



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent
Thursday, October 10, 2024, 3:00 PM, Central Office

HILLIARD CITY SCHOOL DISTRICT
OPERATIONS DEPARTMENT

Committee Members

- | | |
|---|---|
| Brian Perry, Board of Education | Jamie Lennox, Special Education Director |
| Kelley Arnold, Board of Education | Hilary Sloat, Director of Diversity, Equity & Inclusion |
| Melissa Swearingen, Treasurer/CFO | Matt Middleton, Principal Hilliard Darby High School |
| Mike McDonough, Deputy Superintendent | Katherine Hueter, Principal Hilliard Weaver MS |
| Jill Abraham, Assistant Superintendent | Matt Trombitas, Asst Principal Hilliard Station Sixth Grade |
| Stacie Raterman, Communications Director | Kevin Landon, Principal Avery Elementary |
| Herb Higginbotham, Director of Elementary Education | Monica Campana, Principal Washington Elementary |
| Jacob Grantier, Director of Secondary Education | 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 2024 PDQ

Status

1. HOUSE BILL 147 EXTRACURRICULAR ACTIVITIES UPDATE

September 2024 PDQ
Pages 1-2

IGD-Cocurricular and Extracurricular Activities

IGDJ-Interscholastic Athletics

JECBC-Admission of Students from State-Chartered, Non-chartered or Home Education

DM-Deposit of Public Funds (Cash Collection Points)

- IGD is a required policy – HCSD re-adopted May 13, 2024
- IGDJ is a required policy – HCSD re-adopted May 13, 2024
- JECBC is not a required policy – HCSD re-adopted February 12, 2024
- DM in not a required policy – HCSD re-adopted February 12, 2024

Participation in interscholastic athletics at a different school

House Bill (HB) 147 enacts [Ohio Revised Code \(RC\) 3313.5313](#), expanding the ability of students to participate in interscholastic athletic activities at a district other than the one in which they are enrolled or of which they are a resident if they were subject to certain conduct or qualifying offenses.

- IGD and IGDJ have been updated to reflect the new provision (IGD has additional revisions related to House Bill 214 that are in #2 on this agenda)
- JECBC has been updated to remove references to extracurricular activities that are now only addressed in policies IGD and IGDJ
- Remove language with a ~~line drawn through it~~; add language in **bold-type**



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HILLIARD CITY SCHOOL DISTRICT
OPERATIONS DEPARTMENT

Tickets to school-affiliated events

House Bill 147 modifies existing [RC 3313.5319](#) requirements, which mandate that schools permit an individual to pay cash for a ticket to a school-affiliated event. Qualifying schools are now prohibited from establishing different prices for tickets to a school-affiliated event based on the payment method used, except to charge a processing fee for any ticket purchased online or by credit card. Additionally, districts must charge a student enrolled in any school participating in a school-affiliated event a ticket price that is less than the ticket price the school charges an adult for the same event.

- DM has been updated to reflect revisions to cash acceptance and ticket prices
- Add language in **bold-type**

2. HOUSE BILL 214 CREATES NEW BOARD POLICIES ON POLITICAL AND RELIGIOUS BELIEFS

ACC-Political Commitments (**New Policy**)

JEDC-Religious Expression Days (**New Policy**)

JED-Student Absences and Excuses

JEDA-Truancy

IGD-Cocurricular and Extracurricular Activities

- ACC is a required new policy
- JEDC is a required new policy
- JED is a required policy – HCS D re-adopted February 12, 2024
- JEDA is a required policy – HCS D re-adopted February 12, 2024
- IGD is a required policy – HCS D re-adopted May 13, 2024

New policy on political commitments

[RC 3319.614](#) requires that districts, community schools and STEM schools adopt a policy that prohibits requiring certain individuals to make commitments to political movements or ideologies.

- Adopt policy ACC-Political Commitments – must be adopted by January 22, 2025

New policy on religious accommodations

[RC 3320.04](#), requires that school districts, community schools, STEM schools and college-preparatory boarding schools adopt a policy that reasonably accommodates the sincerely held religious beliefs and practices of students. This includes accommodations for examinations and other academic requirements, as well as excused absences for what are deemed “religious expression days.”

RC 3320.04(C) requires that the board post the following in a prominent location on the district’s website:

- a copy of the policy and contact information of an individual who can provide further information about the policy;
- a nonexhaustive list of major religious holidays, festivals and religious observations for which an excused absence “shall not be unreasonably withheld or denied.”
- Adopt policy JEDC
- JED was updated to reflect the creation of religious expression days
- JEDA was updated to clarify that religious expression days will not count toward determining hours of absence under RC 3321.191 in accordance with state law
- IGD was updated to reflect the changes allowing a student to participate in

September 2024 PDQ
Pages 2-4



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent
Thursday, October 10, 2024, 3:00 PM, Central Office

HILLIARD CITY SCHOOL DISTRICT
OPERATIONS DEPARTMENT

extracurricular activities on approved religious expression days (IGD has additional revisions related to House Bill 147 that are in #1 on this agenda)

- Remove language with a ~~line drawn through it~~; add language in **bold-type**

3. HOUSE BILL 47 REQUIRES AEDS IN SCHOOL BUILDINGS

House Bill (HB) 47 requires that automatic external defibrillators (AEDs) be placed in each public school, chartered nonpublic school, and sports and recreation location, as defined in the bill.

