special consideration may be given in cases in which the expense of participating would result in exclusion.
7. Each District-support organization must understand that student participation on athletic teams or in cocurricular activities is completely independent of any fundraising activities. Parents, students and interested parties participation in fundraising activities cannot be used in any way to adversely impact student participation.
8. Activities must be open to all students, regardless of race, ethnicity, national origin, citizenship status, religion, gender, sexual orientation, economic status, age, disability or military status.

9. Activities must not place undue burdens upon students, teachers or schools.

10. Activities do not interfere with regularly scheduled classes. This limitation often requires conducting such activities beyond the regular school day.

11. Activities at any level should be unique, not duplications of others already in operation.

12. Students participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities.

13. The activity does not exploit the individual or school for commercial purposes.

14. Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the code of conduct or the code of conduct of the particular activity in which they participate. Students are permitted to participate in interscholastic or other extracurricular activities on days they are absent for approved religious expression days. Students absent from school for other reasons may not be permitted to participate in extracurricular activities on that date.

15. Annually, the Board directs the Superintendent/designee to identify supplemental contract positions that supervise, direct or coach a student activity program which involves athletic, routine/regular physical activity or health and safety considerations. Upon the identification of the position, the individual must complete the requirements established by the State Board of Education and State law.

16. Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.

17. Students may be removed from extracurricular activities when their presence poses a continuing danger to persons or property or an ongoing threat of disruption. If a student is removed from extracurricular activities, such removal may include all extracurricular activities in which the student is involved.

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

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

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

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

22. Prior to exclusion from participation, the student/parent will be given written notification of the intention to exclude and the reason(s) for the intended exclusion. The student will be afforded the opportunity to appear at an informal hearing to challenge the reason(s) for the intended exclusion. The informal hearing will be held with

the coach, advisor designee or administrator. Within 24 hours following exclusion, a letter of notification will be sent to the parent or guardian specifying the reason for the student participant's exclusion from participation, the period of time for the exclusion and options, if any. The parent or guardian shall be notified by telephone, when possible, of the exclusion from participation.

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

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

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

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

26. **Nonresident students receiving home education** may be authorized by the Superintendent to participate in an interscholastic athletic program offered by a school of the District if ~~the student is a home educated student and~~ the student was subject to any of the following by a school official, employee or volunteer, or by another student from the district or school where the student is participating in athletics:

    A. Harassment, intimidation or bullying, as defined by Ohio Revised Code (RC) 3313.666.

    B. A qualifying offense for which the school official, employee, volunteer or another student has been charged with, indicted for, convicted of or pled guilty to committing or is alleged to be or is adjudicated as a delinquent child for committing. A qualifying offense is defined as an offense or attempt to commit an offense of violence or a violation of RC 2907.07.

    C. Conduct by a school official, employee or volunteer that violates the Licensure Code of Professional Conduct for Ohio Educators.

A home educated student who meets these criteria must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same nonacademic and financial requirements as any other participant.

Student Extracurricular Activity Mobility

A student enrolled in a neighboring high school as defined by RC 3313.5321 which does not offer an interscholastic extracurricular program activity may petition to participate in that activity at a high school of the District in the following manner:

1. the student wishing to participate petitions the Superintendent in writing using forms designated by the Superintendent/designee. The Board directs the Superintendent/designee to design forms for this purpose. Such forms may include but not be limited to forms developed by OHSAA;

    A. before petitioning to participate at a school of this District, if the district in which the student is enrolled operates multiple high schools, the student must first petition to participate in the program at another high school operated by that district, if one offers that program. If that petition has been denied, the student enrolled in the neighboring district may petition to participate in a program at a high school of this District;

2. the superintendents or chief administrative officers of both districts must approve the student's participation in the activity;
3. the superintendent or chief administrative officer of the school district in which the student is enrolled must certify that the student has not participated in that activity in their school district during the same school year;
4. the student is of the appropriate age and grade level for the extracurricular activity, as determined by the Superintendent, and fulfills the same academic, nonacademic, and financial requirements as any other participant, including trying out for a position on the activity.

A student is not eligible to petition to participate in an extracurricular activity solely because the school in which the student is enrolled does not offer the competition level at which the student wishes to compete (i.e. varsity, junior varsity or freshman team).

A student shall not participate in the same extracurricular activity at more than one high school in any one school year. If a high school participates in a regular season contest for an extracurricular and subsequently ceases offering that activity prior to the conclusion of that activity's season, a student enrolled in that school is not eligible to petition to participate in that activity until the next school year.

Costs

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

Definition of Cocurricular and Extracurricular Activities

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

U.S. Constitution	**Description**
U.S. Constitution Amend. I	U.S. Constitution Amend. I

Ohio Administrative Code	**Description**
OAC 3301-35-06	Educational programs and support
OAC 3302-27-01	Qualifications to direct, supervise, or coach a pupil-activity program

Ohio Revised Code	**Description**
ORC 2907.07	Importuning
ORC 3313.5311	Access to public school extracurricular activities by nonpublic school students
ORC 3313.5312	Access to public school extracurricular activities by homeschooled students
ORC 3313.5313	Interscholastic athletic participation by nonresident victims of harassment
ORC 3313.5314	Athletics and participation in college credit plus program
ORC 3313.5321	Extracurricular activity participation at another public school

