POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent
Friday, October 23, 2026, 9:00 AM, 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 SEPTEMBER 2026 PDQ

Status

1. **SAM ACT IMPACTS EXTRACURRICULAR ACTIVITY POLICIES**

September 2026 PDQ Pages 1-2

IGD – Cocurricular and Extracurricular Activities
IGDJ – Interscholastic Athletics

- IGD is a required policy – HCSD re-adopted November 24, 2025
- IGDJ is a required policy – HCSD re-adopted November 24, 2025
- Senate Bill 276, effective Oct. 6, 2026, enacts Ohio Revised Code (RC) 3313.5321, also known as the Student Athlete Mobility (SAM) Act.
- School boards are required to adopt a policy beginning with the 2026-27 school year permitting students enrolled in a "neighboring school" — as defined by the new law — that does not offer an extracurricular activity to petition to participate in that activity at their school.
- Policies IGD, Cocurricular and Extracurricular Activities, and IGDJ, Interscholastic Athletics, have been updated to align with RC 3313.5321.
- Remove language highlighted in red with a ~~line drawn through it~~; add language highlighted in green

2. **HB 455 REVISES BOARD VACANCY PROVISIONS**

September 2026 PDQ Pages 2-3

BBE – Unexpired Term Fulfillment (Board Vacancy)

- BBE is not a required policy – HCSD re-adopted May 11, 2015

- House Bill (HB) 455 revises the timelines under which a board of education can declare an individual board member's reason for absence from board meetings insufficient, thereby creating a vacancy for the absent board member's office.
- The reason for an absence of a board member cannot be declared insufficient if the person is an active-duty or reserve member of the U.S. armed forces or the Ohio National Guard and the reason for the absence is deployment outside the territory of the district.
- The bill revises the timeline for the remaining board members to fill a vacancy created for any of the reasons outlined in RC 3313.11.
- The bill also moves the authority for the county probate court judge to fill the vacancy if the board fails to do so within the allotted time period.
- Policy BBE has been updated to reflect the HB 455 changes.
- Remove language highlighted in red with a ~~line drawn through it~~; add language highlighted in green

3. **UPDATED DEFINITION OF PARENT**

September 2026 PDQ Page 6

JECB – Admission of Nonresident Students

- JECB is a required policy – HCSD re-adopted May 11, 2025
- The definition of "parent" in Ohio Revised Code (RC) 3313.64 was revised in House Bill 455 to treat parents who have never been married the same as parents who are separated or divorced, or whose marriages have been dissolved or annulled.
- Children of parents who have never been married shall be admitted to the schools of the school district in which the child's residential and custodial parent resides.
- For a child of parents who have never been married, RC 3109.042 establishes that the unmarried mother is the sole residential parent and legal custodian of the child unless a court has ordered that another person is the child's residential parent and legal custodian.
- Policy JECB has been updated to clarify these revisions.
- Remove language highlighted in red with a ~~line drawn through it~~; add language highlighted in green

4. **REPEAL OF CONSOLIDATED SCHOOL MANDATE REPORT**

September 2026 PDQ Page 7

EBBA – First Aid
EFF – Food Sale Standards
JECBB – Interdistrict Open Enrollment
JECBD – Intradistrict Open Enrollment
JFCF – Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JHCA – Physical Examinations of Students
JP – Positive Behavioral Interventions and Supports (Restraint and Seclusion)

- EBBA is a required policy – HCSD re-adopted December 9, 2024
- EFF is a required policy – HCSD re-adopted December 9, 2024
- JECBB is a required policy – HCSD re-adopted November 24, 2025
- JECBD is a required policy – HCSD re-adopted December 9, 2024
- JFCF is a required policy – HCSD re-adopted December 9, 2024
- JHCA is not a required policy – HCSD re-adopted June 9, 2025

- JP is a required policy – HCSD re-adopted December 9, 2024
- House Bill 455 repeals Ohio Revised Code (RC) 3301.68, which is the consolidated school mandate report for school districts. This report to ODEW and any reports to the school board are no longer required.
- The policies listed above have been updated to reflect this change
- Remove language highlighted in red with a ~~line drawn through it~~

5. **SB 19 CREATES NEW REQUIREMENTS FOR PATRIOTIC YOUTH ORGANIZATONS**

KKAA – Patriotic Youth Organizations ***(New Policy)***

September 2026 PDQ Page 7-8

- KKAA is not a required policy
- Senate Bill (SB) 19, effective Sept. 23, 2026, enacts Ohio Revised Code (RC) 3313.476, requiring districts to allow some youth organizations the opportunity to speak with and distribute informational materials to students during school hours upon request.
- RC 3313.476 defines "youth organizations," for purposes of this requirement, as youth membership organizations that serve people under the age of 21 and have an educational purpose that promotes patriotism, workforce readiness and civic involvement.
- RC 3313.476 limits the definition to these specified youth membership organizations listed in U.S. Code Title 36: Big Brothers-Big Sisters of America, Boy Scouts of America, Boys & Girls Clubs of America, Civil Air Patrol, Future Farmers of America, Girl Scouts of America, Little League Baseball, Marine Corps League and Naval Sea Cadet Corps.
- Districts that permit a youth organization to conduct these activities are not required to provide equal access to other organizations that don't meet the definition of "youth organization" in RC 3313.476
- Adopt policy KKAA?

6. **FISCAL CONSIDERATIONS**

September 2026 PDQ Pages 8-9

DJF-R – Purchasing Procedures
DLC-R – Expense Reimbursements

- DJF-R is not a required regulation – HCSD re-adopted June 9, 2025
- DLC-R is not a required regulation - HCSD re-adopted February 23, 2026

Federal Procurement

- The simplified acquisition threshold for federal procurement was increased from $250,000 to $350,000.
- The micro-purchase threshold was increased from $10,000 to $15,000.
- Districts are subject to the former threshold until their policies have been amended to include the increased threshold.
- Regulation DJF-R has been updated to this increased threshold.
- Remove language highlighted in red with a ~~line drawn through it~~; add language highlighted in green

Credit Card Convenience Fees

- The June 2026 issue of Policy Development Quarterly provided information on the April 23 Ohio Auditor of State's Office (AOS) advisory memo addressing credit card

convenience fees. In the June issue, we updated policy DJH - Credit Cards, applying this to the use of district credit cards.

- After further review of impacted policies and practices in this area, language has been added to regulation DLC-R - Expense Reimbursements recognizing these convenience fee charges as reimbursable in other situations, not just when district credit cards are used.
- Add language highlighted in green

7. **HB 455 PERMITS REQUIRED NOTICES TO BE POSTED ONLINE**

September 2026 PDQ Page 9

EEACC – Student Conduct on District Managed Transportation
JF – Student Rights and Responsibilities
JFC – Student Conduct (Zero Tolerance)
JFCK – Use of Cellphones and Electronic Communications Devices by Students

- EEACC is not a required policy – HCSD re-adopted August 8, 2022
- JF is not a required policy – HCSD re-adopted October 26, 2020
- JFC is a required policy – HCSD re-adopted April 17, 2017
- JFCK is a required policy – HCSD re-adopted 11/14/2025
- House Bill (HB) 455, effective Oct. 9, 2026, revises Ohio Revised Code (RC) provisions to permit districts to post notices on district websites instead of physically posting notices in school buildings for the policies listed above.
- Policies EEACC, JF, JFC, and JFCK have been updated to reflect this change.
- Remove language highlighted in red with a ~~line drawn through it~~; add language highlighted in green

8. **DISTRICT RECORDS COMMISSION CHANGES**

September 2026 PDQ Page 9

EHA – District Records Commission, Records Retention and Disposal

- EHA is a required policy – HCSD re-adopted November 24, 2025
- Ohio Revised Code 149.41, as modified by House Bill 455, allows the statutorily required district records commission to be composed of designees of the members required in continuing law, who are the board president, superintendent and treasurer.
- Policy EHA has been updated to reflect this change.
- Add language highlighted in green

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

1. **SB 19 IMPACTS CURRICULUM, INTERVENTIONS, INSTRUCTIONS AND ADVANCED LEARNING OPPORTUNITIES**

September 2026 PDQ Pages 3-6

- Senate Bill (SB) 19 introduced a host of changes, impacting math and reading curricula, interventions and advanced learning opportunities.

- Districts should review locally developed policies, procedures and practices to align with the law. No OSBA sample policies are substantively impacted by these provisions, but relevant legal references have been added to policy. OSBA is continuing to monitor guidance in this area and will provide updates in future PDQ issues as needed.
- Policy IKEB - Acceleration, already states "The District at minimum provides any advanced learning opportunities required by law."
- Policy IIA – Instructional Materials already states that the district complies with all state law requirements in selecting instructional materials.

September 2026 PDQ Page 6

2. **CIVIL SERVICE CHANGES**
   - House Bill 455 adds new section (D) to Ohio Revised Code (RC) 124.011, authorizing a city school district to enter into a written agreement that the district is not subject, in whole or in part, to the jurisdiction of the city's civil service commission.
   - No OSBA sample policies are impacted by these provisions, relevant legal references have been added.

3. **FISCAL CONSIDERATIONS**

September 2026 PDQ Pages 8-9

Investments

- Existing Ohio Revised Code (RC) 135.142 permits boards of education to authorize their treasurers to invest interim funds in additional investment options, including commercial paper and bankers' acceptances, if the treasurer has completed the additional training required by law. The options and training requirements remain unchanged; however, House Bill (HB) 455 removes the requirement for treasurers to submit a listing of such investments to the Ohio Department of Education and Workforce and AOS. The report must now be provided only to the board of education. This report must still be submitted annually by Aug. 31 and should continue to list each investment made under RC 135.142(A) during the preceding fiscal year, income earned from those investments, fees and commissions paid and any other information required by the board.
- OSBA sample policies do not require any changes to align with this revision, but districts should review locally developed policies, including DFA - Revenues from Investment, to determine whether any locally developed language needs to be modified.

Tax Changes

- HB 479 made several changes impacting taxing considerations. Information on these changes is available in the Legislative Service Commission report.
- While no policy changes are needed, districts should review the summary and bill text for more information related to the impact on your district.

September 2026 PDQ Pages 9-10

4. **ELIMINATION OF COLLEGE PREPARATORY BOARDING SCHOOLS**
   - House Bill 455 eliminates and makes changes to multiple sections of the Ohio Revised Code (RC) pertaining to college preparatory boarding schools. References to college preparatory boarding schools have been removed from most statutes, and RC Chapter 3328 has been entirely repealed.
   - Policy DN - School Properties Disposal, has been updated to reflect this change.
   - Policy DN is not a current HCSD policy.

5. **ADDITIONAL CONSIDERATIONS**

While none of the items addressed here require substantive changes to OSBA sample policies, we recommend districts review locally adopted policies and practices in these areas to determine if updates are needed. Where applicable, OSBA has added new legal reference links to policies where a new statute is applicable to an existing policy.

Innovative Education Programs

- Both Senate Bill (SB) 19 and House Bill (HB) 455 revise Ohio Revised Code (RC) 3302.07, which impacts innovative education pilot programs.

Success Sequence

- SB 276 enacts new RC 3301.0717 and RC 3313.6025, which introduce a new "success sequence" curriculum requirement for all boards of education.

Career-technical Education for Home-educated Students

- SB 19 revised RC 3313.90 to permit home-educated students to participate in career-technical education programs at their resident school district.

Juvenile Court Jurisdiction Over Habitual Truants

- HB 455 made changes to Ohio attendance law, including revising RC 2151.354 provisions related to the adjudication of an unruly child by a juvenile court.

Licensure Changes

- Several bills made changes to licensure/certifications.

Diabetes Reporting

- Districts are no longer required to provide an annual report to ODEW under RC 3313.7112 on the number of students with diabetes enrolled in the district during the previous school year and the number of errors associated with administering diabetes medication to students with diabetes during the previous school year.

OHIO SCHOOL BOARDS ASSOCIATION

Policy Development Quarterly 2026-3 ● September

Publish Date: 09/14/2026

In this issue

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New PDQ process resources

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

As you continue to access Policy Development Quarterly (PDQ) in our new online policy platform, we want to remind you of the resources available.

This newsletter includes a document with an overview of the instructions and recommended steps for reviewing PDQ in the new Simbli site and 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. Contact us at policyupdates@ohioschoolboards.org for assistance.

Free PDQ webinar

OSBA policy consultants will review the articles and accompanying policies in a webinar on Thursday, Sept. 17 at 10 a.m. Click this link to join the webinar. The passcode is 281879.

SAM Act impacts extracurricular activity policies

by Madelon Jensen, policy consultant

Senate Bill 276, effective Oct. 6, 2026, enacts Ohio Revised Code (RC) 3313.5321, also known as the Student Athlete Mobility (SAM) Act. The law applies to any school board that operates a high school that offers an extracurricular activity and is a member school of an organization that regulates interscholastic athletics, such as the Ohio High School Athletic Association (OHSAA). These boards are required to adopt a policy beginning with the 2026-27 school year permitting students enrolled in a "neighboring school" — as defined by the new law — that does not offer an extracurricular activity to petition to participate in that activity at their school. Although the act's title

refers to student athletes, its provisions apply to other "extracurricular activities," as defined in RC 3313.537.

OHSAA released several resources to help districts navigate these changes in its Enrollment and Attendance Bylaw Resource Center. OSBA's legal team published a Legal Ledger blog post to assist with frequently asked questions about the SAM Act.

Under RC 3313.5321(B), the board must adopt a policy including:

- The form and manner in which a neighboring school student may petition to participate in an extracurricular activity.
- A requirement that both superintendents approve the student's participation in the extracurricular activity. The superintendent of the school district in which the student is enrolled must also certify that the student has not participated in the extracurricular activity at that school district during the school year.
- A requirement that, if the student is enrolled in a school district that operates multiple high schools, the student must first petition to participate in an extracurricular activity at another high school operated by the district if one offers that activity. If a student is not approved to participate in the activity, then the student may petition to participate in the activity under the policy at a high school not operated by the student's district.

In addition to requiring the policy, RC 3313.5321(F) allows districts to partner with a neighboring school to establish a team for an extracurricular activity if neither school has enough students willing to participate. OHSAA has created resources for districts that wish to explore this option.

Policy implications

Policies IGD, Cocurricular and Extracurricular Activities, and IGDJ, Interscholastic Athletics, have been updated to align with RC 3313.5321.

HB 455 revises board vacancy provisions

by Gamy Narvaez, policy consultant and staff attorney

House Bill (HB) 455, effective Oct. 9, 2026, revises board vacancy provisions that impact timelines to declare and fill vacancies, among other changes.