September 2024 PDQ
Pages 4-5

EBBA-First Aid

JHG-Reporting Child Abuse and Mandatory Training

- EBBA is a required policy – HCS D re-adopted February 11, 2019
- JHG is a required policy – HCS D re-adopted May 8, 2023
- HB 47 also adds or modifies the following provisions:
 - Training requirements for AED use;
 - A model emergency actions plan for AED use;
 - Informational meeting requirements;
 - Sudden cardiac arrest protocols
- EBBA has been updated to address the new requirements to provide an AED in each building
- JHG has been updated to reflect the inclusion of the AED training in the in-service training requirements of RC 3319.073(B)
- In addition to these policy changes, districts must also adopt a local emergency action plan for AED use
- Remove language with a ~~line drawn through it~~; add language in **bold-type**

4. AUDITOR OF STATE RELEASES NEW REQUIRED FRAUD REPORTING TRAINING MATERIALS

The Ohio Auditor of State (AOS) released Bulletin 2024-005, which includes guidance on the new requirements in House Bill 33 and Senate Bill 91 and new AOS trainings and forms.

September 2024 PDQ
Pages 5-6

EBCE-Protection for Reporting Safety and Fraud Violations (Whistleblowers)

EBCE-R-Protection for Reporting Safety and Fraud Violations (Whistleblowers)

EBCE-E-Acknowledgment of Receipt of Auditor of State Fraud-Reporting System Information

- EBCE is not a required policy – HCS D re-adopted May 11, 2015
- EBCE-R is not a required regulation – not a current HCS D regulation
- EBCE-E is not a required exhibit – not a current HCS D exhibit
- School district employees and board members must take the training between September 1, 2024, and Nov. 29, 2024, unless good cause exists for noncompliance
- Each new employee or elected official must confirm receipt of the material within 30 days of taking office or beginning employment
- Districts must maintain documentation verifying acknowledgment forms and training certificates and be prepared to present these for an audit
- Districts must develop a process for communicating the new requirements and training materials to employees and elected officials and ensure the training is completed every four years
- EBCE and EBCE-R have been updated to reflect the new requirements regarding when individuals must report fraud to AOS and the HB 33 revisions



POLICY REVIEW COMMITTEE

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Thursday, October 10, 2024, 3:00 PM, Central Office

HILLIARD CITY SCHOOL DISTRICT
OPERATIONS DEPARTMENT

- EBCE-E has been updated to reflect the new AOS form
- Remove language with a ~~line drawn through it~~; add language in **bold-type**

5. SENATE BILL 168 CHANGES TO BOARD MEETINGS AND FISCAL OPERATIONS

BDDG-Minutes

IC/ICA-School Year/School Calendar

DJC-Bidding Requirements

September 2024 PDQ
Pages 6-8

- BDDG is not a required policy – HCSD re-adopted November 6, 2023
- IC/ICA is a required policy – HCSD re-adopted May 11, 2015
- DJC is not a required policy – HCSD re-adopted April 17, 2017

Board meetings

Senate Bill 168 affects board meeting operations, revising the requirement to read and adopt board meeting minutes and clarifying the requirement for boards of education to hold a public hearing on their school calendar.

- Prior to these revisions, Ohio Revised Code (RC) [3313.26](#) required that meeting minutes be read and adopted at the next “succeeding” meeting of the board, meaning the very next meeting, regardless of whether that be a regular or special meeting. Now, the provision states that minutes must be read and adopted at the next “regular” meeting of the board.
- RC [3313.48](#) was revised to clarify that the existing requirement for boards of education to hold a public hearing on their school calendar no later than 30 days prior to its adoption does not require a standalone meeting; the requirement can be met by including the calendar hearing in another public hearing or board meeting.
- BDDG was updated to reflect new provision that minutes must be read and adopted at the next “regular” meeting of the board
- IC/ICA was updated to reflect revisions to RC 3313.48: statement added to clarify that public hearing may be a separate, individual hearing or part of another public hearing or board meeting
- Remove language with a ~~line drawn through it~~; add language in **bold-type**

Fiscal

SB 168 revised several fiscal provisions related to school district operations, including changes to bidding thresholds, determinations of transportation program noncompliance and incursion of indebtedness for local initiatives.