Ohio Revised Code	Description
ORC 3313.536	Participation in ice hockey in another school district
ORC 3313.537	Community school student participation in public school activities
ORC 3313.58	Supervision of social and recreational work - employment of instructors
ORC 3313.59	Cooperation with public officials to provide other recreational activities
ORC 3313.6611	Student-led violence prevention clubs
ORC 3313.664	Policy prohibiting student from participating in extracurricular activities
ORC 3313.666	District policy prohibiting harassment, intimidation, or bullying required
ORC 3315.062	Student activity programs - accident insurance or self-insurance for athletic programs
ORC 3319.16	Termination of contract by board of education
ORC 3321.042	Home education
ORC Chapter 4112	Civil Rights Commission

Other	Description
Student Handbooks	Student Handbooks

Cross References	Description
AFI	Evaluation of Educational Resources
DJ	Purchasing
EBBA	First Aid
EBBA-R(1)	First Aid
GCBB	Certified Staff Supplemental Contracts
IGCH	College Credit Plus
IGCH-R(1)	College Credit Plus
IGDB	Student Publications
IGDC	Student Social Events
IGDF	Student Fundraising Activities
IGDG	Student Activities Funds Management
IGDJ	Interscholastic Athletics
IGDJ-R(1)	Interscholastic Athletics
IGDK	Interscholastic Extracurricular Eligibility
IGDK-R(1)	Interscholastic Extracurricular Eligibility
JECBA	Admission of Exchange Students
JECBC	Admission of Students From Non-Chartered or Home Education
JED	Student Absences and Excuses
JED-E(1)	Student Absences and Excuses

Cross References	Description
JEDC	Religious Expression Days
JFCJ	Weapons in the Schools
JG	Student Discipline
JGD	Student Suspension
JGDA	Emergency Removal of Student
JGE	Student Expulsion
JL	Student Gifts and Solicitations
JN	Student Fees, Fines and Charges
KGB	Public Conduct on District Property
KK	Visitors to the Schools

Policy IGDJ: Interscholastic Athletics

Status: DRAFT - 1st Reading

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

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

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

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

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

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

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

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

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

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

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

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

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

Resident students attending a nonpublic school are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned if the nonpublic school the student is enrolled in does

not offer the activity. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

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

Nonresident students may be authorized by the Superintendent to participate in an interscholastic athletic program offered by a school of the District if the student is a home educated student and the student was subject to any of the following by a school official, employee or volunteer, or by another student from the district or school where the student is participating in athletics:

1. Harassment, intimidation, or bullying, as defined by Ohio Revised Code (RC) 3313.666.

2. A qualifying offense, for which the school official, employee, volunteer or another student has been charged with, indicted for, convicted of or pled guilty to committing or is alleged to be or is adjudicated as a delinquent child for committing. A qualifying offense is defined as an offense or attempt to commit an offense of violence or a violation of RC 2907.07.

3. Conduct by a school official, employee, or volunteer that violates the Licensure Code of Professional Conduct for Ohio Educators.

A home educated student who meets these criteria must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same nonacademic and financial requirements as any other participant.

Student Extracurricular Activity Mobility

A student enrolled in a neighboring high school as defined by RC 3313.5321 which does not offer an interscholastic extracurricular program activity may petition to participate in that activity at a high school of the District in the following manner:

1. the student wishing to participate petitions the Superintendent in writing using forms designated by the Superintendent/designee. The Board directs the Superintendent/designee to design forms for this purpose. Such forms may include but not be limited to forms developed by OHSAA;

    A. before petitioning to participate at a school of this District, if the district in which the student is enrolled operates multiple high schools, the student must first petition to participate in the program at another high school operated by that district, if one offers that program. If that petition has been denied, the student enrolled in the neighboring district may petition to participate in a program at a high school of this District;

2. the superintendents or chief administrative officers of both districts must approve the student's participation in the activity;

3. the superintendent or chief administrative officer of the school district in which the student is enrolled must certify that the student has not participated in that activity in their school district during the same school year;

4. the student is of the appropriate age and grade level for the extracurricular activity, as determined by the Superintendent, and fulfills the same academic, nonacademic, and financial requirements as any other participant, including trying out for a position on the activity.

A student is not eligible to petition to participate in an extracurricular activity solely because the school in which the student is enrolled does not offer the competition level at which the student wishes to compete (i.e. varsity, junior varsity or freshman team).

A student shall not participate in the same extracurricular activity at more than one high school in any one school year. If a high school participates in a regular season contest for an extracurricular and subsequently ceases offering that activity prior to the conclusion of that activity's season, a student enrolled in that school is not eligible to petition to participate in that activity until the next school year.

Ohio Administrative Code	**Description**
OAC Chapter 3301-27	Pupil-Activity Program

Ohio Revised Code	**Description**
ORC 2305.23	Liability for emergency care
ORC 2305.231	Civil immunity for architects, contractors, engineers, surveyors, and tradespersons providing volunteer services
ORC 2907.07	Importuning
ORC 3313.5310	Information and training regarding sudden cardiac arrest
ORC 3313.5311	Access to public school extracurricular activities by nonpublic school students
ORC 3313.5312	Access to public school extracurricular activities by homeschooled students
ORC 3313.5313	Interscholastic athletic participation by nonresident victims of harassment
ORC 3313.5314	Athletics and participation in college credit plus program
ORC 3313.5321	Extracurricular activity participation at another public school
ORC 3313.536	Participation in ice hockey in another school district
ORC 3313.537	Community school student participation in public school activities
ORC 3313.539	Concussions and school athletics
ORC 3313.66	Suspension, expulsion or permanent exclusion - removal from curricular or extracurricular activities
ORC 3313.661	Policy regarding suspension, expulsion, removal, and permanent exclusion
ORC 3313.6610	Anonymous reporting programs
ORC 3313.664	Policy prohibiting student from participating in extracurricular activities
ORC 3313.666	District policy prohibiting harassment, intimidation, or bullying required
ORC 3315.062	Student activity programs - accident insurance or self-insurance for athletic programs
ORC 3319.303	Standards and requirements for obtaining pupil-activity program permit
ORC 3321.042	Home education