First, the bill revises the timelines in Ohio Revised Code (RC) 3313.11 under which a board of education or governing board of an educational service center (ESC) can declare an individual board member's reason for absence from board meetings insufficient, thereby creating a vacancy for the absent board member's office. RC 3313.11 does not apply to joint vocational school districts (JVSD). JVSDs should follow the procedures outlined in RC 3311.19.

A board member's absence from meetings for 90 days creates a vacancy when the remaining members of the board declare, by a two-thirds vote, that the absent board member's reasons for the absence are insufficient. Under current law, the vote must occur not less than 30 days after the 90-day absence occurs. HB 455 adjusted this timeline so that the vote for insufficient reason for absence must occur at any time within 45 days after the absence. Additionally, the bill adds that the reason for an absence of a board member cannot be declared insufficient if the person is an active-duty or reserve member of the U.S. armed forces or the Ohio National Guard and the reason for the absence is deployment outside the territory of the district or ESC.

The bill also revises the timeline for the remaining board members to fill a vacancy created for any of the reasons outlined in RC 3313.11. Under current law, the board must fill the vacancy at its *next* regular or special meeting within 30 days after the vacancy occurs but not earlier than 10 days after it occurs. If the board does not act within the 30-day period, RC 3313.85 empowers the county probate court judge to act as the board and fill the vacancy.

HB 455 extends the timeline for the remaining board members to fill a vacancy to 45 days after it occurs, allows the board to fill the vacancy at *any* regular or special meeting and eliminates the 10-day waiting period. The bill also moves the authority for the county probate court judge to fill the vacancy if the board fails to do so within the allotted time period — previously outlined in RC 3313.85, which is repealed by the bill — to RC 3313.11.

Policy implications

Policy BBE, Unexpired Term Fulfillment (Board Vacancy), has been updated to reflect the HB 455 changes. Note, this policy does not apply to JVSDs and should not be adopted by JVSDs. JVSDs should refer to their plan in place under RC 3311.19(C).

SB 19 impacts curriculum, interventions, instruction and advanced learning opportunities

by Gamy Narvaez, policy consultant and staff attorney

Senate Bill (SB) 19 introduced a host of changes, impacting math and reading curricula, interventions and advanced learning opportunities.

Intervention services and improvement plans

New Ohio Revised Code (RC) 3313.6034 requires each district, community school and STEM school to provide free evidence-based academic intervention services to "qualifying students" — as defined in the section — who score limited on either a state-prescribed diagnostic assessment or a state assessment in math, English language arts or both subjects. Districts and schools must provide annual notifications in this area to the Ohio Department of Education and Workforce (ODEW) through EMIS and notify the parent or guardian of qualifying students prior to providing academic intervention services, including periodically updating the parent or guardian on the services and providing resources and recommendations for ways the parent or guardian can help their student succeed.

Services provided must be:

- evidence-based;
- free of cost;
- aligned with a student's assessed level of skill, including providing accelerated learning and mastery where possible to help the student demonstrate a level of skill appropriate to the student's grade level.

Services provided may encompass a variety of supports — as defined by the bill — and may also be offered in combination with integrated student supports. Additional restrictions apply concerning when services should be provided, alignment with other curriculum and other details.

Beginning in the 2026-27 school year, new RC 3302.131 requires that each district or community school develop a math achievement improvement plan if 51% or less of a building's or school's students who took the third-grade math achievement assessment attained at least a proficient score on the assessment. Beginning in the 2026-27 school year, districts and community schools in which 51% or more students score at least proficient on the third-grade math achievement assessment do not have to submit an improvement plan. Each plan must use curriculum from the list of high-quality curricula established by ODEW. The bill also requires ODEW to adopt rules for implementation of this section and provide templates for use.

Stay current on updates and resources provided by ODEW as you implement the new intervention and improvement

plan provisions.

Policy implications

Districts should review locally developed policies, procedures and practices to align with the law. No OSBA sample policies are substantively impacted by these provisions, but relevant legal references have been added to policy. We are continuing to monitor guidance in this area and will provide updates in future PDQ issues as needed.

Advanced learning opportunities in math

The bill also repeals and reenacts an updated version of RC 3313.6032 and revises RC 3324.10, which replaces current law regarding advanced math courses and learning opportunities and requires ODEW to take several actions.

RC 3313.6032 applies to "qualifying students," defined in the section as a student to whom either of the following applies:

- the student achieves an advanced level of skill on a math achievement assessment under RC 3301.0710;
- the student meets a school district's choice of multiple measures under one of the following (districts may redetermine their advancement policy for students under this section annually):
    - the student achieves an accomplished level of skill on a math achievement assessment prescribed under RC 3301.0710 and the student holds an average class grade of "A" or "B" in a math course;
    - the student achieves a designated score, as determined by ODEW, on a math diagnostic assessment prescribed under RC 3301.0715 and an accomplished level of skill on a math achievement assessment prescribed under RC 3301.0710.

RC 3313.6032 requires districts, community schools and STEM schools, beginning July 1, 2027, to do the following:

- enroll qualifying students in sixth grade in both a math course in seventh grade that combines seventh and eighth grade math standards; and Algebra I in the eighth grade;
- enroll qualifying students in grades three to five in advanced learning opportunities in math.

Districts, community schools and STEM schools must also adopt a comprehensive local math placement and promotion policy no later than 90 days after the effective date of SB 19, which would be Dec. 22, 2026. The placement and promotion policy must include a curriculum plan beginning in grade three that creates a timeline and explanation of how students will be prepared and placed into Algebra I and describes how districts will provide advanced learning opportunities in math and accommodate each seventh grade student that qualifies for Algebra I placement.

When a sixth grade student qualifies for enrollment as described above, districts must notify their parent or guardian. A student cannot be enrolled in the course if the parent or guardian submits a written request for that student not to be enrolled.

RC 3313.6032 also requires ODEW to do the following:

- adopt rules regarding the placement of grade six students in an advanced math course;
- designate a score within 90 days of the SB 19 effective date — Dec. 22, 2026 — that reflects an accomplished level of skill on a math diagnostic.

The provision also requires that each student take any corresponding required achievement assessment or end-of-course exam for any math course the student takes because of enrollment in an advanced mathematics course under this section. Districts can provide additional students with advanced learning opportunities in math, including enrollment in advanced courses such as Algebra I, if students meet district requirements for the course or would benefit from those opportunities.

RC 3324.10 requires that ODEW, under continuing law, adopt a model student acceleration policy addressing whole grade acceleration, subject area acceleration and early high school graduation. SB 19 revises this provision to also require the model to address advanced learning opportunities in math. As under continuing law, boards must implement a student acceleration policy; either the ODEW model or a policy covering similar issues. Boards that do not adopt the ODEW model must submit the policy to ODEW for approval and, upon request by a board, ODEW must provide technical assistance to develop the policy.

Policy implications

No changes are required to OSBA sample policies. OSBA sample policy IKEB, Acceleration, already states "The District at minimum provides any advanced learning opportunities required by law."

We are monitoring ODEW updates for the release of its new model acceleration policy that integrates advanced learning opportunities in math and will provide any recommended updates to OSBA policies in a future PDQ issue based on ODEW updates and guidance in this area.

Math and reading curricula

SB 19 enacted RC 3301.0734 and revised RC 3313.6028.

RC 3301.0734 requires ODEW to review core math curricula and establish a list of high-quality core curriculum and instructional materials in math and a list of evidence-based math intervention programs that are aligned with state standards and best practices by April 15, 2027. Districts, community schools and STEM schools may choose to use the curricula and materials ODEW establishes.

Both new RC 3301.0734 and revised RC 3313.6028 require ODEW to establish a rubric and scoring system to evaluate core math and English language arts curricula based on whether or to what extent a curriculum facilitates a student's skill building and sequential advancement through mastery.

Policy implications

While no OSBA sample policies are impacted by these provisions, policy IIA, Instructional Materials, already states that the district complies with all state law requirements in selecting instructional materials, including math and reading curricula.

Math instruction and teacher proficiency

SB 19 also enacts new RC 3319.2214 and RC 3319.2311.

RC 3319.2214 requires that the State Board of Education (SBOE) assess the math proficiency of each applicant for a new valid educator license with a pre-K-eight grade band and who may be assigned to teach math, then notify each district or school that employs the individual whether they are proficient in math based on SBOE's assessment. Individuals found not to be proficient cannot be assigned to teach math, though districts and schools can allow them to teach other subject areas. These individuals are allowed to retake the assessment and, if they become proficient, SBOE will certify that to their district of employment and permit them to teach math.

RC 3319.2311 requires ODEW to develop a professional development course that focuses on foundational knowledge in math and integrates life skills. ODEW also must develop, by Dec. 31, 2026, a pilot series of professional development programs for school and regional educational leaders on evidence-based math instruction.

Policy implications

While no OSBA sample policies are impacted by these provisions, relevant legal references have been added to our sample manual.

Civil service changes

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

House Bill 455 adds new section (D) to Ohio Revised Code (RC) 124.011, authorizing a city school district to enter into a written agreement that the district is not subject, in whole or in part, to the jurisdiction of the city's civil service commission.

What does this mean?

- Many districts have already bargained an "opt out" of most civil service requirements.
- Case law regarding "home rule" also has already allowed school districts to exclude employees from civil service altogether.
- This RC revision adds an option to the RC provisions explicitly allowing school districts to opt out by contract with the city.
- City school districts should consult with legal counsel on next steps if the district is currently following the civil service laws or was previously exempted under one of the other options.

Policy implications

City school districts with questions on policy changes after consulting with legal counsel can reach out to OSBA with follow-up policy questions. OSBA updated the drafting notes section on several policies, as well as the "choice" indications on GDB, Classified Staff Contracts and Compensation Plans, to clarify which choices should be considered for contract sequence based on whether a district is subject to civil service. City districts can contact OSBA for updated language for GDB, Classified Staff Contracts and Compensation Plans, if needed.

Updated definition of parent

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

The definition of "parent" in Ohio Revised Code (RC) 3313.64 was revised in House Bill 455 to treat parents who have never been married the same as parents who are separated or divorced, or whose marriages have been dissolved or annulled. This means that children of parents who have never been married shall be admitted to the schools of the school district in which the child's residential and custodial parent resides. For a child of parents who have never been married, RC 3109.042 establishes that the unmarried mother is the sole residential parent and legal custodian of the child unless a court has ordered that another person is the child's residential parent and legal custodian.

Policy implications

Policy JECB, Admission of Nonresident Students, has been updated to clarify these revisions and is available with this issue.

Repeal of consolidated school mandate report

by Madelon Jensen, policy consultant

House Bill 455 repeals Ohio Revised Code (RC) 3301.68, which is the consolidated school mandate report for school districts. Previously, districts were required to complete and file their reports annually by Nov. 30 to the Ohio Department of Education and Workforce (ODEW). If a district did not comply with an item prescribed under the section, the superintendent or designee was required to provide a written explanation and a written plan of action to their board of education. This report to ODEW and any reports to the school board are no longer required.

Policy implications

The following policies have been updated to reflect this change:

- EBBA, First Aid
- EFF, Food Sale Standards
- JECBB, Interdistrict Open Enrollment
- JECBD, Intradistrict Open Enrollment
- JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
- JHCA, Physical Examinations of Students
- JP, Positive Behavioral Interventions and Supports (Restraint and Seclusion)

SB 19 creates new requirements for patriotic youth organizations

by Gamy Narvaez, policy consultant and staff attorney

Senate Bill (SB) 19, effective Sept. 23, 2026, enacts Ohio Revised Code (RC) 3313.476, requiring districts to allow some youth organizations the opportunity to speak with and distribute informational materials to students during school hours upon request. RC 3313.476 defines "youth organizations," for purposes of this requirement, as youth membership organizations that serve people under the age of 21 and have an educational purpose that promotes patriotism, workforce readiness and civic involvement. It limits the definition to these specified youth membership organizations listed in U.S. Code Title 36: Big Brothers-Big Sisters of America, Boy Scouts of America, Boys & Girls Clubs of America, Civil Air Patrol, Future Farmers of America, Girl Scouts of America, Little League Baseball, Marine Corps League and Naval Sea Cadet Corps.

Upon request by a "youth organization," SB 19 requires that boards of education permit representatives of the youth organization to speak with and distribute materials to students during school hours to encourage participation in the youth organization and inform students of how membership may further the student's educational interests, workforce readiness and civic involvement. Specifically, boards are required to provide:

- at least one opportunity per school year for representatives of the youth organization to provide displays on school property within the district for student recruitment, including informational flyers and the use of other existing digital communication channels;
- a specific date and time for the youth organization to speak with students at schools in the district for up to 10 consecutive minutes during the school day but not during instruction for a core curriculum subject;
- notification to parents or guardians of each youth organization's expected presentation and the option to withhold consent for their child to participate in such presentation.

Finally, the new provision states that districts that permit a youth organization to conduct these activities are not required to provide equal access to other organizations that don't meet the definition of "youth organization" in RC

3313.476(A).

Policy implications

New sample policy KKAA, Patriotic Youth Organizations, covers SB 19 requirements related to identified youth organizations, including what the board must provide to a youth organization upon request.

Fiscal considerations

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

Federal procurement

The simplified acquisition threshold for federal procurement was increased from $250,000 to $350,000. The micropurchase threshold also was increased from $10,000 to $15,000. Districts are subject to the former threshold until their policies have been amended to include the increased threshold.

Policy implications

Regulation DJF-R, Purchasing Procedures, has been updated to reflect this increased threshold. **Note: if DJF-R was accessed prior to Sept. 14, 2026, please review the updated version attached.**

Credit card convenience fees

The June 2026 issue of Policy Development Quarterly provided information on the April 23 Ohio Auditor of State's Office (AOS) advisory memo addressing credit card convenience fees. In the June issue, we updated policy DJH, Credit Cards, applying this to the use of district credit cards.

Policy implications

After further review of impacted policies and practices in this area, language has been added to regulation DLC-R, Expense Reimbursements, with this PDQ issue, recognizing these convenience fee charges as reimbursable in other situations, not just when district credit cards are used.

Investments

Existing Ohio Revised Code (RC) 135.142 permits boards of education to authorize their treasurers to invest interim funds in additional investment options, including commercial paper and bankers' acceptances, if the treasurer has completed the additional training required by law. The options and training requirements remain unchanged; however, House Bill (HB) 455 removes the requirement for treasurers to submit a listing of such investments to the Ohio Department of Education and Workforce and AOS. The report must now be provided only to the board of education. This report must still be submitted annually by Aug. 31 and should continue to list each investment made under RC 135.142(A) during the preceding fiscal year, income earned from those investments, fees and commissions paid and any other information required by the board. OSBA sample policies do not require any changes to align with this revision, but districts should review locally developed policies, including DFA, Revenues from Investment, to determine whether any locally developed language needs to be modified.

