



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent
Wednesday, August 26, 2026, 3:00 PM, 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 High School
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

AGENDA

Agenda Notes

- White copies are OSBA sample policies
- Blue copies are current HCSD policies
- Yellow copies are proposed revisions
- Item Status: M (Move Forward), T (Tabled), R (Refs Only) & N (No Action)

Section I – Public Participation

- Sign-up forms for public participation will be available prior to the meeting.

Section II – Review of Policies/Regulations/Exhibits – OSBA JUNE 2026 PDQ

Status

June 2026 PDQ
Pages 1-2

1. ATTENDANCE CHANGES REQUIRE BOARD POLICY UPDATE

JED – Student Absences and Excuses

JEDA – Truancy

- JED is a required policy – HCSD re-adopted November 24, 2025
- JEDA is a required policy – HCSD re-adopted November 24, 2025
- Ohio attendance law has shifted after House Bill (HB) 96 (2025) from a focus on compliance and enforcement to emphasizing early intervention and family engagement. The bill repeals and reenacts Ohio Revised Code (RC) [3321.191](#), which addresses how schools must handle student absences.
- The reenacted section requires districts to adopt a policy addressing student absences by Aug. 1, 2026, in consultation with the county juvenile court, parents, guardians and other individuals who care for students within the district. The policy must also align with district improvement plans.
- Excessive absence has been removed as a category and replaced with “chronically absent,” defined as missing at least 10% of the minimum number of hours required in a school year under RC [3313.48](#).
- Schools now also have increased flexibility in determining when to file a complaint in county juvenile court against students who are habitually truant. A district can now choose not to file a complaint if it determines that the student and family are making “satisfactory progress” toward improving attendance.



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- Another change allows boards to adopt a resolution requiring additional parental notifications when a student misses more school hours than the definition of a habitual truant specifies.
- JED has been revised to align with ODEW best practices and now serves as the district's primary attendance policy. The update also reflects the transition of attendance policy requirements, interventions and support provisions from policy JEDA-Truancy, into policy JED.
- Remove language highlighted in red with a line drawn through it; add language highlighted in green

2. ALTERNATIVE EPINEPHRINE DELIVERY METHODS

June 2026 PDQ
Pages 2-3

JHCD – Administering Medicines to Students

JHCD-R – Administering Medicines to Students

- JHCD is a required policy – HCSD re-adopted June 9, 2025
- JHCD-R is a required regulation – HCSD re-adopted June 9, 2025
- House Bill 462 replaces “epinephrine autoinjectors” with “epinephrine delivery systems” in several statutes impacting district operations.
- Ohio Revised Code (RC) [3313.718](#) now defines epinephrine delivery systems as any device or other product that contains a premeasured dose of epinephrine and enables the dose to be administered through any route of administration into the human body to prevent or treat a life-threatening allergic reaction, including the following:
 - autoinjectors
 - intranasal sprays
 - any device or other product designated in rules adopted by the state board of pharmacy
- JHCD and JHCD-R have been updated to refer to “epinephrine delivery systems” rather than “autoinjectors.”
- Remove language highlighted in red with a line drawn through it; add language highlighted in green

3. RECENT STATE AGENCY GUIDANCE: NEED TO KNOW

June 2026 PDQ
Page 3

Auditor of State

DJH – Credit Cards

- DJH is a required policy – HCSD re-adopted February 11, 2019
- The auditor of state (AOS) issued an [advisory memo](#) on April 23 addressing convenience fees charged for credit card use. The memo provides specific guidance on formalizing policies and procedures for when such fees are appropriate.
- DJH has been updated to provide language addressing this memo. In addition to this board policy change, districts should establish detailed district-level policies and procedures to implement this policy in alignment with the AOS memo.
- Add language highlighted in green



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Section III – Review of Policies/Regulations/Exhibits – OSBA JUNE 2026 PDQ (Board Action Not Required)

1. RECENT STATE AGENCY GUIDANCE: NEED TO KNOW

June 2026 PDQ
Pages 3-4

Ohio Attorney General

- The Ohio attorney general (OAG) recently released the 2026 Sunshine Law manual, also known as the “Yellow Book.” Beyond the routine updates, OAG included additional practical tips for managing public records. The additions caution public agencies to avoid using platforms and applications that automatically delete records, such as Signal, WhatsApp and Snapchat. The Yellow Book states that such applications “can create problems for public offices and are antithetical to the transparency” required by the Public Records Act (PRA).
- According to the OAG, deleting records based on how they are created, rather than on their content, is inconsistent with the PRA.
- OAG cautions that the automatic deletion of messages sent via ephemeral apps may expose a public agency to liability for improperly destroying records.
- If a public agency chooses to allow its employees to use ephemeral apps that automatically delete communications, even though it is not recommended, OAG has advised that the agency should adopt a policy that:
 - specifies which application(s) may be used for public business;
 - specifies on which devices the application can be used for public business (for example, a public office-issued phone rather than a personal phone);
 - prohibits the automatic deletion of messages;
 - establishes a process for notifying an employee that such messages have been requested and must be preserved;
 - establishes a process for retrieving and preserving messages.
- No OSBA sample policies address this level of detail on the use of apps such as those referenced in the updated Yellow Book. Districts should review any locally developed policies and procedures to determine whether updates or changes to practice are needed. If a district wants to allow the use of these apps, legal counsel should be consulted to develop appropriate policies aligned with the Yellow Book guidance.