Ohio Revised Code	Description
ORC 3707.52	Concussion and head injury information sheet

Cross References	Description
ACA	Nondiscrimination on the Basis of Sex
ACAA	Sexual Harassment
ACAA-R(1)	Sexual Harassment
ACB	Nondiscrimination on the Basis of Disability
ACB-R(1)	Nondiscrimination on the Basis of Disability
ACB-E(1)	Nondiscrimination on the Basis of Disability
GCBB	Certified Staff Supplemental Contracts
IGCH	College Credit Plus
IGCH-R(1)	College Credit Plus
IGD	Cocurricular and Extracurricular Activities
IGD-R(1)	Cocurricular and Extracurricular Activities
IGDK	Interscholastic Extracurricular Eligibility
IGDK-R(1)	Interscholastic Extracurricular Eligibility
IKF	Graduation Requirements
JECBA	Admission of Exchange Students
JECBB	Interdistrict Open Enrollment
JECBC	Admission of Students From Non-Chartered or Home Education
JECBD	Intradistrict Open Enrollment
JECBD-R(1)	Intradistrict Open Enrollment
JGD	Student Suspension
JGE	Student Expulsion
JN	Student Fees, Fines and Charges

Policy JECB: Admission of Nonresident Students

Status: DRAFT - 1st Reading

Original Adopted Date: 08/14/2001 **| Last Revised Date:** 05/11/2015 **| Last Reviewed Date:** 05/11/2015

In order to be eligible for a free public education in the District's schools, a student's parent must be ~~the child of~~ a resident of the District. If legal or permanent custody, legal guardianship, power of attorney or caretaker authorization affidavit of the student has been granted by a court to a resident of the District or a government agency within the District, the student is entitled to attend District schools and tuition is paid in compliance with State law.

In compliance with State law and Board policy, nonresident students are exempt from paying tuition when:

1. an adult resident of the District submits a sworn statement that he/she has begun legal custody proceedings for the student (maximum 60 days permitted);

2. the student is at least 18 but not yet 22 years of age and resides in the District, lives apart from his/her parent(s), supports himself/herself by his/her own labor and does not possess a high school diploma;

3. the student is under 18 years of age, resides in the District and is married, regardless of the residence of the parent(s);

4. the student has a medical condition, which may require emergency attention and his/her parent is employed in the District; (The parent(s) of such child must submit to the Board a statement from the child's physician certifying that the child's medical condition may require emergency medical attention.)

5. the student resides with a person other than his/her parent(s) and such student has a parent serving outside Ohio in the U.S. Armed Services; (The student's parent(s) must file an affidavit with the Superintendent stating (1) that the parent is serving outside the state in the U.S. Armed Services, (2) that the parent intends to reside in the District upon returning to the state, and (3) the name and address of the person with whom the student is living while the parent is outside the state. This tuition exemption may be granted only for a period of up to 12 months.)

6. the student resides with a parent who is planning to either have a home built or has purchased a home in the District and is waiting for the closing date of the mortgage loan; (The student's parent(s) must provide the Superintendent with a sworn statement revealing the location of the house and the parent(s)' intention to reside there. The parent(s) must also provide a statement from a homebuilder, real estate broker or bank officer confirming that the house construction is planned or is awaiting approval of the mortgage loan. The period for tuition-free attendance in these cases may extend up to 90 days.)

7. the student is not otherwise entitled to attend school in the District but his/her parent is a full-time employee of the District provided the Board establishes such an admission policy; (Any such policy shall take effect on the first day of the school year and the effective date of any amendment or repeal may not be prior to the first day of the subsequent school year. The policy shall be uniformly applied to all such children and shall provide for the admission of any such student upon request of the parent(s). No student may be admitted under this policy after the first day of classes of any school year.)

8. the student resides with his/her parent(s) under the care of a shelter for victims of domestic violence;

9. the student is under the full-time care of a grandparent and the District is provided with either a court issued power of attorney or caretaker authorization affidavit; (The grandparent(s) are required to sign all consent forms required by the District, even if the student would remain in the legal custody of the parent(s).)

10. if the student is under the age of 22 and his/her parent(s) moved from the District following the commencement of classes for the student's current year, the student may remain paying tuition for the remainder of the school year. If a parent moves out of the District after the completion of the student's junior year of high school, the student may return for two consecutive semesters the next school year without paying

tuition to graduate.

11. the student is under the age of 22 and resides in a new school district because of the death of a parent; (The student is entitled to finish the current school year in the District upon approval of the Board.)

12. the student is under the age of 22 and the superintendent of the district in which the student is entitled to attend (the student's district of origin) enters into a contract with the Superintendent of this District (the district into which the student wishes to enroll) consenting to the attendance of the student in this District or (The Superintendent of this District specifies that the purpose of such attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the Superintendent.)

13. the student whose parent is a full-time employee of an educational service center may be admitted tuition free to the schools of the district where the parent's job is primarily located, pursuant to the admission policy of that district.

The Board does not waive the payment of tuition, except:

1. when agreements have been established with other boards of education to serve their students in vocational or special education classes on a cooperative basis, as permitted by law;

2. when foreign exchange students, sponsored under an approved exchange program, reside in the District temporarily or

3. for adult residents or support staff employees of the District who meet the criteria established by the Board.