Tax changes

HB 479 made several changes impacting taxing considerations. Information on these changes is available in the Legislative Service Commission report. While no policy changes are needed, districts should review the summary and bill text for more information related to the impact on your district.

HB 455 permits required notices to be posted online

by Gamy Narvaez, policy consultant and staff attorney

House Bill (HB) 455, effective Oct. 9, 2026, revises the following Ohio Revised Code (RC) provisions to permit districts to post the corresponding notices on district websites instead of physically posting notices in school buildings:

- RC 3313.661(A): the student code of conduct (also applies to community and STEM schools);
- RC 3313.663: if adopted, district policy requiring parents of a student suspended, expelled, truant or habitually truant to attend an education or training program;
- RC 3313.664: if adopted, district policy authorizing the superintendent, other district administrative personnel or personnel employed by the district to direct, supervise or coach a pupil activity program to prohibit a student from participating in any or all extracurricular activities;
- RC 3313.753(B): if adopted, district policy prohibiting students from carrying an electronic communications device in any school building or on any school grounds or premises of the district;
- RC 3327.014: if adopted, district policy regarding the suspension of a student's school bus riding privileges.

Policy implications

The following policies have been updated to reflect these changes:

- EEACC, Student Conduct on District Managed Transportation
- JF, Student Rights and Responsibilities
- JFC, Student Conduct (Zero Tolerance)
- JFCK, Use of Cellphones and Electronic Communications Devices by Students

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District records commission changes

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

Ohio Revised Code 149.41, as modified by House Bill 455, allows the statutorily required district records commission to be composed of designees of the members required in continuing law, who are the board president, superintendent and treasurer.

Policy implications

Policy EHA, District Records Commission, Records Retention and Disposal, has been updated to reflect this change.

Elimination of college preparatory boarding schools

by Madelon Jensen, policy consultant

House Bill 455 eliminates and makes changes to multiple sections of the Ohio Revised Code (RC) pertaining to college preparatory boarding schools. References to college preparatory boarding schools have been removed from most statutes, and RC Chapter 3328 has been entirely repealed.

Revisions to RC 3313.411 and RC 3313.413 remove college preparatory boarding schools from the list of entities with the right of first refusal for the disposal of real property owned by school districts.

Policy implications

Policy DN, School Properties Disposal, has been updated to reflect this change.

Additional considerations

by Gamy Narvaez, policy consultant and staff attorney

While none of the items addressed here require substantive changes to OSBA sample policies, we recommend districts review locally adopted policies and practices in these areas to determine if updates are needed. Where applicable, OSBA has added new legal reference links to policies where a new statute is applicable to an existing policy. If you have questions on whether your locally adopted policies need to be updated, please submit the policy in question to us for review using the "request review by association" option in Simbli.

Innovative education programs

Both Senate Bill (SB) 19 and House Bill (HB) 455 revise Ohio Revised Code (RC) 3302.07, which impacts innovative education pilot programs. Innovative education approaches to learning are new, experimental or disruptive educational approaches developed based on an identified need that seeks continuous improvement in student achievement or student growth. Districts must apply to the Ohio Department of Education and Workforce (ODEW) for approval when such a pilot requires exemptions from statutory provisions or rules.

The revised provisions now permit community and STEM schools to request approval from ODEW to establish an innovative education pilot program in addition to public school districts, ESCs and chartered nonpublic schools. The bills also add the Science of Reading to the list of requirements from which these educational entities cannot be exempted. ODEW now must promote innovative educational programs designed to increase student achievement and engagement, improve student wellness and prepare students for the workforce and postsecondary education. This includes providing technical assistance and support to educational entities to design pilot programs, publicizing model projects of educational innovation — including projects that use artificial intelligence in instruction — and promoting the availability of waivers from education laws and rules to implement innovative educational programs.

Success sequence

SB 276 enacts new RC 3301.0717 and RC 3313.6025, which introduce a new "success sequence" curriculum requirement for all boards of education. "Success sequence," as defined in RC 3301.0717, is "a three-pronged framework for youth and young adults based on research from diverse institutions that individuals who complete at least a high school education, obtain full-time work and marry before having children are overwhelmingly less likely to live in poverty in adulthood." The same provision requires that ODEW review and maintain a list of evidence-based curriculum and resources for grades six to 12 about the success sequence.

RC 3313.6025 requires that school districts provide instruction on the success sequence in at least one course required for high school graduation using any of the following:

- a curriculum on the list reviewed and maintained by ODEW under RC 3301.0717;
- a different curriculum that is aligned with the success sequence;
- a curriculum that integrates instruction that is aligned with the success sequence with the curriculum requirements in RC 3313.60(A)(5)(b) to (g).

Policy implications

OSBA added necessary legal reference links to policies.

Career-technical education for home-educated students

SB 19 also revised RC 3313.90 to permit home-educated students to participate in career-technical education programs at their resident school district. The bill allows home-educated students to participate as a part-time student without any financial assessment, charge or tuition that is not charged to a public school student and requires the student to be counted in the district's enrolled ADM metric.

JVSDs should review locally developed policies and procedures for admission to ensure alignment with the revisions.

Juvenile court jurisdiction over habitual truants

HB 455 made changes to Ohio attendance law, including revising RC 2151.354 provisions related to the adjudication of an unruly child by a juvenile court. Under continuing law, a juvenile court can adjudicate a child as being an unruly child for being habitually truant from school. This bill allows the juvenile court issuing the adjudication to maintain jurisdiction over the child during the subsequent school year for purposes of monitoring the child's attendance.

Licensure changes

Several bills made changes to licensure/certifications. Changes include:

- SB 276 enters Ohio into the "interstate compact for school psychologists," requiring Ohio to offer equivalent licenses to school psychologists from another compact member state subject to Ohio's laws and rules governing school psychologists.
- HB 455 requires the State Board of Education to:
  - add additional grade levels to certain alternative resident educator license holders' licenses to authorize the educator to provide instruction at any grade from prekindergarten to 12 or any combination of grades as assigned by the educator's employing school district based on local staffing needs;
  - automatically revoke or deny the renewal of any certificate, license, permit or registration it has issued to an individual who pleads guilty to, is found guilty of or is convicted of domestic violence, strangulation or grooming.

OSBA added necessary legal reference links to policies.

Diabetes reporting

Districts are no longer required to provide an annual report to ODEW under RC 3313.7112 on the number of students with diabetes enrolled in the district during the previous school year and the number of errors associated with administering diabetes medication to students with diabetes during the previous school year. Accordingly, ODEW is also no longer issuing a report summarizing this information.

Districts should review locally developed policies and procedures for alignment. No changes to OSBA sample policies are required.

Supporting Documents

- Quick Tips for Success
- PDQ Process Overview
- PDQ 2026 Sept Update Review Form

Attachments

- Policy BBE: Unexpired Term Fulfillment (Board Vacancy)
- Regulation DJF-R(1): Purchasing Procedures
- Regulation DLC-R(1): Expense Reimbursements
- Policy DN: School Properties Disposal
- Policy EBBA: First Aid
- Policy EEACC: Student Conduct on District Managed Transportation
- Policy EFF: Food Sale Standards
- Policy EHA: District Records Commission, Records Retention and Disposal
- Policy IGD: Cocurricular and Extracurricular Activities
- Policy IGDJ: Interscholastic Athletics
- Policy JECB: Admission of Nonresident Students
- Policy JECBB: Interdistrict Open Enrollment
- Policy JECBD: Intradistrict Open Enrollment
- Policy JF: Student Rights and Responsibilities
- Policy JFC: Student Conduct (Zero Tolerance)
- Policy JFCF: Hazing and Bullying (Harassment, Intimidation and Dating Violence)
- Policy JFCK: Use of Cellphones and Electronic Communications Devices by Students
- Policy JHCA: Physical Examinations of Students
- Policy JP: Positive Behavioral Interventions and Supports (Restraint and Seclusion)

Policy KKAA: Patriotic Youth Organizations

Policy IGD: Cocurricular and Extracurricular Activities

Status: DRAFT

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

OSBA Note:
Ohio Revised Code (RC) 3313.5313 allows the Superintendent or chief administrative officer of a school to permit a home educated student, participating in interscholastic activities at a different district to participate in interscholastic athletics if they were subject to certain conduct or qualifying offenses, even if the district is not the student's district of residence.
Districts are required to allow resident students enrolled in community schools (HB 487 (2014)), STEM and STEAM schools to participate in the District's extracurricular activities.
HB 59, effective September 29, 2013, requires districts to allow resident students who are receiving home education to participate in extracurricular activities at the school to which they would be assigned. Districts are also required to allow resident students attending a chartered or non-chartered nonpublic school to participate in extracurricular activities in the school to which the student would be assigned if the activity is one that the nonpublic school they are enrolled in does not offer. Resident nonpublic students participating under these provisions must be of the appropriate grade and age level as determined by the Superintendent and must meet the same academic, nonacademic and financial requirements as any other student. Districts are prohibited from imposing additional rules or fees on a student participating under these provisions that are not applied to other students participating in the same program.
Senate Bill (SB) 3 (2016) added RC 3313.5314 stating that students attending the District or nonpublic school, community school, STEM and STEAM school students, or students receiving home education, otherwise eligible to participate in extracurricular activities in the District cannot be denied the opportunity to participate in extracurricular activities in the District solely because of their participation in CCP. Students still must meet the District eligibility requirements.
Districts may allow nonpublic, community, STEM and STEAM school students who are not eligible to enroll in the District the opportunity to participate in an extracurricular activity operated by a school of the District if the activity is one the school the student is enrolled in does not offer, and the activity is not interscholastic athletics or interscholastic competitions in music, drama or forensics. The Superintendent may also allow a student receiving home education not eligible to enroll in the District to participate in an extracurricular activity offered by one of the schools if it is an activity the district in which they are eligible to enroll does not offer.
SB 3 (2016) also allows the superintendent to allow a nonresident student attending a nonpublic school located in the District the ability to participate in an activity that is interscholastic athletics or interscholastic competitions in music, drama or forensics provided certain criteria are met.
School districts must count – up to 24 hours per school year as excused absences – time that a student is absent from school for the sole purpose of traveling out of state to participate in a Board-approved enrichment activity or an extracurricular activity. The student is required to make up all missed classroom assignments.
In addition, if the student will be out of the state for 24 or more consecutive school hours for a Board-approved enrichment or extracurricular activity, a classroom teacher employed by the Board must accompany the student to provide instructional assistance.
HB 123 (2021) permits, but does not require districts to designate a student-led violence prevention club for each building serving grades six-12. If a club is created it must: be open to all members of the student body; have at least one identified adult advisor; implement and sustain suicide and violence prevention and social inclusion training and awareness activities; and foster opportunities for student leadership development.
For boards developing policy without the assistance of an OSBA consultant, this category is useful for general policy on student activities and for establishing definitions.

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

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

1. have educational value for students;

2. be in balance with other curricular offerings in the schools and be supportive of, and never in competition with, the academic program and

3. be managed in a professional manner.

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

The following guidelines govern the student activity programs.

1. Student activities are those school-sponsored activities that are voluntarily engaged in by students, have the approval of the school administration and do not carry credit toward promotion or graduation.

2. Each school, under the direction of the principal and certified staff, has a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures are accounted for through the activity account.

3. Each activity should be designed to contribute directly to the educational, civic, social and ethical development of the students involved.

4. The student activity program receives the same attention in terms of philosophy, objectives, social setting, organization and evaluation as that given the regular school curriculum.

5. Each school develops written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs. The Superintendent reports annually to the Board the general purposes, plans and financial status of the cocurricular and extracurricular programs of the District.

6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain. Special consideration may be given in cases in which the expense of participating would result in exclusion.

7. Activities must be open to all students, regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

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

9. Activities should not interfere with regularly scheduled classes. This limitation often requires conducting such activities beyond the regular school day, if possible.

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

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

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

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

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

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

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

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

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

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

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

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

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

    C. Conduct by a school official, employee or volunteer that violates the Licensure Code of Professional Conduct for Ohio Educators. A home educated student who meets these criteria must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same nonacademic and financial requirements as any other participant.

OSBA Note:
Senate Bill 276, effective Oct. 6, 2026, enacts Ohio Revised Code (RC) 3313.5321, to be known as the Student Athlete Mobility (SAM) Act. The law applies to any school board that operates a high school that offers an extracurricular activity and is a member school of an organization that regulates interscholastic athletics, such as the Ohio High School Athletic Association (OHSAA). These boards are required to adopt a policy beginning with the 2026-27 school year permitting students enrolled in a neighboring school (as defined by the new law) that does not offer an extracurricular activity to petition to participate in that activity at their school. Although the act's title refers to student athletes, its provisions apply to other extracurricular activities, as defined in RC 3313.537.

Student Extracurricular Activity Mobility

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

1. the student wishing to participate petitions the Superintendent in writing using forms designated by the Superintendent/designee. The Board directs the Superintendent/designee to design forms for this purpose. Such forms may include but not be limited to forms developed by OHSAA;
    A. before petitioning to participate at a school of this District, if the district in which the student is enrolled operates multiple high schools, the student must first petition to participate in the program at another high school operated by that district, if one offers that program. If that petition has been denied, the student enrolled in the neighboring district may petition to participate in a program at a high school of this District;
2. the superintendents or chief administrative officers of both districts must approve the student's participation in the activity;
3. the superintendent or chief administrative officer of the school district in which the student is enrolled must certify that the student has not participated in that activity in their school district during the same school year;
4. the student is of the appropriate age and grade level for the extracurricular activity, as determined by the Superintendent, and fulfills the same academic, nonacademic, and financial requirements as any other participant, including trying out for a position on the activity.

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

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

(Permissive language)

Nonresident students attending nonpublic, community, STEM, or STEAM schools ~~A student attending a nonpublic, community, STEM or STEAM school who is not entitled to attend school in the District~~ may be authorized by the Superintendent to participate in an extracurricular activity offered by a school of the District. The activity must be one the school the student is enrolled in does not offer and may not be interscholastic athletics or interscholastic contests or competitions in music, drama or forensics except in accordance with RC 3313.5321.

Nonresident students attending nonpublic schools ~~A student attending a nonpublic school located in the District who is not entitled to attend school in the District~~ may be authorized by the Superintendent to participate in an extracurricular activity offered by a school of the District that is interscholastic athletics or interscholastic contests or

competitions in music, drama or forensics when:

1. the activity is one the school the student is enrolled in does not offer;

2. the student is not participating in the activity in the student's district of residence;

3. the superintendent of the student's district of residence certifies the student has not participated in any extracurricular activity that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics in the district for that school year and

4. the Superintendent and the superintendent of the student's district of residence mutually agree in writing to allow the student to participate in the activity.