Policy Development Quarterly 2026-2 • June

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In this issue

- Welcome to the new PDQ process
- Free PDQ webinar
- Attendance changes require board policy update
- Alternative epinephrine delivery methods
- Recent state agency guidance: need to know

Welcome to the new PDQ process

by Kenna S. Haycox, deputy director of board and management services

Welcome to the first issue of Policy Development Quarterly (PDQ) in our new online policy platform! We are excited to offer new tools and processes to improve your experience

This newsletter includes a document with an overview of the instructions and recommended steps for reviewing PDQ in the new Simbli site as well as an [online course](#) that walks through the recommended drafting, review and adoption process. We encourage your district administrative team that manages the policy updates to review the [online course](#) and contact OSBA with any questions.

Free PDQ webinar

[Access the webinar.](#)

PolicyTok's field guide to migration to Simbli

Birds, binoculars and board policy. PolicyTok's feather-filled guidance will help you spread your wings and soar in Simbli. [Check out the latest PolicyTok video!](#)

Attendance changes require board policy update

by Gamy Narvaez, policy consultant and staff attorney

Ohio attendance law has shifted after House Bill (HB) 96 (2025) from a focus on compliance and enforcement to emphasizing early intervention and family engagement. District obligations for absence interventions and truancy were also modified by HB 96. Most significantly, the bill repeals and reenacts Ohio Revised Code (RC) [3321.191](#), which addresses how schools must handle student absences. The reenacted section requires districts, community and STEM schools to adopt a policy addressing student absences by Aug. 1, 2026, in consultation with the county juvenile court, parents, guardians and other individuals who care for students within the district. The policy must also align with your district improvement plans. Review the September 2025 issue of PDQ for an in-depth review of policy requirements and other changes.



Key attendance changes

Among the changes to attendance provisions, the law previously required schools to notify families when students were “excessively absent,” defined as missing 38 hours in a month or 65 hours in a year of unexcused or nonmedically excused absences. There is no longer a distinction between medically and nonmedically excused absences because all absences count toward chronic absenteeism. Excessive absence has been removed as a category and replaced with “chronically absent,” defined as missing at least 10% of the minimum number of hours required in a school year under RC [3313.48](#).

Schools now also have increased flexibility in determining when to file a complaint in county juvenile court against students who are habitually truant. The definition of a “habitual truant” remains unchanged — a student who misses 30 consecutive hours of school, 42 hours in a month or 72 hours in a year without legitimate excuse — but new provisions eliminate the timeline under which a school district attendance officer must file a complaint in juvenile court against a habitually truant student on the 61st day after implementing an absence intervention plan.

A district can now choose not to file a complaint if it determines that the student and family are making “satisfactory progress” toward improving attendance. What counts as satisfactory progress is determined locally by each district. Students who are habitually truant also are no longer required to have an absence intervention team or plan. Districts must still provide one or more absence intervention teams to work with students at risk of becoming chronically absent and their families to improve school attendance.

Another change allows boards to adopt a resolution requiring additional parental notifications when a student misses more school hours than the definition of a habitual truant specifies. RC [3321.13](#) states that a school board can adopt a resolution requiring the superintendent to notify a child and their parent, guardian or custodian in writing that the child has been absent without legitimate excuse for more than 60 consecutive hours in a school month or for at least 90 hours in a school year if the superintendent receives such information.

The written notification will state that, as a result of this information, the child and child’s parent, guardian or custodian may participate in a hearing at a scheduled date, time and place conducted by the superintendent or a designee to challenge the information provided to the superintendent. The hearing may be conducted by electronic means if requested by the child’s parent, guardian or custodian. If the board adopts the optional notification by resolution, and either the child and their parent or guardian fails to appear for the hearing, or the superintendent determines they meet the absence threshold, the superintendent is required to notify the juvenile court of the absences as well. We recommend reviewing the full language of the provision for additional details and requirements before determining whether to take this step.

Tips and resources

The Ohio Department of Education and Workforce (ODEW) is a valuable source of information for districts and has released the following attendance resources related to these changes:

- [Model attendance policy](#) released by ODEW last year meets HB 96 requirements.
- [Attendance and Family Engagement](#) webpage includes family engagement tips, attendance webinars for school personnel, an FAQ page and more.
- [School and District Support](#) webpage includes an attendance implementation guide, sample notifications for families regarding attendance or when a student has reached a habitual truancy threshold, attendance toolkits and more.
- [Stay in the Game! Attendance Network](#) is an ODEW partner that provides additional tools, incentives and activities that can be customized per district to encourage student attendance.



K-12 Dive [reviewed a chronic absenteeism report](#) released by the University of Oregon based on a meta-analysis of 49 studies of chronic absenteeism interventions in K-12 schools between 2016 and 2025. The K-12 Dive article highlighted five promising practices in the larger report that have helped lower rates of chronic absenteeism:

1. Make curriculum and instructional changes to increase engagement. This could include using culturally relevant teaching methods and adding music to lessons.
2. Encourage relationships by initiating mentorship opportunities between adults and students, or between older and younger students.
3. Strengthen family-school connections through activities that will engage parents, such as home visits or parenting support services.
4. Inform parents about their child's attendance record through "nudges" or short messages. Students whose parents received attendance messaging were 18% less likely to be chronically absent.
5. Adopt a whole-school approach to improve attendance. This could include improving school climate, increasing student engagement, analyzing attendance data, addressing behavior and academic achievement, and identifying students who are at risk of failing or dropping out.

As a final reminder, regardless of the strategies and procedures a district adopts or the resources they rely on to increase attendance, OSBA recommends that districts not simply adopt a copy-and-paste model policy to meet the Aug. 1 deadline. Whether a district starts with the ODEW model or OSBA model, or develops its own policy, the details should be customized to align with district practice and plans. Also, remember that the new policy must be developed *in consultation with* the county juvenile court, parents, guardians and other individuals who care for students within the district. Simply adopting a policy does not fulfill the requirements to consult with the aforementioned parties. Regarding consultation with county juvenile courts, we recommend contacting the local court administrator as your initial point of contact.