In all cases, specific Board permission to waive tuition must be obtained for each individual case.

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

Tuition Students

Applications from nonresidents to attend the schools on a tuition basis may be considered if space is available. The amount of tuition is set annually by the state, based on a per-student cost determined in compliance with State law. Nonresident students must provide all records required of resident students in compliance with State law.

Ohio Administrative Code	**Description**
OAC 3301-35-04	Student and other stakeholder focus
OAC 3301-42-01	Criteria for enrolling eligible adults in public secondary education programs

Ohio Revised Code	**Description**
ORC 2152.18	No designation of institution of commitment
ORC 3109.52 through 3109.61	Power of attorney for residential grandparent
ORC 3109.65 through 3109.76	Caretaker authorization affidavit
ORC 3109.78	Purpose may void power or affidavit

Ohio Revised Code	Description
ORC 3109.79	Child support order unaffected by power or affidavit
ORC 3109.80	Only one power or affidavit may be in effect at a time
ORC 3311.211	Tuition - acceptance of funds
ORC 3313.64	Entitlement to attend school; district of attendance
ORC 3313.644	Contracts for training of out-of-school youth or adults
ORC 3313.645	Admission without tuition
ORC 3313.65	Children of institutionalized or incarcerated parents
ORC 3313.672	Presenting school records, custody order if applicable and certification of birth by new pupil
ORC 3313.90	Career-technical education programs
ORC 3317.08	Tuition for nonresident pupils
ORC 3319.01	Employment of superintendent
ORC 3323.04	Procedures and standards for placement in educational programs
ORC 3327.04	Contract for attendance of nonresident pupils
ORC 3327.06	Tuition - unauthorized attendance

Contract Reference	Description
Classified Staff Negotiated Agreement	Classified Staff Negotiated Agreement
Teachers' Negotiated Agreement	Teachers' Negotiated Agreement

Cross References	Description
JEC	School Admission
JECAA	Admission of Homeless Students
JECAA-R(1)	Admission of Homeless Students
JECBA	Admission of Exchange Students
JECBB	Interdistrict Open Enrollment
JO	Student Records
JO-R(1)	Student Records

Policy JECBB: Interdistrict Open Enrollment

Status: DRAFT - 1st Reading

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

The Board does not wish to participate in an open enrollment program and will entirely prohibit interdistrict open enrollment from any other district except when otherwise required by law.

The Board permits a nonresident student to apply and enroll in the District schools free of any tuition obligation if both of the following apply:

1. the student's parent is a member of the United States Army, Navy, Air Force, Space Force, Marine Corps or Coast Guard stationed in Ohio, who is on full-time active duty and

2. the student's parent provides the District with a copy of the parent's official written order verifying the parent's status as an active duty member of the armed forces.

A student enrolled under this provision whose parent is subsequently discharged or released from active duty is permitted to attend school for the remainder of the school year in which the parent is discharged or released from active duty. After the conclusion of that school year, the student is no longer permitted to enroll under this provision unless they have a parent on active duty.

Such students may apply and enroll in the District schools free of any tuition obligation, provided that all procedures as outlined in the administrative regulations are met. Requirements include:

1. application procedures, and notification to students of acceptance or rejection and the superintendents of other districts whenever another district's student's application is approved;

2. procedures for admission;

3. District capacity limits by grade level, school building and educational program are determined;

4. resident students and previously enrolled **D**istrict students have preference over first-time applicants;

5. no requirements of academic, athletic, artistic or any other skill or proficiency;

6. no limitations on admitting students with disabilities, unless services required in an Individualized Education Program are not available in the District;

7. no requirement that the student be proficient in the English language;

8. no rejection of any applying student because the student has been subject to disciplinary proceedings, except an applicant who has been suspended or expelled by another district for 10 consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought and

9. procedures to ensure maintenance of an appropriate racial balance in the District's schools.

The District notifies the Ohio Department of Education and Workforce (ODEW) 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 ODEW upon request.

~~Compliance with this policy is reported to the ODEW 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.~~

Ohio Administrative Code	**Description**
OAC 3301-48-02	Interdistrict open enrollment programs

Ohio Revised Code	**Description**
ORC 3313.64	Entitlement to attend school; district of attendance
ORC 3313.98	Interdistrict enrollment policy
ORC 3313.983	Joint vocational school district to adopt policy for enrollment of students from adjacent or other district
ORC Chapter 3327	Transportation; Tuition

Cross References	**Description**
IGDJ	Interscholastic Athletics
IGDJ-R(1)	Interscholastic Athletics
JECB	Admission of Nonresident Students

Policy JECBD: Intradistrict Open Enrollment

Status: DRAFT - 1st Reading

Original Adopted Date: 08/14/2001 | **Last Revised Date:** 12/09/2024 | **Last Reviewed Date:** 12/09/2024

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

1. Application procedures, including deadlines for application and for notification to students and principals of alternative schools whenever a student's application is accepted or rejected. Only students wishing to attend another school need apply.

2. Procedures for admitting applicants to other schools include but are not limited to:

    A. requiring that students enrolled in a school building or living in the attendance area are of the school building established by the Board be given preference over applicant and

3. Students may be rejected or returned to the assigned school of residence for disciplinary or attendance reasons.

4. The final decision for all intradistrict enrollment requests and reassignments for other educational reasons rests with the Superintendent/designee.