- The provision has been revised to remove the \$50,000 threshold and now redirects to RC 9.17, which sets the threshold for competitive bidding at \$75,000. The bill states that this threshold will increase annually by 3%
- [RC 3327.021](#) defines when a district’s transportation program is out of compliance and has been revised to allow for an additional exemption for an event that occurs under section (A)(2)
- The bill temporarily increases the cap on the amount of debt a school can incur for nonrequired locally funded initiatives from 50% of the local share of the basic project cost and the cost for site acquisition to 75% of the cost
- DJC was updated to better reflect bidding requirements and to refer generally to the bidding threshold amount “set forth in State law,” rather than the prior threshold of \$50,000
- Remove language with a ~~line drawn through it~~; add language in **bold-type**



POLICY REVIEW COMMITTEE

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HILLIARD CITY SCHOOL DISTRICT
OPERATIONS DEPARTMENT

- The update to the definition of transportation noncompliance in RC 3327.021 did not require changes to OSBA sample policies, but districts should review their transportation policies to ensure compliance with any statutory revisions
- The amount of debt a school can incur for local initiatives is not covered by OSBA sample policies but districts should review local policies covering caps on indebtedness for locally funded initiatives to ensure compliance with state law

September 2024 PDQ
Page 8

6. CHANGES TO RETIRE-REHIRE

Senate Bill (SB) 168 modifies existing law for the rehire of retired employees.

GCD-Professional and Certificated Staff Hiring

GDC/GDCA/GDD-Classified Staff Recruiting/Posting of Vacancies/Hiring

- GCD is a required policy – HCSD re-adopted November 8, 2021
- GDC/GDCA/GDD is a required policy – HCSD re-adopted November 8, 2021
- SB 168 reduces the length of the preemployment public notices from 60 days to 30 days if the board has “urgent reasons to fill the position in an expedited manner”
- Without this urgency, the 60-day public notice and meeting requirement remains
- SB 168 also eliminates the public notice requirements if the person has been retired for at least one year before reemployment is to begin
- GCD and GDC/GDCA/GDD were both updated to reflect changes to public notice for retire-rehire
- Remove language with a ~~line drawn through it~~; add language in **bold-type**

7. SENATE BILL 29 IMPACTS TECHNOLOGY CONTRACTS, STUDENT DEVICE MONITORING AND MORE

EDE-Computer/Online Services

September 2024 PDQ
Pages 8-10

- EDE is a required policy – HCSD re-adopted August 9, 2021

Educational records maintained by technology providers

SB 29 created several new provisions related to the use of educational records by technology providers.

- RC 3319.325 defines educational support services data, educational records, school-issued device, student and technology provider
- RC 3319.326 states that technology providers contracted with a district must comply with the same provisions a district would for the collection, use and protection of data, as specified in RC Chapter 1347
- RC 3319.326 also requires that districts provide an annual notice to parents and students by Aug. 1 of technology provider contracts that affect student educational records

Monitoring student devices and use of student data

RC 3319.327 sets limitations on the ability of school districts and technology providers to electronically access or monitor school-issued devices.

- Districts and providers may not access or monitor location-tracking features or audio or visual receiving, transmitting or recording features of a school-issued device
- Districts and providers also cannot access or monitor student interactions, including, but not limited to, keystrokes and web browsing except under specified circumstances



POLICY REVIEW COMMITTEE

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HILLIARD CITY SCHOOL DISTRICT
OPERATIONS DEPARTMENT

- If a district or technology provider decides to monitor a school-issued device for any of the permissible circumstances, additional requirements apply
- Access and monitoring of computers for staff is still allowable under the new provisions, but access and monitoring of school-issued devices is significantly limited

Licensure and public records update

RC 3319.31 contains a list of reasons for which the State Board of Education may refuse to issue a license to an individual or limit, suspend or revoke an individual’s license. The provision has been revised to add the use or release of confidential student information to this list.

- EDE has been updated to reflect the new requirements for monitoring of school-issued student devices and use of student data by Districts and technology providers contracted with Districts
- Remove language with a ~~line drawn through it~~; add language in **bold-type**
- Review any locally adopted policies and procedures for language on remote access and monitoring of district devices
- Consider making a clear distinction between devices used by staff and those used by students to ensure compliance with state law

8. SENATE BILL 168 UPDATES: INSTRUCTION AND STUDENTS

September 2024 PDQ
Pages 10-11

IGAE-Health Education

IGAH/IGAI-Family Life Education/Sex Education

- IGAE is not a required policy – HCSD re-adopted May 8, 2023
- IGAH/IGAI is a required policy – HCSD re-adopted November 8, 2021

Sex education changes

- Ohio Revised Code (RC) [3313.6011](#) sets requirements for instruction in venereal disease as required by RC 3313.60(A)(5)(c). RC 3313.6011(C)(1) lists what must be included in this instruction.
- Senate Bill (SB) 168 modifies the items that must be included under RC 3313.6011(C)(1) and updates terminology
- IGAE has been updated to reflect change from “venereal disease” education to “sexually transmitted infection” education
- IGAH/IGAI has been updated to reflect change from “venereal disease” education to “sexually transmitted infection” education; replaces references to “wedlock” with the term “marriage”
- Remove language with a ~~line drawn through it~~; add language in **bold-type**

Section III – Review of Policies/Regulations/Exhibits – OSBA JUNE 2024 PDQ

1. OSBA RELEASES SAMPLE AI AND CYBERSECURITY POLICIES

As technology progresses, questions around artificial intelligence (AI) and cybersecurity abound. At the same time, cyberattacks targeting K-12 schools are increasing. As a result, OSBA is releasing two new sample policies addressing AI and cybersecurity.