A student receiving home education in accordance with State law who is not entitled to attend school in the District may be authorized by the Superintendent to participate in an extracurricular activity offered by a school of the District. The activity must be one that the district the student is entitled to attend does not offer.

OSBA Note:
House Bill (HB) 96 enacts Ohio Revised Code (RC) 3313.536, effective Sept. 30, 2025, allowing a district superintendent to permit a student enrolled in another district the opportunity to participate in ice hockey as an interscholastic athletic activity at a school of the superintendent's district if the district in which the student is enrolled does not offer ice hockey as an interscholastic athletic activity in limited situations.

A student enrolled in another district may participate in ice hockey in the District if the district in which the student is enrolled does not offer ice hockey as an interscholastic athletic activity when:

1. the student's district is less than 20 miles away;

2. the student is not required to enroll in or be a resident of the district that offers ice hockey;

3. the student is of the appropriate age and grade level and fulfills the same academic, nonacademic, and financial requirements as any other participant, including trying out for a position on the team and

4. the superintendents of both school districts enter into an agreement approving the student's participation in ice hockey at the school district in which the student is not enrolled.

THIS IS A REQUIRED POLICY

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

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

Ohio Revised Code	**Description**
ORC 2907.07	Importuning
ORC 3313.5311	Access to public school extracurricular activities by nonpublic school students

Ohio Revised Code	Description
ORC 3313.5312	Access to public school extracurricular activities by homeschooled students
ORC 3313.5313	Interscholastic athletic participation by nonresident victims of harassment
ORC 3313.5314	Athletics and participation in college credit plus program
ORC 3313.536	Participation in ice hockey in another school district
ORC 3313.537	Community school student participation in public school activities
ORC 3313.58	Supervision of social and recreational work - employment of instructors
ORC 3313.59	Cooperation with public officials to provide other recreational activities
ORC 3313.6611	Student-led violence prevention clubs
ORC 3313.664	Policy prohibiting student from participating in extracurricular activities
ORC 3313.666	District policy prohibiting harassment, intimidation, or bullying required
ORC 3315.062	Student activity programs - accident insurance or self-insurance for athletic programs
ORC 3319.16	Termination of contract by board of education
ORC 3321.042	Home education
ORC Chapter 4112	Civil Rights Commission

Other	Description
Student Handbooks	Student Handbooks

Cross References	Description
AFI	Evaluation of Educational Resources
DJ	Purchasing
EBBA	First Aid
EBBA-R(1)	First Aid
GCBB	Certified Staff Supplemental Contracts
GDBB	Classified Staff Pupil Activity Contracts
IGCH	College Credit Plus
IGCH-R(1)	College Credit Plus
IGDB	Student Publications
IGDC	Student Social Events
IGDF	Student Fundraising Activities
IGDF-R(1)	Student Fundraising Activities
IGDF-E(1)	Student Fundraising Activities - Fundraiser Request Form
IGDG	Student Activities Funds Management
IGDJ	Interscholastic Athletics
IGDJA	Drug Testing of Students in Extracurricular Activities

Cross References	Description
IGDJA-R(1)	Drug Testing of Students in Extracurricular Activities
IGDJA-E(1)	Drug Testing of Students in Extracurricular Activities - Informed Consent Agreement
IGDK	Interscholastic Extracurricular Eligibility
JECBA	Admission of Exchange Students
JECBA-R(1)	Admission of Exchange Students
JECBC	Admission of Students From Non-Chartered or Home Education
JED	Student Absences and Excuses
JEDC	Religious Expression Days
JFCJ	Weapons in the Schools
JG	Student Discipline
JGD	Student Suspension
JGDA	Emergency Removal of Student
JGE	Student Expulsion
JGF	Discipline of Students With Disabilities
JGF-R(1)	Discipline of Students With Disabilities
JL	Student Gifts and Solicitations
JN	Student Fees, Fines and Charges
KGB	Public Conduct on District Property
KK	Visitors to the Schools

Policy IGD: Cocurricular and Extracurricular Activities

Status: ADOPTED

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

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

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

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

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

The following guidelines govern the student activity programs.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Costs

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

Definition of Cocurricular and Extracurricular Activities

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

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

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

Ohio Revised Code	Description
ORC 2907.07	Importuning
ORC 3313.5311	Access to public school extracurricular activities by nonpublic school students
ORC 3313.5312	Access to public school extracurricular activities by homeschooled students
ORC 3313.5313	Interscholastic athletic participation by nonresident victims of harassment
ORC 3313.5314	Athletics and participation in college credit plus program
ORC 3313.5321	Extracurricular activity participation at another public school
ORC 3313.536	Participation in ice hockey in another school district
ORC 3313.537	Community school student participation in public school activities
ORC 3313.58	Supervision of social and recreational work - employment of instructors
ORC 3313.59	Cooperation with public officials to provide other recreational activities
ORC 3313.6611	Student-led violence prevention clubs
ORC 3313.664	Policy prohibiting student from participating in extracurricular activities
ORC 3313.666	District policy prohibiting harassment, intimidation, or bullying required
ORC 3315.062	Student activity programs - accident insurance or self-insurance for athletic programs
ORC 3319.16	Termination of contract by board of education
ORC 3321.042	Home education
ORC Chapter 4112	Civil Rights Commission

Other	Description
Student Handbooks	Student Handbooks

Cross References	Description
AFI	Evaluation of Educational Resources
DJ	Purchasing
EBBA	First Aid
EBBA-R(1)	First Aid
GCBB	Certified Staff Supplemental Contracts
IGCH	College Credit Plus
IGCH-R(1)	College Credit Plus
IGDB	Student Publications
IGDC	Student Social Events

Cross References	Description
IGDF	Student Fundraising Activities
IGDG	Student Activities Funds Management
IGDJ	Interscholastic Athletics
IGDJ-R(1)	Interscholastic Athletics
IGDK	Interscholastic Extracurricular Eligibility
IGDK-R(1)	Interscholastic Extracurricular Eligibility
JECBA	Admission of Exchange Students
JECBC	Admission of Students From Non-Chartered or Home Education
JED	Student Absences and Excuses
JED-E(1)	Student Absences and Excuses
JEDC	Religious Expression Days
JFCJ	Weapons in the Schools
JG	Student Discipline
JGD	Student Suspension
JGDA	Emergency Removal of Student
JGE	Student Expulsion
JL	Student Gifts and Solicitations
JN	Student Fees, Fines and Charges
KGB	Public Conduct on District Property
KK	Visitors to the Schools

OHIO SCHOOL BOARDS ASSOCIATION

Policy IGDJ: Interscholastic Athletics

Status: DRAFT

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

OSBA Note:
Ohio Revised Code (RC) 3313.5313 allows the Superintendent or chief administrative officer of a school to permit a home educated student participating in interscholastic activities at a different district to participate in interscholastic athletics if they were subject to certain conduct or qualifying offenses, even if the District is not the student's district of residence.
Districts are required to allow resident students enrolled in community schools (HB 487 (2014)), STEM and STEAM schools to participate in the District's extracurricular activities.
HB 59, effective September 29, 2013, requires districts to allow resident students who are receiving home education to participate in extracurricular activities at the school to which they would be assigned. Districts are also required to allow resident students attending a chartered or non-chartered nonpublic school to participate in extracurricular activities in the school to which the student would be assigned if the activity is one that the nonpublic school they are enrolled in does not offer. Resident nonpublic students participating under these provisions must be of the appropriate grade and age level as determined by the Superintendent and must meet the same academic, nonacademic and financial requirements as any other student. Districts are prohibited from imposing additional rules or fees on a student participating under these provisions that are not applied to other students participating in the same program.
Senate Bill (SB) 3 (2016) added RC 3313.5314 stating that students attending the District or nonpublic school, community school, STEM and STEAM school students, or students receiving home education, otherwise eligible to participate in extracurricular activities in the District cannot be denied the opportunity to participate in extracurricular activities in the District solely because of their participation in CCP. Students still must meet the District eligibility requirements.
Districts may allow nonpublic, community, STEM and STEAM school students who are not eligible to enroll in the District the opportunity to participate in an extracurricular activity operated by a school of the District if the activity is one the school the student is enrolled in does not offer, and the activity is not interscholastic athletics or interscholastic competitions in music, drama or forensics. The Superintendent may also allow a student receiving home education not eligible to enroll in the District to participate in an extracurricular activity offered by one of the schools if it is an activity the district in which they are eligible to enroll does not offer.
SB 3 (2016) also allows the Superintendent to allow a nonresident student attending a nonpublic school located in the District the ability to participate in an activity that is interscholastic athletics or interscholastic competitions in music, drama or forensics provided certain criteria are met.
HB 49 (2017) revised language in RC 3313.5310 requiring a student wishing to participate in athletics to submit a form signed by the student and parent stating that both have received and reviewed a copy of the sudden cardiac arrest guidelines. The change requires the form to be submitted once annually, rather than each school year for every athletic activity in which the student participates.
HB 47 (2024) requires each school within the District in which students participate in an athletic activity to hold an informational meeting for students, parents, guardians, other persons having care or charge of a student, physicians, pediatric cardiologists, athletic trainers, and any other persons regarding the symptoms and warning signs of sudden cardiac arrest for all ages of students.

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

The Superintendent and administrative staff schedule frequent conferences with all physical education instructors, coaches and athletic directors to develop a constructive approach to physical education and athletics throughout the District and to maintain a program that is an educational activity.

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

The Board may require that students pay reasonable fees to participate in interscholastic athletics.

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

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

A student must have the written permission of his/her parent(s) and shall have been determined as physically fit for the chosen sport by a licensed physician.

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

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

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

Resident Students Enrolled in Community Schools

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

Resident Students Enrolled in STEM and STEAM Schools

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

Resident Students Enrolled in Nonpublic Schools

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

Resident Students Enrolled in Home Education

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

Nonresident Students Enrolled in Home Education: Victims of Harassment

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

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

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

3. Conduct by a school official, employee, or volunteer that violates the Licensure Code of Professional Conduct for Ohio Educators.A home educated student who meets these criteria must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same nonacademic and financial requirements as any other participant,

OSBA Note:
Senate Bill 276 enacts Ohio Revised Code (RC) 3313.5321, to be known as the Student Athlete Mobility (SAM) Act. The law applies to any school board that operates a high school that offers an extracurricular activity and is a member school of an organization that regulates interscholastic athletics, such as the Ohio High School Athletic Association (OHSAA). These boards are required to adopt a policy beginning with the 2026-27 school year permitting students enrolled in a neighboring school (as defined by the new law) that does not offer an extracurricular activity to petition to participate in that activity at their school. Although the acts title refers to student athletes, its provisions apply to other extracurricular activities, as defined in RC 3313.537.

Student Athlete Mobility Act

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

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

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

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

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

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

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

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

(Permissive language)

Nonresident Students Enrolled in Home Education

A student receiving home education in accordance with State law who is not entitled to attend school in the District may be authorized by the Superintendent to participate in interscholastic athletic programs offered by a school of the District. The activity must be one the district the student is entitled to attend does not offer.

Nonresident Students Attending Nonpublic Schools

A student attending a nonpublic school located in the District who is not entitled to attend school in the District may be authorized by the Superintendent to participate in an extracurricular activity offered by a school of the District that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics when:

1. the activity is one the school in which the student is enrolled does not offer;

2. the student is not participating in the activity in the student's district of residence;

3. the superintendent of the student's district of residence certifies the student has not participated in any extracurricular activity that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics in the district for that school year and

4. the Superintendent and the superintendent of the student's district of residence mutually agree in writing to allow the student to participate in the activity.

Nonresident Students and Ice Hockey

OSBA Note:
House Bill (HB) 96 (2025) enacts Ohio Revised Code (RC) 3313.536, effective Sept. 30, 2025, to allow a district superintendent to permit a student enrolled in another district the opportunity to participate in ice hockey as an interscholastic athletic activity at a school of the superintendent's district if the district in which the student is enrolled does not offer ice hockey as an interscholastic athletic activity in limited situations.

A student enrolled in another district may participate in ice hockey in the District if the district in which the student is enrolled does not offer ice hockey as an interscholastic athletic activity when:

1. the student's district is less than 20 miles away;

2. the student is not required to enroll in or be a resident of the district that offers ice hockey;

3. the student is of the appropriate age and grade level and fulfills the same academic, nonacademic, and financial requirements as any other participant, including trying out for a position on the team and

4. the superintendents of both school districts enter into an agreement approving the student's participation in ice hockey at the school district in which the student is not enrolled.

THIS IS A REQUIRED POLICY

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

Ohio Revised Code	Description
ORC 2305.23	Liability for emergency care
ORC 2305.231	Civil immunity for architects, contractors, engineers, surveyors, and tradespersons providing volunteer services
ORC 2907.07	Importuning
ORC 3313.5310	Information and training regarding sudden cardiac arrest
ORC 3313.5311	Access to public school extracurricular activities by nonpublic school students
ORC 3313.5312	Access to public school extracurricular activities by homeschooled students
ORC 3313.5313	Interscholastic athletic participation by nonresident victims of harassment
ORC 3313.5314	Athletics and participation in college credit plus program
ORC 3313.536	Participation in ice hockey in another school district
ORC 3313.537	Community school student participation in public school activities
ORC 3313.539	Concussions and school athletics
ORC 3313.66	Suspension, expulsion or permanent exclusion - removal from curricular or extracurricular activities
ORC 3313.661	Policy regarding suspension, expulsion, removal, and permanent exclusion
ORC 3313.6610	Anonymous reporting programs
ORC 3313.664	Policy prohibiting student from participating in extracurricular activities
ORC 3313.666	District policy prohibiting harassment, intimidation, or bullying required
ORC 3315.062	Student activity programs - accident insurance or self-insurance for athletic programs
ORC 3319.303	Standards and requirements for obtaining pupil-activity program permit
ORC 3321.042	Home education
ORC 3707.52	Concussion and head injury information sheet

Cross References	Description
ACA	Nondiscrimination on the Basis of Sex
ACAA	Sexual Harassment
ACAA-R(1)	Sexual Harassment - Grievance Process
ACB	Nondiscrimination on the Basis of Disability
GCBB	Certified Staff Supplemental Contracts
GDBB	Classified Staff Pupil Activity Contracts
IGCH	College Credit Plus
IGCH-R(1)	College Credit Plus

Cross References	Description
IGD	Cocurricular and Extracurricular Activities
IGDJA	Drug Testing of Students in Extracurricular Activities
IGDJA-R(1)	Drug Testing of Students in Extracurricular Activities
IGDJA-E(1)	Drug Testing of Students in Extracurricular Activities - Informed Consent Agreement
IGDK	Interscholastic Extracurricular Eligibility
IKF	Graduation Requirements
JECBA	Admission of Exchange Students
JECBA-R(1)	Admission of Exchange Students
JECBB	Interdistrict Open Enrollment
JECBC	Admission of Students From Non-Chartered or Home Education
JECBD	Intradistrict Open Enrollment
JGD	Student Suspension
JGE	Student Expulsion
JN	Student Fees, Fines and Charges