The District annually notifies the Ohio Department of Education and Workforce (ODEW) of the number of students within the District attending another building under this policy. The District notifies ODEW 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 ODEW upon request.

~~Compliance with this policy is reported to ODEW 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.~~

Ohio Administrative Code	**Description**
OAC 3301-48-01	Intradistrict open enrollment programs

Ohio Revised Code	**Description**
ORC 3313.64	Entitlement to attend school; district of attendance
ORC 3313.65	Children of institutionalized or incarcerated parents
ORC 3313.97	Alternative school open enrollment policy procedures
ORC 3313.984	Intradistrict open enrollment

Cross References	**Description**
IE	Organization of Facilities for Instruction
IGBJ	Title I Programs

Cross References	Description
IGDJ	Interscholastic Athletics
IGDJ-R(1)	Interscholastic Athletics
JECC	Assignment of Students to Schools
JFCL	Unsafe Schools (Persistently Dangerous Schools)

Policy JF: Student Rights and Responsibilities

Status: DRAFT - 1st Reading

Original Adopted Date: 08/14/2001 **| Last Revised Date:** 10/26/2020 **| Last Reviewed Date:** 10/26/2020

Students, like all citizens, have rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities which are inseparable from these rights, which include:

1. civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;

2. the right to attend free and appropriate public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;

3. the right to due process of law with respect to suspension and expulsion;

4. the right to free inquiry and expression and the responsibility to observe rules regarding these rights and

5. the right to privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools or on the District's website and provided to each student. This code describes in detail the offenses for which disciplinary action may be taken. The code is available in the school building.

CROSS REF.: Student Handbook

U.S. Constitution	**Description**
U.S. Constitution Amend. I	U.S. Constitution Amend. I
U.S. Constitution Amend. XIV, Section 1	U.S. Constitution Amend. XIV, Section 1

Ohio Revised Code	**Description**
ORC 3313.20	Rules - locker search policy - professional meetings
ORC 3313.66	Suspension, expulsion or permanent exclusion - removal from curricular or extracurricular activities
ORC 3313.661	Policy regarding suspension, expulsion, removal, and permanent exclusion
ORC 3313.6610	Anonymous reporting programs

Ohio Revised Code	Description
ORC 3313.662	Adjudication order permanently excluding pupil from public schools
ORC 3313.668	Removal based on absences; removal from grades pre-k through three; civil immunity, decisions not to provide mental health services
ORC 3320.01	Short title; definitions
ORC 3320.02	General provisions
ORC 3320.03	Rights of students to engage in religious expression in completion of assignments

Other	Description
Student Handbooks	Student Handbooks

Cross References	Description
IGDB	Student Publications
JFB	Student Involvement in Decision Making
JFC	Student Conduct (Zero Tolerance)
JFG	Interrogations and Searches
JFG-R(1)	Interrogations and Searches
JP	Positive Behavioral Interventions and Supports (Restraint and Seclusion)

Policy JFC: Student Conduct (Zero Tolerance)

Status: DRAFT - 1st Reading

Original Adopted Date: 08/14/2001 **| Last Revised Date:** 04/17/2017 **| Last Reviewed Date:** 04/17/2017

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Student Code of Conduct, school personnel, students or parents should report the student to the building administration. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building or on the District's website.

Substance Abuse Offenses

Whenever a student is suspended or expelled from school in accordance with ORC 3313.66 for the possession of alcohol or drugs, the Superintendent/designee may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion of the student. After receiving such notification, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent/designee notifies the registrar that the student has satisfied any conditions established by the Superintendent/designee.

Notification to the registrar of motor vehicles and the county judge must comply with ORC 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

In accordance with State law, a student whose driving privileges have been denied can file a petition with the juvenile court in which he/she resides.

USC - United States Code	Description
20 USC 1221 et seq.	Title 20 | Ch. 31 - GENERAL PROVISIONS CONCERNING EDUCATION | Sec. 1221 - General Education Provisions Act
20 USC 7151	Title 20 | Ch. 70 - STRENGTHENING AND IMPROVEMENT OF ELEMENTARY AND SECONDARY SCHOOLS | Subch. IV - 21ST CENTURY SCHOOLS | Pt. A - Student Support and Academic Enrichment Grants | Subpt. 3 - gun possession | Sec. 7151 - Transferred
47 USC 254 (h)(5)(b)(iii)	Title 47 | Ch. 5 - WIRE OR RADIO COMMUNICATION | Subch. II - COMMON CARRIERS | Pt. II - Development of Competitive Markets | Sec. 254 - Universal service

Ohio Revised Code	Description
ORC 3313.20	Rules - locker search policy - professional meetings
ORC 3313.534	Policy of zero tolerance for violent, disruptive, or inappropriate behavior
ORC 3313.66	Suspension, expulsion or permanent exclusion - removal from curricular or extracurricular activities
ORC 3313.661	Policy regarding suspension, expulsion, removal, and permanent exclusion
ORC 3313.6610	Anonymous reporting programs
ORC 3313.662	Adjudication order permanently excluding pupil from public schools
ORC 3313.668	Removal based on absences; removal from grades pre-k through three; civil immunity, decisions not to provide mental health services

Other	Description
Student Handbooks	Student Handbooks

Cross References	Description
AC	Nondiscrimination
ACA	Nondiscrimination on the Basis of Sex
ACAA	Sexual Harassment
ACAA-R(1)	Sexual Harassment
ACB	Nondiscrimination on the Basis of Disability
ACB-R(1)	Nondiscrimination on the Basis of Disability
ACB-E(1)	Nondiscrimination on the Basis of Disability
EBC	Emergency Management and Safety Plans