On drafting cybersecurity policies

EHC – Cybersecurity (**New Policy**)

June 2024 PDQ
Pages 4-6

- Not a required policy



POLICY REVIEW COMMITTEE

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HILLIARD CITY SCHOOL DISTRICT
OPERATIONS DEPARTMENT

- In recent years, K-12 schools and other public entities have been designated as top targets for email phishing, ransomware and other cyberattacks.
- A key part of implementation is staff and student training on the basics of cybersecurity. Studies have shown that most data breaches are due to human error.
- It's important to understand the intersection of cybersecurity with other district policies and protocols.
- Districts also should contact their liability insurance providers to ensure appropriate coverage is in place and talk through their cybersecurity recommendations.
- This sample policy does not establish scripted protocols but sets general expectations for managing cybersecurity risks.
- Districts must ensure appropriate protocols, data protection measures and training are in place and regularly reviewed and evaluated.
- Adopt policy EHC-Cybersecurity with additional language in **bold-type**?

Section IV – Additional Information to Review – ODE/SBOE Restructuring Policy Updates

1. OHIO DEPARTMENT OF EDUCATION AND WORKFORCE AND STATE BOARD OF EDUCATION POLICY CHANGES

- On January 8, 2024, the Board took action to authorize OSBA to commence a thorough review of the district’s board policies to identify those requiring updates due to the HB 33 legislative changes that impacted the Ohio Department of Education and the State Board of Education. The Board requested that OSBA create a chart outlining the specific policy sections requiring updates and provide a brief summary of the proposed edits for each affected policy.
- OSBA has provided a chart with the name of the individual policy and the edit that is being recommended by OSBA to bring the policy language into compliance with HB 33’s changes. The chart and a resolution authorizing OSBA to make the recommended policy changes in included.
- OSBA has also identified policies that did not align with the relevant OSBA model policy language and encourages the district to work with legal counsel to review and determine what edits, if any, are necessary to bring these policies into compliance with HB 33’s changes.

Next Steps

- Read and discuss the resolution and chart at a board meeting
- Adopt the chart using the resolution at a separate board meeting
- After the resolution has been passed, we will notify OSBA to make the recommended policy modifications.

Section V – Review of Policies/Regulations/Exhibits – OSBA SEPTEMBER 2024 PDQ (Board Action not Required)

1. SENATE BILL 168 UPDATES: INSTRUCTION AND STUDENTS Student training in early childhood programs

September 2024 PDQ
Pages 10-11

- SB 168 requires that an institution, such as a career center, with an early childhood teacher preparation program permit a student in that program to complete required student training as a paid employee of an early learning and development program if the program is part of the state’s tiered quality rating and improvement system ([RC 3345.205\(B\)](#)).



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HILLIARD CITY SCHOOL DISTRICT
OPERATIONS DEPARTMENT

- The bill also requires that the chancellor of the Ohio Department of Higher Education and the Ohio Department of Children and Youth collaborate with industry leaders to develop strategies to help employees of early learning and development programs complete student training (RC 3345.205(C)).
- OSBA sample policies on student employment are general enough that no changes are necessary, but districts should review local policies and practices to align with these new requirements.

September 2024 PDQ
Pages 11-12

2. OHIO TEACHER EVALUATION SYSTEM CHANGES

Ohio Revised Code (RC) [3319.111](#) establishes requirements for the Ohio Teacher Evaluation System (OTES).

- Senate Bill (SB) 168 modifies the OTES system, allowing districts to adopt a standards-based teacher evaluation policy that either conforms with the [framework](#) adopted by the State Board of Education under RC [3319.112](#) or a local framework adopted by the district’s school board.
- Regardless of whether the district uses the State Board framework or creates their own, RC 3319.111 requires that the evaluation system align with the specified requirements.
- Due to the intricacies of teacher evaluations and collective bargaining agreements, districts that want to create their own framework must work with their union and legal counsel through this process.
- Districts that choose to use a locally developed framework can contact OSBA policy consultants for help in updating policies to align with the locally agreed upon framework.

3. HOUSE BILL 68 UPDATE

House Bill (HB) 68 includes the Saving Adolescents from Experimentation (SAFE) Act and the Save Women’s Sports Act.