Policy IGDJ: Interscholastic Athletics

Status: ADOPTED

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Ohio Revised Code	**Description**
ORC 2305.23	Liability for emergency care
ORC 2305.231	Civil immunity for architects, contractors, engineers, surveyors, and tradespersons providing volunteer services
ORC 2907.07	Importuning
ORC 3313.5310	Information and training regarding sudden cardiac arrest
ORC 3313.5311	Access to public school extracurricular activities by nonpublic school students
ORC 3313.5312	Access to public school extracurricular activities by homeschooled students
ORC 3313.5313	Interscholastic athletic participation by nonresident victims of harassment
ORC 3313.5314	Athletics and participation in college credit plus program
ORC 3313.5321	Extracurricular activity participation at another public school
ORC 3313.536	Participation in ice hockey in another school district
ORC 3313.537	Community school student participation in public school activities

Ohio Revised Code	Description
ORC 3313.539	Concussions and school athletics
ORC 3313.66	Suspension, expulsion or permanent exclusion - removal from curricular or extracurricular activities
ORC 3313.661	Policy regarding suspension, expulsion, removal, and permanent exclusion
ORC 3313.6610	Anonymous reporting programs
ORC 3313.664	Policy prohibiting student from participating in extracurricular activities
ORC 3313.666	District policy prohibiting harassment, intimidation, or bullying required
ORC 3315.062	Student activity programs - accident insurance or self-insurance for athletic programs
ORC 3319.303	Standards and requirements for obtaining pupil-activity program permit
ORC 3321.042	Home education
ORC 3707.52	Concussion and head injury information sheet

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

Policy BBE: Unexpired Term Fulfillment (Board Vacancy)

Status: DRAFT

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

A vacancy on the Board may be caused by:

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

OSBA Note:
Under Ohio Revised Code (RC) Section 3313.11, the probate court of a county will act as the board and fill any vacancy if the board of education of any city, exempted village or local district or educational service center governing board does not act within 45 days after the vacancy occurs. RC 3313.11 does not apply to Joint Vocational School Districts (JVSD). JVSDs should follow the procedures outlined in RC 3311.19.

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

Each person selected to fill a vacancy holds office:

1. until the completion of the unexpired term or
2. until the first day of January immediately following the next regular Board election taking place more than 90 days after a person is selected to fill the vacancy. (At that election, a special election to fill the vacancy is held. No such special election is held if the unexpired term ends on or before the first day of January immediately following that regular Board election. The term of a person elected in this manner begins on the first day of January following the election and is for the remainder of the unexpired term.)

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

Ohio Revised Code	Description
ORC 3.01	Continuation in office until successor elected or appointed and qualified

Ohio Revised Code	Description
ORC 3.02	Elective office filled by appointment - term of appointee
ORC 3.07	Misconduct in office - forfeiture
ORC 3.08	Removal of public officers
ORC 3313.11	Vacancy in board
ORC 3313.85	Failure of board of education or governing board to fill vacancy

Cross References	Description
BBBA	Board Member Qualifications

Policy BBE: Unexpired Term Fulfillment (Board Vacancy)

Status: ADOPTED

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

A vacancy on the Board may be caused by:

1. death;
2. nonresidence;
3. resignation;
4. removal from office;
5. failure of a person elected or appointed to qualify within 10 days after the organization of the Board or of his/her appointment or election;
6. relocation beyond District boundaries or
7. absence from Board meetings for a period of 90 days, if the reasons for the absence are declared insufficient by a two-thirds vote of the remaining Board members. (The vote must be taken not earlier than 30 days after the 90-day period of absence.)

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

Each person selected to fill a vacancy holds office:

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

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

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

Ohio Revised Code	Description
ORC 3.01	Continuation in office until successor elected or appointed and qualified
ORC 3.02	Elective office filled by appointment - term of appointee
ORC 3.07	Misconduct in office - forfeiture
ORC 3.08	Removal of public officers
ORC 3313.11	Vacancy in board
ORC 3313.85	Failure of board of education or governing board to fill vacancy

Cross References	Description
BBBA	Board Member Qualifications

Policy JECB: Admission of Nonresident Students

Status: DRAFT

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

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

OSBA Note:
Items 7 and 9-14 are permissive

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

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

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

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

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

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

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

   (permissive options (items 7, 9-14)

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

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

9. the student is not a resident of the District, does not require special education and resides with his/her grandparent(s), provided that the Board and the board of the district in which the student's parent(s) reside

enter into a written agreement showing good cause for the student to be admitted to the District; (The grandparent(s) are required to sign all consent forms required by the District, even if the student would remain in the legal custody of the parent(s).)

10. the student is under the age of 22 and his/her parent(s) moved from the District, but within the county, after the first full week of October, for the remainder of the school year;

11. the student is under the age of 22 and his/her parent(s) moved from the District following the commencement of classes during the student's senior year, for the remainder of the school year and for one additional semester;

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

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

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

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

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

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

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

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

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

Tuition Students

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

THIS IS A REQUIRED POLICY

Ohio Administrative Code	**Description**
OAC 3301-35-04	Student and other stakeholder focus

Ohio Administrative Code	Description
OAC 3301-42-01	Criteria for enrolling eligible adults in public secondary education programs

Ohio Revised Code	Description
ORC 2152.18	No designation of institution of commitment
ORC 3109.52 through 3109.61	Power of attorney for residential grandparent
ORC 3109.65 through 3109.76	Caretaker authorization affidavit
ORC 3109.78	Purpose may void power or affidavit
ORC 3109.79	Child support order unaffected by power or affidavit
ORC 3109.80	Only one power or affidavit may be in effect at a time
ORC 3311.211	Tuition - acceptance of funds
ORC 3313.64	Entitlement to attend school; district of attendance
ORC 3313.644	Contracts for training of out-of-school youth or adults
ORC 3313.645	Admission without tuition
ORC 3313.65	Children of institutionalized or incarcerated parents
ORC 3313.672	Presenting school records, custody order if applicable and certification of birth by new pupil
ORC 3313.90	Career-technical education programs
ORC 3317.08	Tuition for nonresident pupils
ORC 3319.01	Employment of superintendent
ORC 3323.04	Procedures and standards for placement in educational programs
ORC 3327.04	Contract for attendance of nonresident pupils
ORC 3327.06	Tuition - unauthorized attendance

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

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

Cross References	Description
JO-E(1)	Student Records - Denial of Permission to Release Directory Information Without Prior Written Consent

Policy JECB: Admission of Nonresident Students

Status: ADOPTED

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

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

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

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

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

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

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

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

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

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

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

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

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

tuition to graduate.

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

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

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

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

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

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

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

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

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

Tuition Students

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

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

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ORC 2152.18	No designation of institution of commitment
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ORC 3327.06	Tuition - unauthorized attendance

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

Policy EBBA: First Aid

Status: DRAFT

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

OSBA Note:
The guidelines for administering first aid and emergency care should be placed in the District's comprehensive safety plan, unless the District has included the guidelines in other staff handbooks.

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

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

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

The District provides employee automated external defibrillator (AED) training in accordance with State law. ~~Compliance with this training requirement is reported to the Ohio Department of Education and Workforce by November 30 annually through the consolidated school mandate report.~~

~~If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.~~

OSBA Note:
House Bill 47 (2024) updated Ohio Revised Code (RC) 3313.717 to require the placement of AEDs in each school or sports facility.
Training must be provided to teachers, principals, administrative employees, coaches, athletic trainers and any other employee subject to the RC 3319.073(A) employee in-service training requirements. The Board must adopt an emergency action plan for the use of AEDs and may use the Ohio Department of Health model plan developed under RC 3701.851.
Under RC 3313.6021, students in grades 9-12 are required to receive instruction in CPR and use of an AED. Students may be excused from this instruction in accordance with State law.

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

THIS IS A REQUIRED POLICY

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

Ohio Revised Code	Description
ORC 2305.23	Liability for emergency care
ORC 3301.56	Duties of director of program - staff requirements and maximum group size - right of access
ORC 3301.68	Consolidated school mandate report for school districts
ORC 3313.473	Parental involvement policy
ORC 3313.5310	Information and training regarding sudden cardiac arrest
ORC 3313.6021	Instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator in high schools
ORC 3313.6023	Training in the use of an automated external defibrillator for school district employees
ORC 3313.712	Emergency medical authorization
ORC 3313.717	Placement of automated external defibrillator in schools; staff training; qualified immunity
ORC 3701.85	Automated external defibrillator - requirements for use

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

Cross References	Description
EB	Safety Program
EBBC	Bloodborne Pathogens
EBC	Emergency Management and Safety Plans
EBC-R(1)	Emergency Management and Safety Plans - Administrative Rules/Protocols
IGA	Basic Curricular Program
IGAF	Physical Education
IGBLA	Promoting Parental Involvement
IGD	Cocurricular and Extracurricular Activities
JHCD	Administering Medicines to Students
JHCD-R(1)	Administering Medicines to Students - General Regulation
JHCD-R(2)	Administering Medicines to Students - Use of Asthma Inhalers
JHCD-R(3)	Administering Medicines to Students - Use of Epinephrine Delivery Systems
JHG	Reporting Child Abuse and Mandatory Training

Policy EBBA: First Aid

Status: ADOPTED

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

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

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

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

The District provides employee automated external defibrillator (AED) training in accordance with State law. Compliance with this training requirement is reported to the Ohio Department of Education and Workforce by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

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

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

Ohio Revised Code	Description
ORC 2305.23	Liability for emergency care
ORC 3301.56	Duties of director of program - staff requirements and maximum group size - right of access
ORC 3313.473	Parental involvement policy
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ORC 3313.6023	Training in the use of an automated external defibrillator for school district employees
ORC 3313.712	Emergency medical authorization

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

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

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

Policy EFF: Food Sale Standards

Status: DRAFT

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

OSBA Note:
In light of the national concerns with poor health and childhood obesity, districts should be particularly vigilant of the types of foods sold in the schools. School wellness plans and programs must include nutrition guidelines equal to the guidelines issued by the U.S. Department of Agriculture (USDA).
Senate Bill (SB) 210, passed in 2010, requires boards of education to adopt standards specifying the nutritional standards governing the types of food and beverages that may be sold on school premises and the time and place each type of food or beverage may be sold. Boards are encouraged to delegate this duty to food services supervisors and/or other administrators. Specifications should be detailed in food services plans of operation or administrative guidelines and made available to the board for adoption.
The USDA interim final rule establishing standards for all food and beverages sold on school campus throughout the school day to students, took effect July 1, 2014. Where the provisions of SB 210 and the USDA rules differ, districts are required to comply with the more restrictive requirements. The Ohio Department of Education and Workforce (ODEW) has provided information on their website for district implementation of these requirements. The ODEW information also outlines foods that are exempt from the specific nutrition requirements (including fresh fruits) and provides necessary definitions and standards. Districts should review the new guidelines when establishing guidelines for the sale of food and beverage items to students during the school day on school premises.
Fundraisers: ODEW may set a number of exempt fundraisers that happen during the school day and must be infrequent in nature. ODEW has not yet determined if any exempt fundraisers will be allowed during the regular school day. Food and beverages sold outside of the defined regular school day and/or any food and beverages given to students at no cost are exempt from the nutrition standards.
Per RC 3313.814, district staff must prepare an annual report regarding the district's compliance with the standards set for food and beverages being sold on school premises. The board must schedule a presentation annually on the nutrition standards report at one of its annual meetings.

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

1. The types of food and beverages sold in the schools are determined by their potential to contribute significantly to the:

    A. daily nutritional needs of students, consistent with the guidelines established by the U.S. Department of Agriculture (USDA);

    B. provisions of the District's student wellness program and

    C. nutritional guidelines established by State law.

2. A licensed dietician, a registered dietetic technician or a certified/credentialed school nutrition specialist must be initially consulted to assist the food services supervisor in drafting for Board adoption a plan:

    A. for complying with and enforcing the nutritional standards governing the types of food and beverages that may be sold on school premises in compliance with State law and

    B. specifying the time and place each type of food or beverage may be sold.

3. The time of day and place for the sale of food and beverages to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules. The following restrictions are enforced for non-breakfast/lunch food and beverage sales:

    A. Foods or beverages that do not meet the nutritional standards established by the District in accordance with USDA regulations may not be sold during the school day. The Board reserves the right to totally

restrict the sale of non-nutritional foods and beverages in vending machines.

B. Bake sales and other school fundraising activities involving food and beverage items may not be held during the school day.

4. Annually, the food services supervisor reviews and recommends to the Board the types of foods and beverages to be sold as part of the school breakfast and lunch programs.

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

~~Compliance with nutritional standards is reported to the Ohio Department of Education and Workforce by November 30 annually through the consolidated school mandate report.~~

~~If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.~~

THIS IS A REQUIRED POLICY

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

Ohio Revised Code	**Description**
ORC 3301.68	Consolidated school mandate report for school districts
ORC 3313.814	Standards governing types of foods and beverages sold on school premises
ORC 3313.816	Sale of a la carte beverage items
ORC 3313.817	A la carte foods; determination of nutritional value; software

Cross References	**Description**
EF / EFB	Food Services Management/Free and Reduced-Price Food Services
EFD	Misbranded Foods and Cultivated-Protein Food Products
EFG	Student Wellness Program
EFH	Food Allergies
IGDF	Student Fundraising Activities
IGDF-R(1)	Student Fundraising Activities
IGDF-E(1)	Student Fundraising Activities - Fundraiser Request Form

Policy EFF: Food Sale Standards

Status: ADOPTED

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

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

1. The types of food and beverages sold in the schools are determined by their potential to contribute significantly to the:

    A. daily nutritional needs of students, consistent with the guidelines established by the U.S. Department of Agriculture (USDA);

    B. provisions of the District's wellness policy and

    C. nutritional guidelines established by Federal and State law.

2. A licensed dietician, a registered dietetic technician or a certified/credentialed school nutrition specialist must be initially consulted to assist the food services supervisor in drafting for Board adoption a plan:

    A. for complying with and enforcing the nutritional standards governing the types of food and beverages that may be sold on school premises in compliance with State law and

    B. specifying the time and place each type of food or beverage may be sold.

3. The time of day and place for the sale of food and beverages to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules. The following restrictions are enforced for non-breakfast/lunch food and beverage sales:

    A. Foods or beverages that do not meet the nutritional standards established by the District in accordance with USDA regulations may not be sold during the school lunch period. The Board reserves the right to totally restrict the sale of non-nutritional foods and beverages in vending machines.