Policy implications

Policy JED, Student Absences and Excuses, has been revised to align with ODEW best practices and now serves as the district's primary attendance policy. The update also reflects the transition of attendance policy requirements, interventions and support provisions from policy JEDA, Truancy, into policy JED.

Alternative epinephrine delivery methods

by Kenna S. Haycox, deputy director of board and management services

House Bill 462, effective Aug. 26, 2026, replaces "epinephrine autoinjectors" with "epinephrine delivery systems" in several statutes impacting district operations. Ohio Revised Code (RC) [3313.718](#) now defines epinephrine delivery systems as any device or other product that contains a premeasured dose of epinephrine and enables the dose to be administered through any route of administration into the human body to prevent or treat a life-threatening allergic reaction, including the following:

- autoinjectors;
- intranasal sprays;
- any device or other product designated in rules adopted by the state board of pharmacy.

These changes directly impact schools in the following ways:

- Policies and procedures for administering medication to students must refer to "epinephrine delivery systems" rather than "autoinjectors" (RC 3313.718).
- Districts that choose to procure epinephrine for use in emergency (non-individual specific) situations may procure "epinephrine delivery systems" rather than "autoinjectors" (RC [3313.7110](#)).



- Food allergy trainings and protocol statutes are also updated to refer to “delivery systems” rather than “autoinjectors” (RC [3313.719](#)).

Policy implications

Policy JHCD, Administering Medicines to Students, and regulation JHCD-R(3), Administering Medicines to Students - Use of Epinephrine Autoinjectors, have been updated to refer to “epinephrine delivery systems” rather than “autoinjectors.”

Districts that procure epinephrine for use in non-individual-specific emergency situations under RC 3313.7110 should review local protocols for any necessary updates. OSBA does not have a sample policy in this area; the revised code provisions require a superintendent policy. If boards have a locally adopted policy on this topic, it is typically coded as policy EBDC, Non-Individual Specific Epinephrine Autoinjectors. OSBA has changed the title, replacing “Autoinjectors” with “Delivery Systems.” If your district has locally adopted this policy, review it for any necessary updates.

Recent state agency guidance: Need to know

by Kenna S. Haycox, deputy director of board and management services

Auditor of state

The auditor of state (AOS) issued an [advisory memo](#) on April 23 addressing convenience fees charged for credit card use. The memo provides specific guidance on formalizing policies and procedures for when such fees are appropriate. The guidance also includes policy recommendations to formalize this process. For more information, review the recent [OSBA Legal Ledger blog post](#).

Policy implications

OSBA sample policy DJH, Credit Cards, has been updated to provide language addressing this memo. In addition to this board policy change, districts should establish detailed district-level policies and procedures to implement this policy in alignment with the AOS memo.

Ohio attorney general

The Ohio attorney general (OAG) recently released the 2026 Sunshine Law manual, also known as the “Yellow Book.” Beyond the routine updates, OAG included additional practical tips for managing public records. The additions caution public agencies to avoid using platforms and applications that automatically delete records, such as Signal, WhatsApp and Snapchat. The Yellow Book states that such applications “can create problems for public offices and are antithetical to the transparency” required by the Public Records Act (PRA).

According to the OAG, deleting records based on how they are created, rather than on their content, is inconsistent with the PRA. Even if the records created using an ephemeral app are transient, automatic destruction impedes a public agency’s ability to:

- assess whether employees are using the apps only for transient messaging;
- respond appropriately to public records requests that may include transient messages and are made before the messages are deleted.



Further, OAG cautions that the automatic deletion of messages sent via ephemeral apps may expose a public agency to liability for improperly destroying records.

For these reasons, the Yellow Book states "these [ephemeral] apps and platforms should not be permitted or used to conduct public business. A public office should limit the conduct of public business to approved systems that allow [for] proper retention of records."

If a public agency chooses to allow its employees to use ephemeral apps that automatically delete communications, even though it is not recommended, OAG has advised that the agency should adopt a policy that:

- specifies which application(s) may be used for public business;
- specifies on which devices the application can be used for public business (for example, a public office-issued phone rather than a personal phone);
- prohibits the automatic deletion of messages;
- establishes a process for notifying an employee that such messages have been requested and must be preserved;
- establishes a process for retrieving and preserving messages.

More information on this updated guidance is available in this [Legal Ledger blog post](#).

Policy implications

No OSBA sample policies address this level of detail on the use of apps such as those referenced in the updated Yellow Book. Districts should review any locally developed policies and procedures to determine whether updates or changes to practice are needed. If a district wants to allow the use of these apps, legal counsel should be consulted to develop appropriate policies aligned with the Yellow Book guidance.

Supporting Documents

- PDQ Process Overview
- Quick tips for success
- PDQ 2026-2 June Update Review Form

Attachments

- Policy DJH: Credit Cards
- Policy JED: Student Absences and Excuses
- Policy JEDA: Truancy
- Policy JHCD: Administering Medicines to Students
- Regulation JHCD-R(3): Administering Medicines to Students - Use of Epinephrine Delivery Systems



Policy JED: Student Absences and Excuses

Status: DRAFT

Original Adopted Date: 06/01/2025 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 06/01/2026

OSBA Note:

House Bill (HB) 96 (2025) made significant changes to District requirements for managing chronic absenteeism and truancy. Districts are required to adopt a compliant policy by Aug. 1, 2026, that must be developed in consultation with the juvenile court of the county or counties in which the District is located, parents, guardians or other persons having care of the students attending school in the District. The bill also allows districts not to file a complaint with the juvenile court against a habitually truant student if the District determines that satisfactory progress has been made toward improving attendance.