Cross References	Description
EBC-R(1)	Emergency Management and Safety Plans - Administrative Rules/Protocols
ECA	Buildings and Grounds Security
ECAB	Vandalism
EDE	Computer/Online Services (Acceptable Use and Internet Safety)
EDE-R(1)	Computer/Online Services (Acceptable Use and Internet Safety)
EEACC	Student Conduct on District Managed Transportation
EEACC-R(1)	Student Conduct on District Managed Transportation
GBCB	Staff Conduct
GBH	Staff-Student Relations
IGAE	Health Education
IGDK	Interscholastic Extracurricular Eligibility
IGDK-R(1)	Interscholastic Extracurricular Eligibility
JF	Student Rights and Responsibilities
JFA	Student Due Process Rights
JFCA	Student Dress Code
JFCEA	Gangs
JFCF	Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCF-R(1)	Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCH / JFCI	Alcohol Use by Students/Student Drug Abuse
JFCH / JFCI-R(1)	Alcohol Use by Students/Student Drug Abuse - Offenses and Disciplinary Action
JFCJ	Weapons in the Schools
JFCK	Use of Cellphones and Electronic Communications Devices by Students
JFCL	Unsafe Schools (Persistently Dangerous Schools)
JG	Student Discipline
JGA	Corporal Punishment
JGD	Student Suspension
JGDA	Emergency Removal of Student
JGE	Student Expulsion
JP	Positive Behavioral Interventions and Supports (Restraint and Seclusion)
KGB	Public Conduct on District Property

Policy JFCF: Hazing and Bullying (Harassment, Intimidation and Dating Violence)

Status: DRAFT - 1st Reading

Original Adopted Date: 08/14/2001 **| Last Revised Date:** 12/09/2024 **| Last Reviewed Date:** 12/09/2024

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 a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

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. When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.

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 President 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~~

~~and Workforce 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.

CROSS REF.: Student Handbooks

USC - United States Code	**Description**
20 USC 1681 et seq.	Title 20 | Ch. 38 - DISCRIMINATION BASED ON SEX OR BLINDNESS | Sec. 1681 - Sex
47 USC 254 (h)(5)(b)(iii)	Title 47 | Ch. 5 - WIRE OR RADIO COMMUNICATION | Subch. II - COMMON CARRIERS | Pt. II - Development of Competitive Markets | Sec. 254 - Universal service

Ohio Revised Code	**Description**
ORC 117.53	Audit statement regarding adoption of anti-harassment policy
ORC 2307.44	Hazing civil liability
ORC 2903.31	Hazing
ORC 3301.22	Model harassment prevention policy
ORC 3313.661	Policy regarding suspension, expulsion, removal, and permanent exclusion
ORC 3313.666	District policy prohibiting harassment, intimidation, or bullying required
ORC 3313.667	District bullying prevention initiatives
ORC 3319.073	In-service training in child abuse prevention programs, school safety and violence prevention, and training on the board's harassment, intimidation, or bullying policy
ORC 3319.321	Confidentiality

Other	**Description**
Student Handbooks	Student Handbooks

Cross References	**Description**
AC	Nondiscrimination
ACA	Nondiscrimination on the Basis of Sex

Cross References	Description
ACAA	Sexual Harassment
ACAA-R(1)	Sexual Harassment
ACB	Nondiscrimination on the Basis of Disability
ACB-R(1)	Nondiscrimination on the Basis of Disability
ACB-E(1)	Nondiscrimination on the Basis of Disability
EDE	Computer/Online Services (Acceptable Use and Internet Safety)
EDE-R(1)	Computer/Online Services (Acceptable Use and Internet Safety)
IGAE	Health Education
IIBH	District Websites
IIBH-R(1)	District Websites
JFA	Student Due Process Rights
JFC	Student Conduct (Zero Tolerance)
JFCEA	Gangs
JFCK	Use of Cellphones and Electronic Communications Devices by Students
JG	Student Discipline
JGD	Student Suspension
JGE	Student Expulsion
JHF	Student Safety
JHG	Reporting Child Abuse and Mandatory Training
JHG-R(1)	Reporting Child Abuse and Mandatory Training
JO	Student Records
JO-R(1)	Student Records

Policy JFCK: Use of Cellphones and Electronic Communications Devices by Students

Status: DRAFT

Original Adopted Date: 05/13/2019 | **Last Revised Date:** 11/24/2025 | **Last Reviewed Date:** 11/24/2025

Recognizing the impact of student cellphone use on student mental health and achievement and the distractions cellphones present within the classroom, the Board prohibits student use of cellphones during the instructional day except if permitted under the building's comprehensive emergency management plan.

The objective of this policy is to strengthen the District's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

The Board permits the use of a cellphone or other electronic communications device:

1. for student learning or to monitor or address a health concern if included in a student's individualized education program or plan, a 504 plan or other reason deemed appropriate by the Superintendent/designee to monitor or address a student health concern or

2. to monitor or address a health concern if the Board receives a written statement from the student's physician requiring such use.

The Board directs the Superintendent/designee to develop procedures governing student use of cellphones that align with this policy.

Such procedures must be included in all student handbooks. Students violating District procedures or building regulations for use of cellphones and other electronic communications devices may have their phone or device confiscated by designated school personnel and may be subject to discipline.

The District assumes no liability if a student's phone or electronic communications device is broken, lost or stolen. Notices of this policy are posted ~~in a central location in every school building,~~ in the student handbooks and posted in a prominent location on the District website.