    B. School fundraising activities involving food and beverage items sold during the school day must be in compliance with the USDA Smart Snacks in Schools nutrition standards, and not in direct competition with the school breakfast/lunch program, and with the permission of the building principal.

4. Annually, the food services supervisor reviews and recommends to the Board the types of foods and beverages to be sold as part of the school breakfast and lunch programs.

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

Compliance with nutritional standards is reported to the Ohio Department of Education and Workforce by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

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

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

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

Policy JECBB: Interdistrict Open Enrollment

Status: DRAFT

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

OSBA Note:
Senate Bill 208 (2024) requires a district to allow for open enrollment of a student whose parent is full time active military duty to enroll tuition free even if the District does not otherwise accept open enrollment students or only accepts applications from adjacent district students.
Districts are required to notify the Ohio Department of Education and Workforce (ODEW) of any change to this policy within 30 days of adoption. ODEW also may request a district to report any complaints filed or received regarding its open enrollment policy and may request documentation to verify open enrollment policies are being adhered to and complaints are being addressed. This oversight may include on-site visits.

(Choose one of the following options)

(Option 1: Do Not Participate)

The Board does not participate in an open enrollment program for students from other districts and does not accept such students except when otherwise required by law.

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

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

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

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

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

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

2. procedures for admission;

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

4. resident students and previously enrolled District students have preference over first-time applicants;

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

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

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

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

term for which admission is sought or in the term immediately preceding the term for which admission is sought and

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

The District notifies the Ohio Department of Education and Workforce (ODEW) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODEW upon request.

~~Compliance with this policy is reported to ODEW by November 30 annually through the consolidated school mandate report.~~

~~If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.~~

(Option 2: Adjacent District)

The Board permits any student from any adjacent district in the state to apply and enroll in the District schools free of any tuition obligation, provided that all procedures as outlined in the administrative regulations are met. Requirements include:

1. application procedures, including deadlines for application and notification to students of acceptance or rejection and the superintendents of adjacent districts whenever an adjacent district's student's application is approved;

2. procedures for admission;

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

4. resident students and previously enrolled adjacent district students have preference over first-time applicants;

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

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

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

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

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

The Board permits a nonresident student who does not reside in an adjacent district to apply and enroll in the District schools free of any tuition obligation in the same manner as adjacent district students, except that the Board waives any application deadlines, if both of the following apply:

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

2. the student's parent provides the District with a copy of the parent's official written order verifying the parent's

status as an active duty member of the armed forces.

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

The District cannot refuse to accept the credits earned by students who have participated in interdistrict open enrollment. The Board will not adopt a policy that discourages resident students from participating in interdistrict open enrollment.

The District notifies the Ohio Department of Education and Workforce (ODEW) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODEW upon request.

~~Compliance with this policy is reported to ODEW by November 30 annually through the consolidated school mandate report.~~

~~If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.~~

(Option 3: Statewide)

The Board permits any student from any other district in the state to apply and enroll in the District schools free of any tuition obligation, provided that all procedures as outlined in the administrative regulations are met. Requirements include:

1. application procedures, including deadlines for application and notification to students of acceptance or rejection and the superintendents of other districts whenever another district's student's application is approved, any application deadlines are waived for students of active duty military parents as defined in Ohio Revised Code 3313.98;

2. procedures for admission;

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

4. resident students and previously enrolled District students have preference over first-time applicants;

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

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

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

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

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

The District cannot refuse to accept the credits earned by students who have participated in interdistrict open enrollment. The Board will not adopt a policy that discourages resident students from participating in interdistrict

open enrollment.

The District notifies the Ohio Department of Education and Workforce (ODEW) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODEW upon request.

~~Compliance with this policy is reported to ODEW by November 30 annually through the consolidated school mandate report.~~

~~If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.~~

(Option 4: Joint Vocational Schools)

The Board recognizes that the districts participating in the jointure may be involved in interdistrict open enrollment. The JVS Board recognizes the possible effects of open enrollment participation by these districts and directs the administration to develop procedures to ensure resident students are given priority for enrollment in program offerings.

Resident students of the participating districts are given first priority for enrollment into a specific program offering. The Superintendent determines the number of programs and program size in compliance with state regulations.

Students participating in open enrollment at a home school are given second priority in program registration.

The Board shall permit any student to enroll in the District, provided that all procedures as outlined in the administrative regulations are met. Requirements include:

1. application procedures, including deadlines for application and notification to students and the superintendents of adjacent or other districts whenever an adjacent or other district's student's application is approved or rejected;

2. procedures for admission:

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

    B. all students entitled to attend school in a district that has territory in the Joint Vocational School District are enrolled in the JVS district and

    C. resident students and previously enrolled joint vocational students have preference over first-time applicants;

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

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

5. no requirements that the student be proficient in the English language and

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

The District cannot refuse to accept the credits earned by students who have participated in interdistrict open

enrollment.

The District notifies the Ohio Department of Education and Workforce (ODEW) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODEW upon request.

~~Compliance with this policy is reported to ODEW by November 30 annually through the consolidated school mandate report.~~

~~If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.~~

(Permissive language for JVSD version)

The Board authorizes the Superintendent to permit students from outside of the JVS jointure to participate in open enrollment.

THIS IS A REQUIRED POLICY

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

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

Cross References	**Description**
IGDJ	Interscholastic Athletics
JC	School Attendance Areas
JECB	Admission of Nonresident Students

Policy JECBB: Interdistrict Open Enrollment

Status: ADOPTED

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

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

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

1. the student's parent is a member of the United States Army, Navy, Air Force, Space Force, Marine Corps or Coast Guard stationed in Ohio, who is on full-time active duty and
2. the student's parent provides the District with a copy of the parent's official written order verifying the parent's status as an active duty member of the armed forces.

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

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

1. application procedures, and notification to students of acceptance or rejection and the superintendents of other districts whenever another district's student's application is approved;
2. procedures for admission;
3. District capacity limits by grade level, school building and educational program are determined;
4. resident students and previously enrolled District students have preference over first-time applicants;
5. no requirements of academic, athletic, artistic or any other skill or proficiency;
6. no limitations on admitting students with disabilities, unless services required in an Individualized Education Program are not available in the District;
7. no requirement that the student be proficient in the English language;
8. no rejection of any applying student because the student has been subject to disciplinary proceedings, except an applicant who has been suspended or expelled by another district for 10 consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought and
9. procedures to ensure maintenance of an appropriate racial balance in the District's schools.

The District notifies the Ohio Department of Education and Workforce (ODEW) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODEW upon request.

Compliance with this policy is reported to the ODEW by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

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

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

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

Policy JECBD: Intradistrict Open Enrollment

Status: DRAFT

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

OSBA Note:
Districts are required to notify ODEW of any change to this policy within 30 days of adoption. ODEW also may request a district to report any complaints filed or received regarding its open enrollment policy and may request documentation to verify open enrollment policies are being adhered to and complaints are being addressed. This oversight may include on-site visits.

(Choose one of the following options)

(Option 1)

The Board permits students to apply for attendance at their school of choice based upon criteria established by the school administration. The specific criteria are consistent with State law and include application procedures, including deadlines for application and notification to students and principals of alternative schools, when a student's application is accepted or rejected (if applicable). Only students wishing to attend a school other than their assigned school need apply.

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

1. establishing capacity limits by grade level, school building and educational program;

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

3. ensuring that an appropriate racial balance is maintained in the schools.

The District annually notifies the Ohio Department of Education and Workforce (ODEW) of the number of students within the District attending another building under this policy. The District notifies ODEW of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODEW upon request.

~~Compliance with this policy is reported to ODEW by November 30 annually through the consolidated school mandate report.~~

~~If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.~~

OSBA Note:
HB 455 repeals ORC 3301.68, the consolidated school mandate report. Schools must still report the number of students attending another building under policy, but compliance with policy no longer reported.

(Permissive language with option 1)

The Board may, in accordance with the District's intradistrict open enrollment procedures, permit a student to permanently transfer to a school other than the student's assigned school so that the student need not apply annually.

(Option 2 – select this option if district does not have alternate buildings for students to transfer to (i.e. one building option per grade level))

The Board directs the administration to develop an intradistrict open enrollment plan when additional facilities or

grade assignments change. The organization of facilities then would provide students with intradistrict open enrollment opportunities.

The District notifies the Ohio Department of Education and Workforce (ODEW) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODEW upon request.

~~Compliance with this policy is reported to ODEW by November 30 annually through the consolidated school mandate report.~~

~~If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.~~

THIS IS A REQUIRED POLICY

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

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

Cross References	**Description**
IE	Organization of Facilities for Instruction
IGBJ	Title I Programs
IGDJ	Interscholastic Athletics
JC	School Attendance Areas
JECC	Assignment of Students to Schools
JFCL	Unsafe Schools (Persistently Dangerous Schools)

Policy JECBD: Intradistrict Open Enrollment

Status: ADOPTED

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

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

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

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

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

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

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

The District annually notifies the Ohio Department of Education and Workforce (ODEW) of the number of students within the District attending another building under this policy. The District notifies ODEW of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODEW upon request.

Compliance with this policy is reported to ODEW by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

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

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

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

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

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

Status: DRAFT

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

OSBA Note:
The terminology of bullying in this policy also includes harassment and intimidation and is defined as an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Violence within a dating relationship is also included in this prohibition against harassment, intimidation and bullying.
The Children's Internet Protection Act added a requirement that effective July 1, 2012, all school districts participating in the E-Rate program must include language in their internet safety policy regarding the education of minors concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response and to develop an educational plan to implement the program. Helpful resources are available at OnGuardOnline.gov.
HB 116 (The Jessica Logan Act), signed by the Governor on February 2, 2012, requires districts to update Hazing and Bullying policies to include several new requirements by November 2012. The majority of language changes appear in Ohio Revised Code (RC) 3313.666.

On May 6, 2020, the U.S. Department of Education issued the long-awaited final Title IX regulations, which go into effect August 14, 2020. The Title IX regulations specifically define sexual harassment and establish detailed procedures for how school districts must respond to allegations of sexual harassment. Districts must follow the Title IX complaint process before the imposition of any disciplinary sanctions or other actions that are not supportive measures when the behavior is sexual harassment. This requirement will likely impact a district's current procedures for handling student discipline. Districts should ensure that all sexual harassment complaints are handled in accordance with the Title IX regulations that are outlined in ACAA, Sexual Harassment and ACAA-R, Sexual Harassment Grievance Process.

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

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

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

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

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

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing

and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

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

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. ~~and by November 30 annually reports to the Ohio Department of Education and Workforce compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.~~

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

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

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

THIS IS A REQUIRED POLICY

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

Ohio Revised Code	**Description**
ORC 117.53	Audit statement regarding adoption of anti-harassment policy
ORC 2307.44	Hazing civil liability
ORC 2903.31	Hazing
ORC 3301.22	Model harassment prevention policy
ORC 3301.68	Consolidated school mandate report for school districts
ORC 3313.661	Policy regarding suspension, expulsion, removal, and permanent exclusion
ORC 3313.666	District policy prohibiting harassment, intimidation, or bullying required

Ohio Revised Code	Description
ORC 3313.667	District bullying prevention initiatives
ORC 3319.073	In-service training in child abuse prevention programs, school safety and violence prevention, and training on the board's harassment, intimidation, or bullying policy
ORC 3319.321	Confidentiality

Other	Description
Student Handbooks	Student Handbooks

Cross References	Description
AC	Nondiscrimination
AC-R(1)	Nondiscrimination - Discrimination Complaint Procedure
ACA	Nondiscrimination on the Basis of Sex
ACAA	Sexual Harassment
ACAA-R(1)	Sexual Harassment - Grievance Process
ACB	Nondiscrimination on the Basis of Disability
EDE	Computer/Online Services (Acceptable Use and Internet Safety)
EDE-R(1)	Computer/Online Services (Acceptable Use and Internet Safety)
EDE-E(1)	Computer/Online Services (Acceptable Use and Internet Safety) - Computer Network Agreement Form
EDEB	Bring Your Own Technology (BYOT) Program
EDEB-R(1)	Bring Your Own Technology (BYOT) Program
IGAE	Health Education
IIBH	District Websites
JFA	Student Due Process Rights
JFC	Student Conduct (Zero Tolerance)
JFCEA	Gangs
JFCK	Use of Cellphones and Electronic Communications Devices by Students
JG	Student Discipline
JGD	Student Suspension
JGE	Student Expulsion
JHF	Student Safety
JHG	Reporting Child Abuse and Mandatory Training
JO	Student Records
JO-R(1)	Student Records
JO-E(1)	Student Records - Denial of Permission to Release Directory Information Without Prior Written Consent

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

Status: ADOPTED

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

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

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

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

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

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

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

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

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

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

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

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education and Workforce compliance with this requirement through the consolidated school mandate report. If the District

reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

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

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

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

CROSS REF.: Student Handbooks

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

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

Other	**Description**
Student Handbooks	Student Handbooks

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

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

Policy JHCA: Physical Examinations of Students

Status: DRAFT

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

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

1. Kindergarten and first-grade students entering school for the first time must have a completed health record before being admitted to school.

2. Health records are requested for all students transferring into the District. If the previous school does not forward a record or if it is incomplete, it is the parents' responsibility to comply with health requirements for students.

3. Students must have physical examinations prior to their participation in interscholastic athletic programs.

OSBA Note:
The District may administer the required kindergarten/first grade screenings directly or contract with another person or governmental entity. The Board also may establish a list of approved providers of screening services and request the parents utilize one of the providers, if the Board requests for screenings to be obtained by the parents, they must provide them with the list of providers and also provide information on screening services available in the community to those who cannot afford them.