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

OSBA Note:

Boards should ensure that policies and procedures clearly reflect reasons for which a student's absence is deemed excused. Districts should review the reasons outline in Ohio Administrative Code (OAC) 3301-69-02 when making these determinations. This policy can be further customized to reflect these determinations. OAC 3301-69-02(B)(2) (m) authorizes a district to excuse a student for "any additional reason stated in a policy adopted by the local school board of education." Districts that want to add additional reasons should clearly state them within this policy.

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

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

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease;
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical, behavioral or dental appointments;
5. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal);
6. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
7. up to three religious expression days per school year in accordance with Ohio Revised Code 3320.04;
8. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
9. post-secondary visitation, for which a student may be marked as "present" for such absences for up to three days per school year;
10. pre-enlistment reporting to a military enlistment processing station, for which a student may be marked as "present" if the absence is used to help fulfill graduation requirements;
11. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
12. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;

13. absences due to a student being homeless;

14. OSBA Note:

HB 96 (2025) added an allowance for high school students to be excused from attendance to attend a private driver training course for no more than two hours a day, up to a maximum of eight hours. This training can be no more than four consecutive days or can be nonconsecutive.

attending a driver education course outside of core curriculum (applies to absences for two hours per day up to eight hours maximum, which cannot exceed four consecutive days or can be nonconsecutive) or

15. as determined by the Superintendent.

OSBA Note:

HB 166 added a requirement that districts will attempt to contact the parent, guardian, or other person having care of a student regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day using a method consistent with State law. The following methods are acceptable:

A telephone call placed in-person

An automated telephone call (via a system that includes verification that each call was actually placed)

A notification sent through the school's automated student information system A text message An email

An in-person visit

Any other notification procedure that has been adopted by resolution of the Board of Education Schools are not required to notify a parent who notifies the school of the student's absence within the first 120 minutes after the beginning of the school day. In addition, an immunity provision is included in the new law, which states that a school district or any officer, director, employee or any member of the District Board of Education is not liable in a civil action for injury, death or loss to person or property from an employee's action or inaction in good faith compliance with the law.

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

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

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

OSBA Note:

HB 491 requires boards to adopt a policy establishing parameters for completing and grading assignments missed due to a student's suspension. The policy must permit the completion of classroom assignments missed and students must receive at least partial credit for completed assignments. The policy may permit grade reductions and must prohibit the receipt of a failing grade solely on account of the student's suspension. Districts may further customize this policy to reflect parameters or outline in detail in student handbooks.

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

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

Interventions and Supports

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

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

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

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

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

Prevention strategies

The Board directs the administration to implement the following strategies, when deemed appropriate to prevent students from becoming chronically absent: *(this list can and should be customized to reflect District practice and align with District plans to meet District needs):*

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

Notifications

The District notifies a student's parent, guardian or custodian when the student has been absent from school for ____ % *(Board must determine number of hours, not to exceed 5% of minimum required hours under RC 3313.48)* of the minimum number of hours required in a school year under RC 3313.48 for the school a student attends.

Tiered supports

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

Evidence-based academic and non-academic instruction and supports are organized across three tiers: *(can and should be customized to reflect District practice and meet District needs):*

1. Core: Universal attendance messaging and engagement practices provided to all students and families to establish the expectation of daily attendance;

2. Targeted: Early intervention for students who miss 5% - 19% of instructional time. The Board requires schools to begin communication and supportive outreach as soon as absence patterns indicate a concern which can be missing just 2-3 days per month;
3. Intensive: Individualized supports provided to students missing 20% or more of instructional time.

Absence intervention team

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

THIS IS A REQUIRED POLICY

Ohio Administrative Code

OAC 3301-69-02

Description

[Excuses from school attendance](#)

Ohio Revised Code

ORC 3313.48

Description

[Free education to be provided; hours in a school year](#)

ORC 3313.609

[Grade promotion and retention policy](#)

ORC 3313.66

[Suspension, expulsion or permanent exclusion - removal from curricular or extracurricular activities](#)

ORC 3320.04

[Religious accommodations for public school students](#)

ORC 3321.01

[Compulsory school age - requirements for admission to kindergarten or first grade - pupil personnel services committee](#)

ORC 3321.03

[Parent's obligation to see that child receives instruction](#)

ORC 3321.04

[Scope of obligation](#)

ORC 3321.043

[Excused absences for driver education](#)

ORC 3321.13

[Duties of teacher and superintendent upon withdrawal or habitual absence of child from school - forms](#)

ORC 3321.14

[Attendance officer - pupil-personnel workers](#)

ORC 3321.141

[Contacting parent, guardian, or other person having care of any absent student](#)

ORC 3321.19

[Examination into cases of truancy - failure of parent, guardian or responsible person to cause child's attendance at school](#)

ORC 3321.191

[Student absence policies](#)

ORC 3321.38

[Prohibiting failure to send child to school](#)

Cross References

IGAC

Description

[Teaching About Religion](#)

IGD

[Cocurricular and Extracurricular Activities](#)

IKB

[Homework](#)

JECE

[Student Withdrawal From School](#)

JEDA

[Truancy](#)

JEDB

[Student Dismissal Precautions](#)

JEDC

[Religious Expression Days](#)

Cross References

JEE

JEFB

JHC

JHCC

Description

[Student Attendance Accounting \(Missing and Absent Children\)](#)

[Released Time for Religious Instruction](#)

[Student Health Services and Requirements](#)

[Communicable Diseases](#)



Policy JED: Student Absences and Excuses

Status: ADOPTED

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

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

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

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

Family Trips

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

Excused Absence

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

1. Personal illness. The approving authority may require a medical certification if he/she deems it advisable. Mental Health absences are included in Personal Illness.
2. Illness in the family. The absence under this condition shall not apply to children under fourteen years of age.
3. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Emergency or set of circumstances which in the judgment of the Superintendent/ designee constitutes a good and sufficient cause for absence from school which may include but not be limited to absences due to documented medical, behavioral or dental appointments;
5. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal);
6. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);



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

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

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

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

Unexcused Absences

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

Disciplinary action may result from unexcused absence.