September 2024 PDQ
Pages 12-13

- The bill initially had an effective date of April 24, 2024, but a lawsuit filed in the Franklin County Court of Common Pleas by the American Civil Liberties Union of Ohio (ACLU) resulted in a temporary restraining order (TRO), which blocked the implementation of HB 68’s provisions.
- On August 6, the court issued a decision finding that HB 68 was constitutional and vacated the TRO, meaning that, as of the publication date of this article, the bill is now effective for all school districts.
- ACLU immediately appealed the case to the 10th District Court of Appeals, and judges have agreed to the state’s request to accelerate consideration of the case.
- The plaintiff families are also seeking another injunction against enforcing HB 68 while judges consider the appeal and, if granted, HB 68 would again be put on pause for the duration of the injunction. Oral arguments are set to begin on Wednesday, September 11.
- OSBA will track the case as it proceeds through the 10th District Court of Appeals and provide updates as necessary.

September 2024 PDQ
Page 13

4. TITLE IX UPDATE

Ohio is one of several states currently enjoined by a Kansas federal district court’s decision to prohibit the U.S. Department of Education from enforcing the 2024 Title IX regulations. Districts should continue to operate under the Title IX sexual harassment regulations. OSBA is monitoring litigation in this area and will provide updates in the future.



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OHIO SCHOOL BOARDS ASSOCIATION
POLICY DEVELOPMENT QUARTERLY

SEPTEMBER 2024 ISSUE

HOUSE BILL 147 EXTRACURRICULAR ACTIVITIES UPDATES

by Julie S. Towns, policy consultant

Participation in interscholastic athletics at a different school

House Bill (HB) 147 enacts [Ohio Revised Code \(RC\) 3313.5313](#), expanding the ability of students to participate in interscholastic athletic activities at a district other than the one in which they are enrolled or of which they are a resident. The new provision authorizes the district superintendent or chief administrative officer of a school to permit a home-educated student; a student enrolled in a community, STEM or nonpublic school; or a student enrolled in 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.

To be allowed to participate, the home-educated or otherwise enrolled student must have been subject to conduct or qualifying offenses by a school official, employee or volunteer, or by another student from the district or school where the student is enrolled or where the home-educated student is participating in athletics. This includes:

- Harassment, intimidation or bullying, as defined by RC [3313.666](#).
- 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 of violence; a violation of RC [2907.07](#); or an attempt to commit an offense of violence or a violation RC [2907.07](#).
- Conduct by a school official, employee or volunteer that violates the State Board of Education licensure code of professional conduct for Ohio educators.

To participate in interscholastic athletics under RC 3313.5313, a student must be of the appropriate age and grade level, as determined by the district superintendent or the chief administrative officer of the qualifying school, for the school at which the student participates in interscholastic athletics. The student must also fulfill the same academic, nonacademic and financial requirements as any other participant. Home-educated students are exempt from meeting the same academic requirements as the other categories of students and instead must comply with divisions (C) to (E) of [RC 3313.5312](#) for academic requirements.

School districts cannot impose additional rules on a student to participate under this section that do not apply to other students participating in the same interscholastic athletics activity. Districts are prohibited from imposing fees for a student to participate under this section that exceed any fees charged to other students participating in the same interscholastic athletics activity.

No school district, interscholastic conference or organization that regulates interscholastic conferences or events shall:

- require that a student eligible to participate in interscholastic athletics under this section meet eligibility requirements that conflict with this section;
- penalize or restrict the eligibility to participate in interscholastic athletics of a student who, during a school year, ceases to participate in interscholastic athletics at one district or school and then begins to participate in interscholastic athletics at a different district or school under this section.

Policy implications

OSBA sample policies IGD, Cocurricular and Extracurricular Activities, and IGDJ, Interscholastic Athletics, have been updated to include the new provisions. Policy JECBC, Admission of Students from Nonchartered or Home Education, also has been updated to remove references to such activities; they are now only addressed in policies IGD and IGDJ.

Tickets to school-affiliated events

The bill modifies existing [RC 3313.5319](#) requirements, which mandate that schools permit an individual to pay cash for a ticket to a school-affiliated event. Under existing law, if a qualifying school does not accept cash payment from an individual who wishes to purchase an event ticket on the date of that event, the school must grant that individual a free ticket if there are still tickets available and the individual demonstrates that the individual has enough cash to cover the full cost of the ticket. Schools that offer concessions for sale at a school-affiliated event must continue to provide at least one location where an individual may pay cash for concessions. If concessions are sold on multiple floors, at least one location on each floor must accept cash payments.

As a result of HB 147, qualifying schools are now prohibited from establishing different prices for tickets to a school-affiliated event based on the payment method used, except to charge a processing fee for any ticket purchased online or by credit card. Additionally, districts must charge a student enrolled in any school participating in a school-affiliated event a ticket price that is less than the ticket price the school charges an adult for the same event.

Policy implications

Policy DM, Deposit of Public Funds (Cash Collection Points), has been updated to reflect the revisions to cash acceptance and ticket prices.

HOUSE BILL 214 CREATES NEW BOARD POLICIES ON POLITICAL AND RELIGIOUS BELIEFS

by Gamy Narvaez, policy consultant

House Bill (HB) 214, effective Oct. 24, 2024, creates two new Ohio Revised Code (RC) provisions related to political and religious beliefs that impact school districts.