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

~~The District reports compliance with these screening requirements to the Ohio Department of Education and Workforce by November 30 annually through the consolidated school mandate report.~~

~~If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.~~

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

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

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

Ohio Revised Code	Description
ORC 3301.68	Consolidated school mandate report for school districts
ORC 3313.473	Parental involvement policy
ORC 3313.50	Record of tests - statistical data - individual records
ORC 3313.671	Proof of required immunizations - exceptions
ORC 3313.673	Screening of beginning pupils for special learning needs
ORC 3313.68	Employment of physicians, dentists and nurses - delegation of duties and powers to board of health
ORC 3313.73	Board of health to make examination - report - recommendations to parents
ORC Chapter 3323	Education of Children with Disabilities

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

Policy JHCA: Physical Examinations of Students

Status: ADOPTED

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

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

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

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

The District reports compliance with these screening requirements to the Ohio Department of Education and Workforce by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

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

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

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

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

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

Status: DRAFT

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

OSBA Note:
Beginning with the 2013/2014 school year, districts are required to develop policies dealing with seclusion, restraint and PBIS. The requirement stems from Ohio Revised Code (RC) 3319.46 and Ohio Administrative Code (OAC) 3301-35-15, which was finalized through the Joint Committee on Agency Rule Review (JCARR) on April 8, 2013. Policies and procedures dealing with seclusion and restraint are required to be posted on the District's website and parents must be notified annually of District policies and procedures dealing with seclusion and restraint.
House Bill (HB) 178 (2014) extends these requirements to community and STEM schools.
HB 318 (2018) requires SBOE to revisit its existing rule (OAC 3301-35-15) on PBIS to create a new PBIS framework. School districts are required to implement a PBIS framework that complies with the amended or updated SBOE policy.
On June 24, 2021 a new version of OAC 3301-35-15 became effective. The new rule is significantly different than the previous rule and many changes were made to this policy as a result. The Ohio Department of Education and Workforce also issued the Positive Behavior Intervention and Supports and Restraint and Seclusion Model Policy and Procedures, which is an additional resource for districts as they consider their policy on PBIS and restraint and seclusion.

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

PBIS Framework

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

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

The District standards for implementation of PBIS include:

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

Professional Development for the Implementation of PBIS

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

Professional development addresses the following topics:

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

General Rules for Restraint and Seclusion

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

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

1. prone restraint (including any physical restraint that obstructs the airway of the student, or any physical restraint that impacts a student's primary mode of communication);
2. any form of physical restraint that involves the intentional, knowing or reckless use of any technique that:
    A. involves the use of pinning down a student by placing knees to the torso, head or neck of the student;
    B. uses pressure point, pain compliance or joint manipulation techniques or
    C. otherwise involves techniques that are used to unnecessarily cause pain.
3. corporal punishment, as defined in Ohio Revised Code Section (RC) 3319.41;
4. child endangerment, as defined by RC 2919.22;
5. deprivation of basic needs;
6. seclusion or restraint of preschool children in violation of Ohio Administrative Code Section (OAC) 3301-37-10(D) and OAC 3301-35-15;
7. chemical restraint;
8. mechanical restraint (does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
9. aversive behavioral interventions or

10. seclusion in a locked room or area.

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

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

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

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

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

Restraint

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

Restraint only may be used:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;

2. if the physical restraint does not interfere with the student's ability to breathe;

3. if the physical restraint does not interfere with the student's ability to communicate in the student's primary language or mode of communication and

4. by school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Seclusion

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

Seclusion only may be used:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;

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

3. in a room or area that is not locked, does not preclude the student from exiting the area should the staff member become incapacitated or leave, and that provides adequate space, lighting, ventilation and the ability to observe the student;

4. under the constant supervision of trained staff able to detect indications of physical or mental distress that require removal and/or immediate medical assistance, and who document their observations of the student and

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

Multiple Incidents of Restraint and Seclusion

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

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

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

~~Compliance with training requirements is reported to ODEW by November 30 annually through the consolidated school mandate report.~~

~~If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.~~

Reporting and Complaint Procedure

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

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

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

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

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

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

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

THIS IS A REQUIRED POLICY

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

Ohio Revised Code	Description
ORC 2919.22	Endangering children
ORC 3301.68	Consolidated school mandate report for school districts
ORC 3319.237	Courses to teach in grades pre-k through 5; curriculum; continuing education
ORC 3319.41	Corporal punishment policy
ORC 3319.46	Policy and rules regarding positive behavior intervention supports and the use of physical restraint or seclusion on students; duties of board
ORC 3326.11	Statutory compliance requirements
ORC 3328.24	Compliance with specified laws

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

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

Status: ADOPTED

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

Positive Behavioral Interventions and Supports (PBIS)

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

PBIS Framework

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

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

The District standards for implementation of PBIS include:

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

Professional Development for the Implementation of PBIS

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

Professional development addresses the following topics:

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

General Rules for Restraint and Seclusion

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

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

1. prone restraint (including any physical restraint that obstructs the airway of the student, or any physical restraint that impacts a student's primary mode of communication);
2. any form of physical restraint that involves the intentional, knowing or reckless use of any technique that:
   A. involves the use of pinning down a student by placing knees to the torso, head or neck of the student;
   B. uses pressure point, pain compliance or joint manipulation techniques or
   C. otherwise involves techniques that are used to unnecessarily cause pain.
3. corporal punishment, as defined in Ohio Revised Code Section (RC) 3319.41;
4. child endangerment, as defined by RC 2919.22;
5. deprivation of basic needs;
6. seclusion or restraint of preschool children in violation of Ohio Administrative Code Section (OAC) 3301-37-10(D) and OAC 3301-35-15;
7. chemical restraint;
8. mechanical restraint (does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
9. aversive behavioral interventions or
10. seclusion in a locked room or area.

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

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

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

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

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

Restraint

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

Restraint may be used only:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;

2. if the physical restraint does not interfere with the student's ability to breathe;

3. if the physical restraint does not interfere with the student's ability to communicate in the student's primary language or mode of communication and

4. by school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Seclusion

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

Seclusion may be used only:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;

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

3. in a room or area that is not locked, does not preclude the student from exiting the area should the staff member become incapacitated or leave, and that provides adequate space, lighting, ventilation and the ability to observe the student;

4. under the constant supervision of trained staff able to detect indications of physical or mental distress that require removal and/or immediate medical assistance, and who document their observations of the student and

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

Multiple Incidents of Restraint and Seclusion

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

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

Compliance with training requirements is reported to ODEW by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Reporting and Complaint Procedure

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

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

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

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

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

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

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

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

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

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

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

Policy KKAA: Patriotic Youth Organizations

Status: DRAFT

Original Adopted Date: Pending **| Last Reviewed Date:** 09/01/2026

OSBA Note:
Senate Bill 19 (2026) enacted Ohio Revised Code 3313.476 to require districts, at the request of certain federally recognized youth organizations, to permit a representative of that organization to speak with and distribute informational materials to students during school hours.

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

For purposes of the implementation of this policy, "youth organization," as defined by Ohio Revised Code 3313.476, means any youth membership organization listed in 36 U.S.C. 30101, 30901, 31101, 40301, 70901, 80301, 130501, 140101, and 154101, that serves young people under 21 and has an educational purpose that promotes patriotism, workforce readiness, and civic involvement.

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

1. at least one opportunity per school year for the representatives of the youth organization to provide displays on school property within the district for student recruitment, including informational flyers and the use of other existing digital communication channels;
2. a specific date and time for the youth organization to speak with students at schools in the district for up to 10 consecutive minutes during the school day, but not during instruction for a core curriculum subject;
3. notification to parents or guardians of each youth organization's expected presentation and the option to withhold consent for their child to participate in such presentation.

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

OHIO SCHOOL BOARDS ASSOCIATION

Regulation DJF-R(1): Purchasing Procedures

Status: DRAFT

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

OSBA Note:
Most boards wish to review and give their official stamp of approval to procedural regulations involving purchasing, but a board would not be expected to develop such a regulation—only to review and approve it.

General

1. The Board designates the Superintendent as the purchasing agent.

2. No person may commit the District to a purchase without the appropriate certificate of the availability of funds.

3. The materials, equipment, supplies and/or services to be purchased are of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and the Superintendent.

4. It is the responsibility of the requisitioner to provide an adequate description of the item(s) purchased so that the purchasing agent may be able to prepare the specifications and to procure most expeditiously and economically the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.

5. No requisitioner shall knowingly restrict competition or otherwise preclude the most economical purchase of the required items.

6. When a low bidder proposes an alternate as equal to that specified, it is the responsibility of the Treasurer to determine whether the proposed substitution is, in fact, an equal. Such decision is based on his/her evaluation and that of the requisitioner. In the case of disagreement between the requisitioner and the Treasurer, either party may refer the matter to the Superintendent.

Requisitions

1. The District establishes a standardized requisition procedure to allow authorized representatives to submit requests for the purchase of materials and supplies.

2. The following are designated as “requisitioner”; that is, they are authorized to issue requisitions against stipulated segments of budgetary appropriations: the Superintendent, administrative assistants, directors, supervisors and building principals. Each requisitioner is responsible for limiting his/her requisitions to the appropriate amounts.

3. Only District-approved methods or forms are used for requisitioning.

4. A requisition, to be considered appropriate for processing, meets the following requirements:

    A. contains adequate information and

    B. is approved by and bears the signature of an authorized requisitioner.

5. All approved requisitions are submitted to the Treasurer.

6. After a purchase order has been issued by the Treasurer’s office, the number of the purchase order is recorded on the requisition.

7. After processing, the original copy of the requisition is filed in the office of the Treasurer.

Purchase Orders

1. Purchase orders are prepared by the appropriate person and at a minimum include the following essentials:

    A. a specification that adequately describes to the supplier the characteristics and the quality standards of the item required;

    B. a firm, quoted, net-delivered price, whenever possible (unit prices are shown);

    C. clear delivery instructions, including place and time;

    D. appropriate account code number or appropriation code and

    E. the Treasurer's certificate of available revenue and appropriation.

2. Purchase orders use an identifiable tracking system established by the District and contain the appropriate number of copies to meet District needs.

3. Verbal confirmation orders subject to subsequent confirmation by a written purchase order may be issued only in cases in which a bona fide emergency situation exists that can be handled only by this procedure:

    A. whenever possible, a purchase order number should be given to the supplier and

    B. a confirming requisition is issued immediately, marked "confirmation" indicating the purchase order number, if one was given.

OSBA Note:
The Uniform Grant Guidance (Uniform Guidance) outlined in 2 CFR 200 outlines the requirements for purchases made through the use of federal funds. Districts should ensure District procedures for purchasing items with federal funds are in compliance with the Uniform Guidance requirements. Districts may customize this regulation to reflect District practice for purchases made with federal funds.

Federal Procurement

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

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

To determine which procurement method type is required, the District will *(customize to reflect process: this may be looking back at the last three years of expenditures for the specific goods or services to be purchased with federal funds and determine which method of procurement/contract type is applicable to the individual situation based on the average aggregate amount spent with the providing vendor in a fiscal year or another similar method).*

Once the threshold has been established, the following methods of procurement will be used for all purchases of goods and services made with federal funds.

Informal Procurement Methods

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

2. Simplified acquisitions are purchases between $15,000~~$10,000~~ and $350,000~~$250,000~~. Prior to authorizing the purchase, the District will obtain price rates or quotations from a minimum of_____vendors or providers. The District will obtain these price rates or quotations by *(customize to reflect process: this may include but not be limited to obtaining quotes verbally, in writing, using price listing on websites, etc.).*

Formal Procurement Methods

1. Sealed bid procedures are used for firm fixed price contracts over $350,000~~$250,000~~ and are used as the preferred method for construction services. Bids are solicited through an invitation to bid from an adequate number of known suppliers, which cannot be less than two responsible bidders. The District will solicit bids by *(customize to reflect process: this may be using the same process you use for bidding projects with state funds)*. The contract will be awarded to the lowest responsive and responsible bidder. The District documents and provides justification for all sealed bids rejected.

2. Competitive proposals are used for all fixed price or cost reimbursement contracts over $350,000~~$250,000~~ for which sealed bids are not appropriate and must be used for architectural or engineering services. The District will publicize a request for proposal by *(customize to reflect process: this may be using various advertising methods including but not limited to, radio, internet, newspapers, etc.)*. The District will evaluate proposals in order to award the contract to the most advantageous proposal when considering cost and other factors. The District will evaluate proposals by *(customize to reflect District process, many districts have a score sheet they use for these purposes and may refer to this and include specific details on items factored in)*.

Noncompetitive Procurement Methods

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

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

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

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

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

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

All solicitations:

1. Include clear and accurate description on the technical requirements for the material, product or service to be procured. This description sets forth the minimum and essential characteristics the material, product or service must meet.

2. Will not contain specifications that unduly restrict competition.

3. Identify all requirements offerors must fulfill and all other factors to be used in evaluating bids or proposals.

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

1. equal employment opportunity;

2. termination for cause and convenience;
3. contract work hours/safety standards;
4. Davis-Bacon Act provisions;
5. rights to inventions made under a contract;
6. debarment and suspension;
7. Byrd Anti-Lobbying Amendment language.

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

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

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

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

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

Regulation DJF-R(1): Purchasing Procedures

Status: ADOPTED

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

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

1. Instances where the list of items to be purchased is too long for the requisition form, a typed listing of those items may be attached to the approved requisition.

2. The approved requisition must contain the following information:

    A. vendor name and address;

    B. delivery address;

    C. date requested;

    D. authorizing person and title;

    E. quantity, description and amount of each item to be purchased. If amount is unknown, insert an estimated amount;

    F. when appropriate, an estimated amount for postage, shipping and handling should be included;

    G. appropriate code and

    H. any other special instructions.

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

1. The Treasurer shall prepare an approved purchase order, assign an official purchase order number, certify that funds are available and encumber the amount of that purchase order to the authorized appropriation account.

2. When the amount of the purchase order will not encumber due to lack of funds in the appropriation account, that purchase order will be cancelled and the requisition returned to the administrator or supervisor in charge.

3. The purchase order, upon adequate completion of encumbrance, shall be sent or delivered to the vendor. Copies of that purchase order shall be sent to the administrator or supervisor in charge, with copies maintained in the office of the Treasurer.

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

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

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

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

Federal Procurement

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

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

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

Informal Procurement Methods

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

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

Formal Procurement Methods

1. Sealed bid procedures are used for firm fixed price contracts over $250,000 and are used as the preferred method for construction services. Bids are solicited through an invitation to bid from an adequate number of known suppliers, which cannot be less than two responsible bidders. The District will solicit bids by advertisement in a newspaper of general circulation in the District for two consecutive weeks prior to the bid opening. The contract will be awarded to the lowest responsive and responsible bidder. The District documents and provides justification for all sealed bids rejected.

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

Noncompetitive Procurement Methods

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

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

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

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

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

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

All solicitations:

1. include clear and accurate description on the technical requirements for the material, product or service to be procured. This description sets forth the minimum and essential characteristics the material, product or service must meet.

2. will not contain specifications that unduly restrict competition.

3. identify all requirements offerors must fulfill and all other factors to be used in evaluating bids or proposals.

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

1. equal employment opportunity

2. termination for cause and convenience

3. contract work hours/safety standards

4. Davis Bacon Act provisions

5. rights to inventions made under a contract

6. debarment and suspension

7. Byrd Anti-Lobbying Amendment language.

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

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

CFR - Code of Federal Regulations	**Description**
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Ohio Revised Code	Description
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ORC 5705.412	Certificate of revenue required for school district expenditures
ORC 5705.44	Contracts running beyond fiscal year - certificate not required on contracts payable from utility earnings

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

Regulation DLC-R(1): Expense Reimbursements

Status: DRAFT

Original Adopted Date: 06/01/2025 **| Last Revised Date:** 12/01/2025 **| Last Reviewed Date:** 09/01/2026

All expenses must have prior approval from the Superintendent or his/her designee. The following regulations apply to travel and other types of reimbursable expenses directly related to the performance of District business.