Policy JEDA: Truancy

Status: DRAFT

Original Adopted Date: 06/01/2025 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 06/01/2026

OSBA Note:

House Bill (HB) 96 (2025) made significant changes to District requirements for managing chronic absenteeism and truancy. Districts are required to adopt a compliant policy by Aug. 1, 2026, which will be maintained in policy JED, Student Absences and Excuses.

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

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

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the Ohio Department of Education and Workforce for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and notify the child's parent in writing of the legal consequences of being a "habitual" truant. The written notice may be delivered by regular mail with a certificate of mailing, or other form of delivery with proof of delivery, including electronic delivery and electronic proof of delivery.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding "habitual truants," the Board will take as an intervention strategy any appropriate action contained in Board policy.

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

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

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

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

Filing a Complaint With Juvenile Court

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

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

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

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

THIS IS A REQUIRED POLICY

Ohio Administrative Code

OAC 3301-47-01

Description

[Establishment of an education program for parents of truant students](#)

Ohio Revised Code

ORC 3313.663

Description

[Parental education or training program](#)

ORC 3313.668

[Removal based on absences; removal from grades pre-k through three; civil immunity, decisions not to provide mental health services](#)

ORC 3320.04

[Religious accommodations for public school students](#)

ORC 3321.03 through 3321.04

[Parent's obligation to see that child receives instruction](#)

ORC 3321.07 through 3321.09

[Requirements for child instructed at other than public school](#)

ORC 3321.16

[Investigation of nonattendance; complaint](#)

ORC 3321.19

[Examination into cases of truancy - failure of parent, guardian or responsible person to cause child's attendance at school](#)

ORC 3321.191

[Student absence policies](#)

ORC 3321.22

[Juvenile court proceedings](#)

ORC 3321.38

[Prohibiting failure to send child to school](#)

Cross References

Description

AFI

[Evaluation of Educational Resources](#)

JECE

[Student Withdrawal From School](#)

JED

[Student Absences and Excuses](#)

JEDC

[Religious Expression Days](#)

JEG

[Exclusions and Exemptions from School Attendance](#)

JK

[Employment of Students](#)



Policy JEDA: Truancy

Status: ADOPTED

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

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

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

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the Ohio Department of Education and Workforce for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent/designee, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and notify the child's parent in writing of the legal consequences of being a "habitual" truant. The written notice may be delivered by regular mail with a certificate of mailing, or other form of delivery with proof of delivery, including electronic delivery and electronic proof of delivery.

A "habitual" truant is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive school hours, 42 or more school hours in one month or 72 or more school hours in a school year.

"Excessive absences" is defined as a child of compulsory school age who is absent with or without legitimate excuse for 38 or more school hours in one month or 65 school hours in one school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent/designee or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding habitual truants and excessively absent students, the Board will take as an intervention strategy any appropriate action contained in the Board policy.

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

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



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

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

Filing a Complaint With Juvenile Court

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

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

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

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



Policy JHCD: Administering Medicines to Students

Status: DRAFT

Original Adopted Date: 06/01/2025 | Last Reviewed Date: 06/01/2026

OSBA Note:

This policy must be accompanied by regulations formally adopted by the Board, which enumerate in more specific terms the requirements of Ohio Revised Code Section (RC) 3313.713.

House Bill (HB) 70 (2024) requires districts to modify medication policy to address the authority of its employees, when acting in situations other than those addressed by provisions of State law, to administer over-the-counter drugs to students enrolled in the schools of the District. The policy may include provisions on the following:

- Whether the District will authorize any employees, in the course of their employment, to administer any over-the-counter drugs to students;

- Whether the permission of the parent or guardian will be required before a District employee may administer an over-the-counter drug to a student. In light of changes from HB 8 (2024) districts should consider requiring such parental permission.

Beginning July 1, 2011, HB 009 permits only employees of the Board who are licensed health professionals, or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board, to administer prescription drugs to students in school districts.

The law grants boards the continued authority to outright prohibit any employee, including licensed health professionals, from administering any prescription drugs to students, or to prohibit administration of drugs that require certain procedures, such as injections.

Students With Diabetes

HB 264 (2014), effective September 11, 2014, requires districts to ensure that each student with diabetes who is enrolled in the District receives appropriate and needed diabetes care in accordance with an order signed by the student's treating physician, and in accordance with State law. These requirements appear in RC 3313.7112, and include specific training requirements for nonlicensed health professionals who perform diabetes care tasks for such students — including administration of medications. Within 14 days of receipt of an order signed by a student's treating physician, the Board must inform the student's parent/guardian or other person having care or charge of the student that the student may be entitled to a 504 plan regarding the student's diabetes. If a student has a 504 plan, the specific provisions of State law may be integrated into this student's plan. However, there is no requirement that a student has to have a 504 plan to receive the necessary care outlined.

If the required statutory criteria are met, a student may manage his/her care within the classroom, and all other areas of the school, and possess the equipment and supplies necessary for this care. A student with diabetes must be permitted to attend the school to which he/she would be assigned if the student did not have diabetes, and care must be provided at the school in accordance with the provisions of RC 3313.7112.

A district cannot compel or require employees to complete the statutory trainings, and cannot discipline employees for refusing to be trained. HB 367 (2014) allows a board of education to contract with an educational service center (ESC) for a school nurse, registered nurse or licensed practical nurse employed by the ESC to provide diabetes care to students in the District.