New policy on political commitments

New [RC 3319.614](#) requires that districts, community schools and STEM schools adopt a policy that prohibits requiring certain individuals to make commitments to political movements or ideologies. This will apply to district employees, applicants for employment, students and applicants for academic admission. The policy must be adopted within 90 days of the bill's effective date, which is Jan. 22, 2025.

The new provision prohibits soliciting or requiring employees, applicants for employment and applicants for academic admission to affirmatively ascribe to, or even opine about, specific beliefs, affiliations, ideals or principles concerning political movements or ideologies. Similar language is extended to current students within a district, but the statement on opining about specific beliefs, etc., is omitted.

Further, school districts cannot use statements of commitment to specific beliefs, affiliations, ideals or principles concerning political movements or ideologies as part of the evaluation criteria for employees or applicants for employment, or for employees that are seeking career progression or benefits. The same prohibition against using statements of commitment applies to the academic evaluation of students.

The provision also makes explicit that nothing in the act prohibits, limits or restricts the following:

- a school district’s authority to require a student or employee to comply with federal or state law, including antidiscrimination laws, or to take action against a student or employee for violation of federal or state law;
- an educator’s academic freedom;
- an educator’s ability to research or write publications about specific beliefs, affiliations, ideals or principles concerning political movements, ideology or social action;
- a school district’s authority to consider an applicant for employment scholarship, teaching or subject matter expertise in their given academic field;
- a school district’s authority to offer an established character education program.

In addition to creating a policy aligned with [RC 3319.614](#), districts must make publicly available all policies, district guidance and training materials used for students, educators and staff on all matters regarding specific beliefs, affiliations, ideals or principles concerning political movements or ideologies. The provision also clarifies that this does not require that school districts make protected legal communications or guidance publicly available. In our review of OSBA sample policies, the following policies could fall under this requirement: AC and AC-R, GBG and INB. Most districts already make these policies publicly available on their website.

Questions regarding locally adopted policies that fall under this requirement or how to make these policies available should be directed to legal counsel.

Policy implications

OSBA has created new policy ACC, Political Commitments, to comply with RC 3319.614, which requires that schools adopt a policy to prohibit the requiring of certain individuals to make commitments to political movements or ideologies.

New policy on religious accommodations

Another new provision, [RC 3320.04](#), requires that school districts, community schools, STEM schools and college-preparatory boarding schools adopt a policy that reasonably accommodates the sincerely held religious beliefs and practices of students. This includes accommodations for examinations and other academic requirements, as well as excused absences for what are deemed “religious expression days.”

The policy adopted under RC 3320.04(A) must allow students in kindergarten through grade 12 up to three excused absences each school year to take holidays for religious or spiritual reasons or to participate in organized religious or spiritual activities. Districts cannot impose an academic penalty for such absences, and students must be allowed to participate in interscholastic athletics or extracurriculars on days on which they were absent for the religious expression day. Excused religious expression days also will not be counted toward absence hours with regard to parental notification under RC [3321.191\(C\)](#).

Accommodations for exams and other academic requirements missed due to absences under section A are covered under RC 3320.04(B). The policy requires that students receive accommodations if their parent or guardian submits written notice to the school principal of up to three specific dates for requested alternative accommodations related to religious expression days that conflict with an exam or other academic requirement. Written notices must be submitted either within 14 days of the first day of school, or if a student transfers to or enrolls after the first day of school, within 14 days of the transfer or enrollment.

A principal must approve the written requests without any inquiry into the sincerity of a student’s religious or spiritual beliefs. The principal may verify the request by contacting the parent or guardian whose signature appears on the request. If the parent or guardian disputes signing the request, the principal may deny it. Once a request is approved, the principal directs the appropriate classroom teacher(s) to schedule a time and date for

an alternative exam or other academic requirement, which can occur before or after the time and date of the original exam or academic requirement.

RC 3320.04(C) requires that the board post the following in a prominent location on the district's website:

- a copy of the policy and contact information of an individual who can provide further information about the policy;
- a nonexhaustive list of major religious holidays, festivals and religious observations for which an excused absence "shall not be unreasonably withheld or denied."

Following the bill's effective date, the superintendent of public instruction must create a nonexhaustive list of major religious holidays or festivals for the next two years, including Eid, Good Friday, Rosh Hashana, Yom Kippur and Passover. This list is to be provided at the beginning of each school year. Districts may adopt the forthcoming list in its entirety or choose which holidays to include. Another important detail is that when the district's policy is posted or published, it must include a statement that the list is not exhaustive and may not be used to deny an accommodation to a student for a holiday or festival that doesn't appear on the district's list.

The policy must also require annual district notification to parents of the policy and general procedures for requesting accommodations in a manner determined by the district. Finally, the policy must include grievance procedures allowing a student, parent or guardian to notify the district of any policy implementation issues.