Ohio Revised Code	Description
ORC 3313.20	Rules - locker search policy - professional meetings
ORC 3313.753	Prohibition against students carrying electronic communications devices
ORC Chapter 3323	Education of Children with Disabilities

Other	Description
Student Handbooks	Student Handbooks
Vocational Rehabilitation Act of 1973, Section 504	Vocational Rehabilitation Act of 1973, Section 504

Cross References	Description
AC	Nondiscrimination
EBC	Emergency Management and Safety Plans

Cross References	Description
EBC-R(1)	Emergency Management and Safety Plans - Administrative Rules/Protocols
EDE	Computer/Online Services (Acceptable Use and Internet Safety)
EDE-R(1)	Computer/Online Services (Acceptable Use and Internet Safety)
EGAC	Telephone Services
EGAC-R(1)	Telephone Services
EGAC-E(1)	Telephone Services
JFA	Student Due Process Rights
JFC	Student Conduct (Zero Tolerance)
JFCEA	Gangs
JFCF	Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCF-R(1)	Hazing and Bullying (Harassment, Intimidation and Dating Violence)

Policy JHCA: Physical Examinations of Students

Status: DRAFT - 1st Reading

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

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.

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 and Workforce 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 health and physical screenings and examinations and, thereby, gives parents the opportunity to exclude their children.

USC - United States Code	Description
20 USC 1221 et seq.	Title 20 | Ch. 31 - GENERAL PROVISIONS CONCERNING EDUCATION | Sec. 1221 - General Education Provisions Act

Ohio Revised Code	Description
ORC 3313.473	Parental involvement policy
ORC 3313.50	Record of tests - statistical data - individual records

Ohio Revised Code	Description
ORC 3313.671	Proof of required immunizations - exceptions
ORC 3313.673	Screening of beginning pupils for special learning needs
ORC 3313.68	Employment of physicians, dentists and nurses - delegation of duties and powers to board of health
ORC 3313.73	Board of health to make examination - report - recommendations to parents
ORC Chapter 3323	Education of Children with Disabilities

Cross References	Description
IGBLA	Promoting Parental Involvement
JEC	School Admission
JHC	Student Health Services and Requirements
JHCB	Immunizations
JHCC	Communicable Diseases

Policy JP: Positive Behavioral Interventions and Supports (Restraint and Seclusion)

Status: DRAFT - 1st Reading

Original Adopted Date: 07/09/2013 **| Last Revised Date:** 12/09/2024 **| Last Reviewed Date:** 12/09/2024

Positive Behavioral Interventions and Supports (PBIS)

PBIS is a multi-tiered school-wide, behavioral framework developed and implemented 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/framework consistent with the components set forth in the Ohio Department of Education and Workforce's (ODEW) policy, State law and this policy. The District implements PBIS on a systemwide basis in an effort to promote positive interactions and solutions within the District. The District encourages family involvement as an integral part of its PBIS system. This policy is implemented in accordance with all applicable definitions set forth in State law.

PBIS Framework

The framework includes a decision-making framework consisting of multiple school staff members who guide selection, integration and implementation of evidence-based academic and behavior practices for improving academic and behavior outcomes for all students. It also includes the following integrated elements:

1. data-based decision making;
2. evidence-based practices along a multi-tiered continuum of supports;
3. systems that enable accurate and sustainable implementation of practices and
4. progress monitoring for fidelity and target outcomes.

The District standards for implementation of PBIS include:

1. student personnel will receive professional development in accordance with State law and this policy;
2. explicit instruction of school-wide behavior expectations;
3. consistent systems of acknowledging and correcting behaviors;
4. teaching environments designed to eliminate behavior triggers and
5. family and community involvement.

Professional Development for the Implementation of PBIS

Student personnel receives professional development for the implementation of PBIS at least every three years from a building or District PBIS leadership team or other appropriate source in collaboration with the PBIS leadership team. Professional development is in accordance with the District's PBIS training plan, the District ensures there are continuous training structures in place and training requirements may be modified for the intended audience. The District retains records of completed professional development, including a list of participants.

Professional development addresses the following topics:

1. an overview of PBIS;
2. the process for teaching behavioral expectations;
3. data collection;
4. implementation of PBIS with fidelity;
5. consistent systems of feedback to students for acknowledgment of appropriate behavior and corrections for behavior errors and
6. consistency in discipline and discipline referrals

General Rules for Restraint and Seclusion

While the District wishes to promote positive interactions and solutions, when a student's behavior presents an immediate threat of physical harm to the student or others and no other safe or effective method of intervention is available, approved physical restraint and seclusion may be used to maintain a safe environment.

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

1. prone restraint (including any physical restraint that obstructs the airway of the student, or any physical restraint that impacts a student's primary mode of communication);
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, as defined in Ohio Revised Code Section (RC) 3319.41;
4. child endangerment, as defined by RC 2919.22;
5. deprivation of basic needs;
6. seclusion or restraint of preschool children in violation of Ohio Administrative Code Section (OAC) 3301-37-10(D) and OAC 3301-35-15;
7. chemical restraint;
8. mechanical restraint (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.

The District may use physical restraint or seclusion only if staff:

1. are appropriately trained to protect the care, welfare, dignity, and safety of the student;

2. continually observe the student in restraint or seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;

3. use communication strategies and research-based de-escalation techniques in an effort to help the student regain control and

4. remove the student from physical restraint or seclusion immediately when the immediate risk of physical harm to self or others has dissipated.

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 the use of reasonable force and restraint as provided by RC 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.