Annually, by December 31, the District must report to the Ohio Department of Education and Workforce the number of enrolled students with diabetes during the previous school year, and the number of errors associated with administration of diabetes medication during the previous school year.

HB 33 (2023), effective October 3, 2023, requires public school districts and chartered nonpublic schools to create an individualized seizure action plan for every student with an active seizure disorder diagnosis. The new provision also includes training requirements for school staff on implementation of the plan and administration of prescribed seizure disorder drugs to students subject to an individualized seizure action plan. In addition to a written request from the student's parent(s), guardian(s) or other person(s) in charge of the student to have one or more prescribed seizure drugs administered to him/her, seizure action plans must also include drug information from the student's treating practitioner and any other component required by law.

(Choose one of the following options)

(Version 1)

Administering Prescription Drugs to Students

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. A prescription drug is a drug that is to be administered pursuant to the instructions of the prescriber, whether or not required by law to be sold only upon a prescription.

2. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
3. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The prescription drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
4. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
5. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the prescription drug or other person licensed to prescribe medication.
6. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the prescription drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
7. No employee who is authorized by the Board to administer a prescription drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the prescription drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."

Administering Over-the-Counter Drugs to Students

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

(Choose one of the following with version 1):

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

-OR-

Employees may not administer over-the-counter drugs to students in the course of their employment.

(keep language from here until end of version 1 for all districts using version 1)

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

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

regarding its use.

Religious Convictions

No person employed by the Board is required to administer a prescription or over-the-counter drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a prescription or over-the-counter drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

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

OSBA Note:

HB 462 (2026) replaces "epinephrine autoinjectors" with "epinephrine delivery systems" defined as any device or other product that contains a premeasured dose of epinephrine and enables the dose to be administered through any route of administration into the human body to prevent or treat a life-threatening allergic reaction including all of the following:

- Autoinjectors
- Intranasal sprays
- Any device or other product designated in rules adopted by the state board of pharmacy

Epinephrine Delivery SystemsAutoinjectors

Students are permitted to carry and use an epinephrine delivery systemautoinjector (EpiPen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epinephrine delivery systemEpiPen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

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

Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

Seizure Medication

If a student has an active seizure disorder diagnosis, the school nurse, or another school employee if the school does not employ a nurse, will create an individualized seizure action plan for that student in accordance with State law. The action plan must include information on how to administer prescribed seizure drugs to the student and school districts must designate at least one employee in each school building aside from a school nurse to be trained every two years on implementing seizure action plans, including training in administering seizure drugs.

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

Students are allowed to possess seizure medications at school or at any activity, event or program sponsored by or in which the student's school is a participant, if the student has the written approval of the student's physician containing all information required by law and, if the student is a minor, the written approval of the parent, guardian,

or other person having care or charge of the student. The school principal and, if a school nurse is assigned to the student's school building, the school nurse, must receive copies of the written approvals.

(Version 2 – select this option if do not allow administration of medications (Nonadministration of Medicines))

The Board prohibits any of its employees or personnel from administering prescription drugs except as otherwise required by Federal law. It is the position of this Board that administration or distribution of prescription drugs to students is the full responsibility of the parents.

Employees may not administer over-the-counter drugs to students in the course of their employment.

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

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

THIS IS A REQUIRED POLICY

Ohio Administrative Code

OAC 3301-35-06

Description

[Educational programs and support](#)

Ohio Revised Code

ORC 2305.23

Description

[Liability for emergency care](#)

ORC 2305.231

[Civil immunity for architects, contractors, engineers, surveyors, and tradespersons providing volunteer services](#)

ORC 3313.64

[Entitlement to attend school; district of attendance](#)

ORC 3313.7112

[Diabetes care](#)

ORC 3313.7117

[Individualized seizure action plans](#)

ORC 3313.712

[Emergency medical authorization](#)

ORC 3313.713

[District prescription drug distribution policy](#)

ORC 3313.716

[Possession and use metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms](#)

ORC 3313.718

[Possession and use of epinephrine autoinjector to treat anaphylaxis](#)

Ohio Revised Code

ORC 3314.03

ORC 3314.141

Description

[Specifications of contract between sponsor and governing authority - specifications of comprehensive plan](#)

[No civil liability for prohibition of use of autoinjector](#)

Cross References

EBBA

EBBA-R(1)

EBC

EBC-R(1)

EF / EFB

EFH

JFCH / JFCI

JHC

Description

[First Aid](#)

[First Aid](#)

[Emergency Management and Safety Plans](#)

[Emergency Management and Safety Plans - Administrative Rules/Protocols](#)

[Food Services Management/Free and Reduced-Price Food Services](#)

[Food Allergies](#)

[Alcohol Use by Students/Student Drug Abuse](#)

[Student Health Services and Requirements](#)



Policy JHCD: Administering Medicines to Students

Status: ADOPTED

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

Administering Prescription Drugs to Students

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. A prescription drug is a drug that is to be administered pursuant to the instructions of the prescriber, whether or not required by law to be sold only upon a prescription.
2. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
3. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The prescription drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
4. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's or other licensed person's order.
5. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the prescription drug or other person licensed to prescribe medication.
6. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the prescription drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
7. No employee who is authorized by the Board to administer a prescription drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the prescription drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."

Administering Over-the-Counter Drugs to Students

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

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

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

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

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

Religious Convictions

No person employed by the Board is required to administer a prescription or over-the-counter drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a prescription or over-the-counter drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

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

Epinephrine Autoinjectors

Individual students with an identified life-threatening allergy are permitted to carry and use an epinephrine autoinjector (EpiPen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an EpiPen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an EpiPen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. The principal and/or the school nurse must have received copies of these required written approvals. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

The Board recognizes that many students may have an allergic reaction at school from known or unknown allergens. The first line of treatment for anaphylaxis is the prompt use of epinephrine (EpiPen). In response to providing a safe school environment, all schools may have non-individual specific epinephrine autoinjector on-site. Procedures for management, use and administration of non-individual specific epinephrine autoinjector are located on-site pursuant to Ohio Revised Code 3313.7110.