Policy implications

OSBA has created new policy JEDC, Religious Expression Days, to cover the requirements of RC 3320.04, which requires schools to adopt a policy that reasonably accommodates the sincerely held religious beliefs and practices of students. Policy JED, Student Absences and Excuses, was also updated to reflect the creation of religious expression days. In JEDA, Truancy, a new paragraph has been added to clarify that religious expression days will not count toward determining hours of absence under RC 3321.191 in accordance with state law. Policy IGD, Cocurricular and Extracurricular Activities, was updated to reflect the changes allowing a student to participate in extracurricular activities on approved religious expression days. The updated sample also includes changes from HB 147 addressed in this PDQ issue.

HOUSE BILL 47 REQUIRES AEDS IN SCHOOL BUILDINGS

by Julie S. Towns, policy consultant

House Bill (HB) 47, effective Oct. 24, 2024, requires that automatic external defibrillators (AEDs) be placed in each public school, chartered nonpublic school, and sports and recreation location, as defined in the bill.

[Ohio Revised Code \(RC\) 3313.717](#) now requires — rather than permits — all school districts, community schools, STEM schools, college-preparatory boarding schools and chartered nonpublic schools to place an AED in each school under their board control.

HB 47 also adds or modifies the following provisions:

- training requirements for AED use;
- a model emergency action plan for AED use;
- informational meeting requirements;
- sudden cardiac arrest protocols.

Training and model action plan

RC 3313.717 now requires board adoption of an emergency action plan for AED use. Newly enacted [RC 3701.851](#) requires that the Ohio Department of Health (ODH) develop a model emergency action plan for AED use by

public and chartered nonpublic schools, youth sports organizations, and sports and recreation locations. Districts may use the model plan developed by ODH or develop their own. The Ohio Department of Education and Workforce (ODEW) must develop a procedure for reporting violations of the bill's requirement to place AEDs in schools.

The bill requires that districts provide training on AED use to teachers, principals, administrative employees, coaches, athletic trainers, other persons who supervise interscholastic athletics and any other employee subject to in-service training requirements under continuing law. According to [RC 3313.6023](#), training must be incorporated into the in-service training provided under [RC 3319.073\(B\)](#). Training may also be provided to any other employee.

Continuing law requires that schools with grades nine to 12 provide instruction in cardiopulmonary resuscitation and AED use to students. Parents can opt their students out of this instruction.

Sudden cardiac arrest in youth and athletes

[RC 3313.5310](#) now requires — rather than permits — public and chartered nonpublic schools and youth sports organizations to hold informational meetings before the start of each athletic season regarding the symptoms and warning signs of sudden cardiac arrest for all ages of students or youth athletes. ODH must develop a procedure for reporting youth sports organizations that violate the protocols regarding sudden cardiac arrest in continuing law, discussed below.

Sudden cardiac arrest protocols

HB 47 retains the requirements of [RC 3313.5310](#), prescribing the following protocols for recognizing sudden cardiac arrest in student and youth athletes:

- Before participating in an athletic activity, each student and youth athlete must submit a signed form indicating their review of the sudden cardiac arrest guidelines, which ODH and ODEW must develop jointly.
- A student or youth athlete must be evaluated and cleared by specified health professionals before participation if (a) the student or athlete's biological parent, sibling or child has experienced sudden cardiac arrest; or (b) the student or athlete is known to have exhibited syncope or fainting at any time before or following an athletic activity.
- A coach must remove a student or youth athlete from participation if the student or athlete exhibits syncope or fainting, and the student or athlete cannot return to participation until evaluated and cleared by a specified health professional.
- An individual may not coach an athletic activity unless they have completed, annually, a sudden cardiac arrest training course approved by ODH. Regarding the annual training, the bill clarifies that "individual" includes coaches and assistant coaches.

Policy implications

OSBA policy EBBA, First Aid, has been updated to address the new requirements to provide an AED in each building. Policy JHG, Reporting Child Abuse and Mandatory Training, also has been updated to reflect the inclusion of the AED training in the in-service training requirements of [RC 3319.073\(B\)](#). In addition to these policy changes, districts must also adopt a local emergency action plan for AED use.

AUDITOR OF STATE RELEASES NEW REQUIRED FRAUD REPORTING TRAINING MATERIALS

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

The February 2024 issue of Policy Development Quarterly provided an overview of the impact House

Bill (HB) 33 and Senate Bill (SB) 91 had on district obligations related to fraud reporting. Refer to the February issue to review the new requirements.

The Ohio Auditor of State (AOS) released Bulletin 2024-005, which includes guidance on these new requirements and new AOS trainings and forms. Districts should review the full bulletin in addition to the summary provided here. The bulletin, including the resources and training it references, is available at <https://ohioauditor.gov/trainings/fraud.html>.

Per the bulletin, school district employees and board members must take the training between Sept. 1, 2024, and Nov. 29, 2024, unless good cause exists for noncompliance. Note that employees and board members may access the training before September. The training must be completed every four years thereafter. Individuals can self-register for and complete the free, on-demand virtual training on the AOS webpage. The training is eight minutes, and a certificate will be provided upon completion. These certificates must be collected by the district and retained for audit purposes. Additionally, each new employee or elected official must confirm receipt of the material within 30 days of taking office or beginning employment.