1. **Travel Requests**: These must be submitted in advance through the appropriate administrators to the Superintendent or his/her designee.

2. **Transportation**: All modes of transportation are authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel is by the most direct route

    A. Automobile: Reimbursement is made at the IRS rate. This is the maximum rate regardless of the number of passengers. Parking charges, as well as toll and ferry charges, are reimbursable.

    B. Travel by Public Conveyance: Round-trip tickets should be purchased if these offer a price advantage. Approval is for coach fare only.

    C. Local Transportation: Local transportation such as taxicabs, ridesharing services, airport limousines and buses should be used when justified.

    D. Car Rentals: Rental cars may be used only in cases of emergencies or when no other means of local transportation is practicable and the rental has been preapproved. Emergencies include canceled airline flights or change in destination due to inclement weather or other circumstances.

3. **Subsistence**

    A. Lodging: Any person on official District business who must secure lodging in connection with that business is entitled to reimbursement for the necessary business cost of the room. Any non-business-related expenses are the responsibility of the person or official.

    B. Meals *(choose one of the following options):*

        a. Meals consumed by a person on official business are reimbursed upon submission of appropriate itemized receipts.

        -OR-

        b. Meals consumed by any person on official business are reimbursed up to (insert district specific limit)$_____ a day.

        -OR-

        c. Breakfast, Luncheon or Dinner Meetings: Reimbursement may be claimed for costs incurred while on official business conducted at such meetings upon submission of an itemized receipt.

4. **Other Reimbursable Expenses**

    A. Telephone and Postage: Telephone toll calls from or to the District must be charged to the District office, thereby eliminating a claim on an expense voucher. Calls other than from or to the District should be charged whenever possible to the District. If an expense for telephone, postage or certified or registered mail must be paid in cash, the claim may be made on an expense voucher as a "miscellaneous expense." An explanation must be given, such as the origin and destination of the call. A receipt should be obtained.

B. Conference Registration Fees: Conference and convention registration fees are reimbursable as a miscellaneous expense on the travel expense voucher. Registration fees in excess of $50 or more may be requested for advance payment to the agency by separate purchase order prior to the event.

C. Gratuities: Staff members are reimbursed with bona fide documentation for gratuities for any meals while on professional leave in the performance of their duties within the limits of prior approved meal reimbursements.

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

E. 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 regulation.
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 that may be reimbursed. 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:

a. situations where convenience fees are justified due to operational necessity, efficiency or timing considerations;

b. circumstances where alternative payment methods should be required or prioritized; and

c. thresholds, approvals or documentation required before incurring and paying such fees.

5. **Travel Form and Receipts**

Reimbursement for expenses is obtained by submitting an expense voucher after the expense was incurred.

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

Cross References	**Description**
BHBA	School Board Conferences, Conventions and Workshops
BHD	Board Member Compensation and Expenses
DJH	Credit Cards

Cross References	Description
GCL	Certified Staff Development Opportunities
GDL	Classified Staff Development Opportunities

Regulation DLC-R(1): Expense Reimbursements

Status: ADOPTED

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

The following expenses are authorized for reimbursement:

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

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

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

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

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

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

   F. Gasoline is not a reimbursable expense.

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

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

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

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

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

1 Day, no overnight travel, meal not provided	$20.00
2 Days, including days of travel (1 overnight)	$120.00
3 Days, including days of travel (2 overnights)	$180.00
4 Days, including days of travel (3 overnights)	$240.00

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

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

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

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

4. Miscellaneous Charges

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

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

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

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

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

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

Policy EEACC: Student Conduct on District Managed Transportation

Status: DRAFT

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

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

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

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

OSBA Note:
Ohio Revised Code Section 3327.014 requires the Board to identify in its policy "a period of time" for suspension of school bus riding privileges. The provision in this paragraph to suspend for a period "not to exceed one school year" is intentionally broad to allow the District more flexibility in administering discipline.

The Board authorizes the Superintendent or other administrators to suspend a student from District managed transportation privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended suspension from District managed transportation and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

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

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

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

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

Other	Description
Staff Handbooks	Staff Handbooks
Student Handbooks	Student Handbooks

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

Cross References	Description
JG	Student Discipline

Policy EEACC: Student Conduct on District Managed Transportation

Status: ADOPTED

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

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

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

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

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

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

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

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

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

Other	Description
Staff Handbooks	Staff Handbooks
Student Handbooks	Student Handbooks

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

Policy JF: Student Rights and Responsibilities

Status: DRAFT

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

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

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

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

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

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

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

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

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

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

OSBA Note:
House Bill 410 (2016) prohibits districts from disciplining a student based solely on the basis of the student being absent from school without legitimate excuse.

A copy of the school discipline code is posted in each of the schools or on the District's website and given to each student. This code describes in detail the offenses for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

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

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

Ohio Revised Code	Description
ORC 3313.6610	Anonymous reporting programs
ORC 3313.662	Adjudication order permanently excluding pupil from public schools
ORC 3313.668	Removal based on absences; removal from grades pre-k through three; civil immunity, decisions not to provide mental health services
ORC 3320.01	Short title; definitions
ORC 3320.02	General provisions
ORC 3320.03	Rights of students to engage in religious expression in completion of assignments

Other	Description
Student Handbooks	Student Handbooks

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

Policy JF: Student Rights and Responsibilities

Status: ADOPTED

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

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

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

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

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

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

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

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

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

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

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

CROSS REF.: Student Handbook

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

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

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

Other	Description
Student Handbooks	Student Handbooks

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

Policy JFC: Student Conduct (Zero Tolerance)

Status: DRAFT

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

OSBA Note:
In accordance with State law, all boards of education are required to have a "zero tolerance" policy. Although this policy satisfies the provision of law, administrators are encouraged to develop a comprehensive list of rules for students – the actual codes of conduct – with corresponding disciplinary sanctions for violations.
House Bill (HB) 318 (2018) requires each school district's "zero tolerance" policy to comply with HB 318's provisions on suspending and expelling students in grades pre-K through three, the State Board of Education's (SBOE) positive behavioral interventions and supports framework, and the SBOE's standards for the use of physical restraint or seclusion on students.
HB 410 (2016) removed the requirement for districts to include excessive truancy in zero tolerance policies. HB 410 also prohibits districts from extending a suspension into the next school year if there are less than 10 days remaining in the current school year. The superintendent may instead require the student to complete community service or another alternative consequence determined appropriate. Districts also are prohibited from disciplining a student based solely on the basis of the student being absent from school without legitimate excuse.
The Children's Internet Protection Act added a requirement that effective July 1, 2012, all school districts participating in the E-Rate program must include language in their Internet safety policy regarding the education of minors concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Districts must also develop an educational plan to implement the program. Helpful resources for educational plan development are available at OnGuardOnline.gov.
This list of rules should be published in student handbooks, made available to parents, reviewed and revised yearly and approved by the board. When approved by the board, provisions in student handbooks carry the same legal status as board policies.

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

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

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

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

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

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a

bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

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

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

THIS IS A REQUIRED POLICY

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

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

Other	**Description**
Student Handbooks	Student Handbooks

Cross References	**Description**
AC	Nondiscrimination
AC-R(1)	Nondiscrimination - Discrimination Complaint Procedure
ACA	Nondiscrimination on the Basis of Sex
ACAA	Sexual Harassment

Cross References	Description
ACAA-R(1)	Sexual Harassment - Grievance Process
ACB	Nondiscrimination on the Basis of Disability
EBC	Emergency Management and Safety Plans
EBC-R(1)	Emergency Management and Safety Plans - Administrative Rules/Protocols
ECA	Buildings and Grounds Security
ECA-R(1)	Buildings and Grounds Security
ECAB	Vandalism
EDE	Computer/Online Services (Acceptable Use and Internet Safety)
EDE-R(1)	Computer/Online Services (Acceptable Use and Internet Safety)
EDE-E(1)	Computer/Online Services (Acceptable Use and Internet Safety) - Computer Network Agreement Form
EDEB	Bring Your Own Technology (BYOT) Program
EDEB-R(1)	Bring Your Own Technology (BYOT) Program
EEACC	Student Conduct on District Managed Transportation
EEACC-R(1)	Student Conduct on District Managed Transportation
GBCB	Staff Conduct
GBH	Staff-Student Relations
IGAE	Health Education
IGDK	Interscholastic Extracurricular Eligibility
JF	Student Rights and Responsibilities
JFA	Student Due Process Rights
JFCA	Student Dress Code
JFCA-R(1)	Student Dress Code
JFCEA	Gangs
JFCF	Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCF-R(1)	Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCG	Tobacco Use By Students
JFCH / JFCI	Alcohol Use by Students/Student Drug Abuse
JFCJ	Weapons in the Schools
JFCK	Use of Cellphones and Electronic Communications Devices by Students
JFCL	Unsafe Schools (Persistently Dangerous Schools)
JG	Student Discipline
JGA	Corporal Punishment
JGD	Student Suspension
JGDA	Emergency Removal of Student

Cross References	Description
JGE	Student Expulsion
JGF	Discipline of Students With Disabilities
JGF-R(1)	Discipline of Students With Disabilities
JP	Positive Behavioral Interventions and Supports (Restraint and Seclusion)
KGB	Public Conduct on District Property

Policy JFC: Student Conduct (Zero Tolerance)

Status: ADOPTED

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

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

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

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

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

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

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

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

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

Substance Abuse Offenses

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

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

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

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

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

Other	Description
Student Handbooks	Student Handbooks

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

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

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

Status: DRAFT

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

OSBA Note:
House Bill 96 (2025) requires boards to adopt a policy prohibiting the use of cellular telephones by students during the instructional day no later than Jan. 1, 2026. The policy must be adopted at a public meeting (which is true of all Board policies) and posted on a prominent location of the District's publicly accessible website.

The Ohio Department of Education and Workforce (ODEW) defines "instructional day" as any period of time in which a student is expected to be in attendance and includes not only formal instruction time but also supervised activities, such as transitioning between classes, recess, meal periods, and field trips. Districts may choose to include this definition within their policy if clarity around what is meant by "instructional day" is beneficial for locally adopted policies.

Recognizing the impact of student cellphone use on student mental health and achievement and the distractions cellphones present within the classroom, the Board prohibits student use of cellphones during the instructional day except:

1. if permitted under the building's comprehensive emergency management plan;

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

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

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

Such procedures must be included in all student handbooks. Students violating District procedures or building regulations for use of cellphones and other electronic communications devices may have their phone or device confiscated and may be subject to discipline. The District assumes no liability if a student's phone or electronic communications device is broken, lost or stolen. Notices of this policy are posted ~~in a central location in every school building~~, in the student handbooks and posted in a prominent location on the District website.

THIS IS A REQUIRED POLICY

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

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

Cross References	Description
AC	Nondiscrimination
AC-R(1)	Nondiscrimination - Discrimination Complaint Procedure
EBC	Emergency Management and Safety Plans
EBC-R(1)	Emergency Management and Safety Plans - Administrative Rules/Protocols
EDE	Computer/Online Services (Acceptable Use and Internet Safety)
EDE-R(1)	Computer/Online Services (Acceptable Use and Internet Safety)
EDE-E(1)	Computer/Online Services (Acceptable Use and Internet Safety) - Computer Network Agreement Form
EDEB	Bring Your Own Technology (BYOT) Program
EDEB-R(1)	Bring Your Own Technology (BYOT) Program
EGAC	Telephone Services
EGAC-R(1)	Telephone Services - Version 1
EGAC-R(2)	Telephone Services - Version 2
EGAC-R(3)	Telephone Services - Version 3
JFA	Student Due Process Rights
JFC	Student Conduct (Zero Tolerance)
JFCEA	Gangs
JFCF	Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCF-R(1)	Hazing and Bullying (Harassment, Intimidation and Dating Violence)

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

Status: ADOPTED

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

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

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

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

1. for student learning or to monitor or address a health concern if included in a student's individualized education program or plan, a 504 plan or other reason deemed appropriate by the Superintendent/designee to monitor or address a student health concern or
2. to monitor or address a health concern if the Board receives a written statement from the student's physician requiring such use.

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

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

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

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

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

Cross References	Description
AC	Nondiscrimination
EBC	Emergency Management and Safety Plans

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

Policy EHA: District Records Commission, Records Retention and Disposal

Status: DRAFT

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

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

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

OSBA Note:
Ohio Revised Code (RC) 121.22(F) requires every public body, including school district commissions, to establish by rule a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings. OSBA's model policy requires the District Records Commission to post advance notice of its meetings on the District's website. This specific method is not required by law; a commission may establish an alternate "reasonable method" of notice, whereby any person may determine the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings of the commission.
Districts use a variety of methods to consistently provide notice of their meetings, including posting notice on the District's website, announcements in newspapers, and at community centers, libraries or recreation centers.
In evaluating its method of providing notice, the District Records Commission should determine which method is likely to reach the public and ensure that the Commission consistently provides notice through that method.

District Records Commission

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

OSBA Note:
House Bill (HB) 455 (2026) allows the records commission to be composed of designees of required members.

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

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

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

Records Retention Schedule

The District Records Commission revises and reviews a schedule of records retention. When the Commission has approved a schedule of records retention, the schedule is sent to the Ohio History Connection (OHC) for review.

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

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

Disposal of Records

Before public records are disposed of pursuant to an approved records retention schedule, the Commission verifies whether OHC requires a certificate of records disposal (RC-3 form) prior to disposal. If OHC has requested to review the records, the District will complete a certificate of records disposal and give OHC the opportunity for a period of 15 days to select for its custody such public records as it considers to be of continuing historical value. OHC may not review or select for its custody the records set forth in RC 149.381(E). If OHC has not requested to review the records, or if OHC has not responded within the statutory review period, the District disposes of the public records pursuant to its approved records retention schedule.

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

THIS IS A REQUIRED POLICY

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

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

Cross References	Description
DI	Fiscal Accounting and Reporting
GBL	Personnel Records
JO	Student Records
JO-R(1)	Student Records
JO-E(1)	Student Records - Denial of Permission to Release Directory Information Without Prior Written Consent
KBA	Public's Right to Know

Policy EHA: District Records Commission, Records Retention and Disposal

Status: ADOPTED

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

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

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

District Records Commission

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

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

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

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

Records Retention Schedule

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

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

Disposal of Records

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

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

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

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

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

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