Diabetes Medication

If a student's treating physician or other licensed person determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or

other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's or other licensed person's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

Seizure Medication

If a student has an active seizure disorder diagnosis, the school nurse, or another school employee if the school does not employ a nurse, will create an individualized seizure action plan for that student in accordance with State law. The action plan must include information on how to administer prescribed seizure drugs to the student and school districts must designate at least one employee in each school building aside from a school nurse to be trained every two years on implementing seizure action plans, including training in administering seizure drugs.

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

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



Regulation JHCD-R(3): Administering Medicines to Students - Use of Epinephrine Delivery Systems

Status: DRAFT

Original Adopted Date: 06/01/2025 | Last Reviewed Date: 06/01/2026

OSBA Note:

House bill 462 (2026) replaces “epinephrine autoinjectors” with “epinephrine delivery systems” defined as any device or other product that contains a premeasured dose of epinephrine and enables the dose to be administered through any route of administration into the human body to prevent or treat a life-threatening allergic reaction including all of the following:

- Autoinjectors
- Intranasal sprays
- Any device or other product designated in rules adopted by the state board of pharmacy

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

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

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

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

1. a school employee prohibits a student from using an epinephrine delivery system epinephrine because he/she has a good faith belief that the conditions for carrying and using the medication have not been satisfied;

2. a school employee permits a student to carry and use an [epinephrine delivery system](#)[epipen](#) because of the good faith that the conditions have been satisfied or
3. in instances in which a student is rightfully permitted to carry an [epinephrine delivery system](#)[epipen](#), the [epinephrine medication](#) is used by a student for whom it was not prescribed.

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

THIS IS A REQUIRED REGULATION

Ohio Administrative Code

OAC 3301-35-06

Description

[Educational programs and support](#)

Ohio Revised Code

ORC 2305.23

Description

[Liability for emergency care](#)

ORC 2305.231

[Civil immunity for architects, contractors, engineers, surveyors, and tradespersons providing volunteer services](#)

ORC 3313.64

[Entitlement to attend school; district of attendance](#)

ORC 3313.7112

[Diabetes care](#)

ORC 3313.7117

[Individualized seizure action plans](#)

ORC 3313.712

[Emergency medical authorization](#)

ORC 3313.713

[District prescription drug distribution policy](#)

ORC 3313.716

[Possession and use metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms](#)

ORC 3313.718

[Possession and use of epinephrine autoinjector to treat anaphylaxis](#)

ORC 3314.03

[Specifications of contract between sponsor and governing authority - specifications of comprehensive plan](#)

ORC 3314.141

[No civil liability for prohibition of use of autoinjector](#)

Cross References

Description

EBBA

[First Aid](#)

EBBA-R(1)

[First Aid](#)

EBC

[Emergency Management and Safety Plans](#)

EBC-R(1)

[Emergency Management and Safety Plans - Administrative Rules/Protocols](#)

EF / EFB

[Food Services Management/Free and Reduced-Price Food Services](#)

EFH

[Food Allergies](#)

JFCH / JFCI

[Alcohol Use by Students/Student Drug Abuse](#)

JHC

[Student Health Services and Requirements](#)



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

Status: ADOPTED

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

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

Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

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

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

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

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

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

A person employed by the Board is not required to administer a prescribed drug to a student unless a Board regulation establishes a requirement; furthermore, the Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

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

Inhalers

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

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

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

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

Medication — Self-/Administered — Grades 7-12

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

Use of Epinephrine Autoinjectors

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

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

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

Whenever a student is administered epinephrine at school or at an activity, event or program sponsored by the school or in which the school is a participant, a school employee must immediately request assistance from an emergency medical service provider. Request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

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

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

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

1. Student's name and address	
2. Date and time of the medication incident, if the student was	
3. The date the administration of the medication is to begin and if known, the date the administration of the medication is to cease	
4. A statement from the prescriber has been received that the student is capable of carrying and using the EpiPen, and the prescriber has provided the student with training in the proper use of the EpiPen	
5. Circumstances in which the EpiPen should be used	
6. A written statement from the school's school personnel stating that if the student is unable to administer the medication on the right, school staff will provide the student with help from the EpiPen	
7. A written statement from the school	
8. The student may expense that should be reported to the school	
9. The student may expense that should be reported to the school	
10. At least one emergency contact number shall be provided for the school and the parent	
11. A written statement from the prescriber	
12. A written statement from the school	
13. A written statement from the school	
14. A written statement from the school	
15. A written statement from the school	
16. A written statement from the school	
17. A written statement from the school	
18. A written statement from the school	
19. A written statement from the school	
20. A written statement from the school	



Policy DJH: Credit Cards

Status: DRAFT

Original Adopted Date: 06/01/2025 | Last Reviewed Date: 06/01/2026

OSBA Note:

House Bill 312 (2018) added new requirements for district credit cards.

Credit card accounts are defined as any bank-issued credit card account, store-issued credit card account, financial institution credit card account, affinity credit card account or any other card account allowing the holder to purchase goods or services on credit or to transact with the account and any debit or gift card account related to the receipt of grant moneys. The definition specifically does not include: procurement card accounts, gasoline or telephone credit card accounts or any other card account where merchant category codes are in place as a system of control for use of the card account.