Seclusion

Seclusion may not be used as a form of punishment or discipline; for staff convenience; or as a substitute for an educational program, inadequate staffing, staff training in the PBIS framework and crisis management or other less restrictive means of assisting a student in regaining control such that it is reflective of the cognitive, social and emotional level of the student; or as a means to coerce, retaliate, or in a manner that endangers a student.

Seclusion 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. for the minimum amount of time necessary to protect the student and others from physical harm;

3. in a room or area that is not locked, does not preclude 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;

4. 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 and

5. as a last resort to provide an opportunity for the student to regain control of their actions.

Multiple Incidents of Restraint and Seclusion

The District handles multiple incidents of restraint and seclusion in accordance with State law. Within 10 school days of a student's third incident of physical restraint or seclusion in a school year, the District holds a meeting to address the situation. If the student has an Individualized Education Plan (IEP) or a 504 plan, the student's IEP or 504 team meets to consider the need to conduct a functional behavioral assessment or behavior intervention plan, or to amend an existing assessment or plan. For all other students, a team consisting of the parent, an administrator or designee, a teacher of the student, a staff member involved in the incident (if not the teacher or administrator already invited) and other appropriate staff members will meet to discuss the need to conduct or review a functional behavioral assessment and/or develop a behavior intervention plan. The District may choose to complete a functional behavioral assessment or develop a behavior intervention plan for any student who might benefit from these measures, not only those who have had three or more incidents of restraint or seclusion.

Training and Professional Development for the Use of Crisis Management and De-escalation Techniques

The District ensures an appropriate number of personnel in each building are annually trained in evidence-based crisis management and de-escalation techniques, as well as the safe use of physical restraint and seclusion, in accordance with the minimum training requirements set forth in State law. The District maintains written or electronic documentation of the name, position and building assignment of each person completing training as well the name, position and credentials of the person who provided the training, the date of the training and the protocols and the techniques and materials that were included.

~~Compliance with training requirements is reported to ODEW 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.~~

Reporting and Complaint Procedure

Any incident of restraint or seclusion will be immediately reported to building administration and the parent. A written report documenting the incident will be completed and made available to the parent within 24 hours and maintained by the District. Staff also will conduct a debriefing, including all involved staff, the student and parent (if possible), to evaluate the trigger for the incident, staff response and methods to address the student's behavioral needs. The District annually reports information regarding its use of restraint or seclusion to ODEW in accordance with ODEW procedures.

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 written complaint procedures, which include a:

1. procedure for parents to present written complaints to the Superintendent to initiate a complaint investigation by the District regarding incidents of restraint or seclusion;

2. requirement that the District respond to parents in writing within 30 days of the filing of a complaint regarding restraint or seclusion, and to make a reasonable effort to have an in-person meeting with the parent and

3. notice of additional complaint options available under State law.

Parents are notified annually of the District's seclusion and restraint policies and procedures, including the local

complaint process which are also posted on the District's website. The District annually reviews the requirements of OAC 3301-35-15 and local policies and procedures related to PBIS and physical restraint and seclusion.

Ohio Administrative Code	Description
OAC 3301-35-15	Standards for the implementation of positive behavior intervention supports and the use of restraint and seclusion
OAC 3301-37-10	Behavior management/discipline

Ohio Revised Code	Description
ORC 2919.22	Endangering children
ORC 3319.237	Courses to teach in grades pre-k through 5; curriculum; continuing education
ORC 3319.41	Corporal punishment policy
ORC 3319.46	Policy and rules regarding positive behavior intervention supports and the use of physical restraint or seclusion on students; duties of board
ORC 3326.11	Statutory compliance requirements
ORC 3328.24	Compliance with specified laws

Cross References	Description
IGBA	Programs for Students With Disabilities
IGBA-R(1)	Programs for Students With Disabilities
IGBA-E(1)	Programs for Students With Disabilities
JF	Student Rights and Responsibilities
JFC	Student Conduct (Zero Tolerance)
JGA	Corporal Punishment
JHF	Student Safety

Policy KKAA: Patriotic Youth Organizations

Status: DRAFT - 1st Reading

Original Adopted Date: Pending

NEW POLICY

A youth organization may request that the Board permit representatives of the youth organization to speak with and distribute informational materials to students during school hours to encourage participation in the youth organization and its activities and to inform students of how the youth organization may further the student's educational interests, readiness for the workforce, and civic involvement.

For purposes of the implementation of this policy, "youth organization," as defined by Ohio Revised Code 3313.476, means any youth membership organization listed in 36 U.S.C. 30101-Big Brothers-Big Sisters of America, 30901-Boy Scouts of America, 31101-Boys & Girls Clubs of America, 40301-Civil Air Patrol, 70901-Future Farmers of America, 80301-Girl Scouts of America, 130501-Little League Baseball, 140101-Marine Corps League, and 154101-Naval Sea Cadet Corps, that serves young people under 21 and has an educational purpose that promotes patriotism, workforce readiness, and civic involvement.

Upon request by a youth organization, the Board provides the following:

1. at least one opportunity per school year for the representatives of the youth organization to provide displays on school property within the district for student recruitment, including informational flyers and the use of other existing digital communication channels;

2. a specific date and time for the youth organization to speak with students at schools in the district for up to 10 consecutive minutes during the school day, but not during instruction for a core curriculum subject;

3. notification to parents or guardians of each youth organization's expected presentation and the option to withhold consent for their child to participate in such presentation.

A school district that permits a youth organization to speak with and distribute informational materials to students or use school buildings or property under this policy is not required to provide equal access to an organization that is not a youth organization.