Boards holding credit cards on the bill effective date must adopt policies for these cards meeting statutory requirements no later than three months after the bill's effective date. Boards not currently holding credit card accounts must adopt a written policy meeting the requirements prior to holding a credit card account.

The board policy must include:

- The officers or positions authorized to use credit card accounts;
- The types of expenses for which a credit card account may be used;
- The procedure for acquisition, use and management of credit card accounts and presentation instruments related to the account including cards and checks;
- Procedures for submitting itemized receipts to the treasurer or chief fiscal officer or their designee;
- Procedures for credit card issuance, reissuance, cancellation and the process for reporting lost or stolen credit cards;
- The credit account's maximum credit limit or limits and
- Actions or omissions by an officer or employee that qualifies as credit card misuse.

If the treasurer retains general possession and control of the account and presentation instruments, they may use a system to sign out credit cards to users authorized by the board policy. If the user does not provide itemized receipts in accordance with the policy, they may be required to reimburse the amount in accordance with State law or board policy.

If the treasurer does not retain general possession and control of the account and presentation instruments, the board must appoint a compliance officer who must fulfill statutory requirements.

This policy must be locally customized prior to adoption.

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

The Board authorizes the Treasurer to review available credit card accounts to determine which account and account provider best meets the needs of the District. The Treasurer will determine how many accounts, cards and checks are to be issued, and establish a process for credit card reissuance or cancellation.

1. The District name must appear on each card and/or check associated with the credit card account. The maximum credit card account limit is \$_____ (insert District specific limits as required by law). The Treasurer provides an annual report to the Board detailing all rewards received based on use of the credit card account.

2. (Select one of the following)

(Use this version if the Treasurer retains general possession and control of credit cards.)

All credit cards issued to and in the name of the District are held and supervised by the Treasurer and used only for purposes authorized by this policy. The Treasurer establishes a system for cards to be signed out for use by an authorized user.

-OR-

(Use this version if the Treasurer does not retain general possession and control of credit cards.)

The Board appoints a compliance officer who reviews the number of cards and accounts issued, the number of active cards and accounts issued, and the card and account expiration dates and credit limits at least once every six months. The Treasurer cannot serve as the compliance officer. The compliance officer cannot authorize an individual to use the credit card. The compliance officer cannot use the credit card account except when the compliance officer is the Superintendent. If the Superintendent is the compliance officer and the Board has authorized the Superintendent to use the credit card, the Treasurer/designee must monthly review the credit card transaction detail and sign attestation to the review.

3. Credit cards may only be used by the following individuals: *(insert District specific list as required by law, card can only be used by individuals in positions specifically authorized in policy).*

(Customize items 4 through 7 to reflect District practice as required by law, cards are only allowed to be used for expenses authorized in this policy.)

4. Credit cards may be used for District-related transportation, reservations and expenses, conference registrations and hotel reservation guarantees for the Board and staff. Such expenses are subject to the reimbursement limits established by the Board.
5. If monies are budgeted and deposited with the Treasurer in advance, credit cards may be used by school employees for student trips and competitions for safety and security reasons.
6. With prior approval of the Treasurer, credit cards may be used by school employees for school-related purchases from a vendor who does not accept purchase orders or vouchers.
7. Gratuities are permissible only when card use is for group purchases and the tip is automatically added to the bill.
8. All credit card statements are sent directly to the Treasurer's office. The Treasurer keeps a record of all credit card use.
9. Receipts and appropriate form(s) are to be turned in with the credit card to the Treasurer within _____ business days upon completion of approved use. Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the meeting. Failure to turn in receipts and appropriate form(s) to the Treasurer within the required timeframe may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases. Any late fees assessed to the District due to an employee failing to submit invoices and credit card receipts on a timely basis are the responsibility of the employee.
10. All authorized users must immediately report loss or theft of the District credit card to the Treasurer who will immediately contact the credit card issuer.

OSBA Note:

The Auditor of State released an advisory memo on April 23, 2026 addressing convenience fees charged when using credit cards. The memo provides specific guidance on formalizing policies and procedures for when such fees are appropriate. Districts should review the entire memo and formalize district level procedures addressing the items in the memo and referred to in this policy.

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 should be utilized to minimize costs. The Board directs the Treasurer to establish policies and procedures clearly outlining the following:

1. situations where convenience fees are justified due to operational necessity, efficiency or timing considerations;
2. circumstances where alternative payment methods should be required or prioritized and
3. thresholds, approvals, or documentation required before incurring and paying such fees.

The use of the credit card for the following items is considered unauthorized use and classified as credit card misuse:

1. expenditures not specifically authorized by this policy;
2. purchase of personal goods or services for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attending a District business function;
3. payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;
4. alcoholic beverages or tobacco;
5. fuel for use in a personal vehicle;
6. entertainment expenses, including pay-per-view movie charges and/or
7. cash advances.

Persons using a credit card for personal, nonauthorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Misuse of the credit card is subject to disciplinary procedures, including termination. An employee or officer of the Board who knowingly misuses a District credit card account also is in violation of State criminal law.

THIS IS A REQUIRED POLICY

Ohio Revised Code

ORC 2913.21	Misuse of credit cards
ORC 3313.311	Policies for use of credit card accounts
ORC 9.21	Policies regarding political subdivisions that hold credit card accounts
ORC 9.22	Use of debit card accounts

Cross References

DJ	Purchasing
DLC	Expense Reimbursements
DLC-R(1)	Expense Reimbursements
GCL	Certified Staff Development Opportunities
GDL	Classified Staff Development Opportunities



Policy DJH: Credit Cards

Status: ADOPTED

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

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

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

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

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

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

Employees are liable in person and upon official bond for any unauthorized use of a credit card. Any employee who suspects the loss, theft or possibility of unauthorized use of a card must notify the Treasurer immediately.

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