The AOS model form that must be provided to employees and board members notifying them of the AOS fraud reporting system and the training requirements that apply to them has been updated and is available on the AOS webpage. School districts should use the “local” fraud reporting form for their notifications. The district must retain the signed forms for audit purposes.

Districts must maintain documentation verifying acknowledgment forms and training certificates and be prepared to present these for an audit. AOS created a sample spreadsheet to help districts track the receipt of the forms and training certificates. It is strongly recommended that districts use the spreadsheet provided, which includes formulas to track the employee’s subsequent training based on their initial completion date. It also tracks the dates by which new employees must complete their initial training.

The AOS bulletin also includes detailed definitions of fraud, theft in office, misappropriation, misuse, waste and abuse.

Districts must develop a process for communicating the new requirements and training materials to employees and elected officials and ensure the training is completed every four years. The AOS fraud reporting webpage includes a flier with a QR code that links to the training, which you can give to employees and board members. We recommend including the flier in packets at the beginning of each school year and in new employee packets, as well as sharing it yearly with board members to routinely communicate these requirements. Also, be sure to communicate the new mandatory fraud reporting obligations to all relevant personnel, ensuring they can comply with their obligation to report to AOS when required.

Policy implications

Policy EBCE, Protection for Reporting Safety and Fraud Violations (Whistleblowers), and regulation EBCE-R, Protection for Reporting Safety and Fraud Violations (Whistleblowers), have been updated to reflect the new requirements regarding when individuals must report fraud to AOS and the HB 33 revisions to [Ohio Revised Code 117.103](#). EBCE-E also has been updated to reflect the new AOS form.

SENATE BILL 168 CHANGES TO BOARD MEETINGS AND FISCAL OPERATIONS

by Gamy Narvaez, policy consultant

Board meetings

Senate Bill (SB) 168 affects board meeting operations, revising the requirement to read and adopt board

meeting minutes and clarifying the requirement for boards of education to hold a public hearing on their school calendar.

Prior to these revisions, Ohio Revised Code (RC) [3313.26](#) required that meeting minutes be read and adopted at the next “succeeding” meeting of the board, meaning the very next meeting, regardless of whether that be a regular or special meeting. Now, the provision states that minutes must be read and adopted at the next “regular” meeting of the board. The [Ohio Attorney General’s sunshine law manual](#) defines regular meetings as those held at prescheduled intervals, such as monthly or annual meetings. The revised language also allows boards to waive the reading of minutes by resolution so long as minutes were provided to the board at least two days prior to the next “regular” meeting and copies were made available to the public and news media.

RC [3313.48](#) was revised to clarify that the existing requirement for boards of education to hold a public hearing on their school calendar no later than 30 days prior to its adoption does not require a standalone meeting; the requirement can be met by including the calendar hearing in another public hearing or board meeting.

Policy implications

Policy BDDG, Minutes, was updated to reflect the RC 3313.26 changes. Policy IC/ICA, School Year/School Calendar, was updated to reflect the clarification around public meetings in RC 3313.48. An additional statement has been added to clarify that the public hearing may be a separate, individual hearing or part of another public hearing or board meeting. Language on an “activities” calendar also was removed.

Fiscal

SB 168 also revised several fiscal provisions related to school district operations, including changes to bidding thresholds, determinations of transportation program noncompliance and incursion of indebtedness for local initiatives.

RC [3313.46](#) covers the contract bidding process for school districts, which currently sets competitive bidding thresholds at \$50,000. The competitive bidding process applied to two situations: first, boards must solicit bids to “build, repair, enlarge, improve or demolish any school building” over \$50,000; and second, boards must competitively bid any contracts to purchase school buses. The provision has been revised to remove the \$50,000 threshold and now redirects to RC 9.17, which sets the threshold for competitive bidding at \$75,000. Furthermore, the bill states that this threshold will increase annually by 3%.

[RC 3327.021](#) defines when a district’s transportation program is out of compliance and has been revised to allow for an additional exemption for an event that occurs under section (A)(2). A district is out of compliance when an event listed in the section occurs for a period of five consecutive school days or 10 school days within a single school year. Previously the only exemption from this determination was for failure to comply due to inclement weather.

Previously, a district was out of compliance when students transported to and from school by a school bus were picked up more than 30 minutes after the end of the school day. The revised language states that this delay will no longer count toward a determination of noncompliance so long as students being picked up are receiving academic services and the student pickup occurs not more than 60 minutes after the end of the school day. The academic services must be delivered “promptly after school,” and the school must provide “academic services supervised by a school employee.”

Finally, the bill temporarily increases the cap on the amount of debt a school can incur for nonrequired locally funded initiatives from 50% of the local share of the basic project cost and the cost for site acquisition to 75% of the cost. The cap will be increased from the effective date of the bill through Dec. 31, 2027, when the cap

returns to 50%. Additionally, the bill requires that school districts notify the director of the Ohio Department of Education and Workforce whenever the district will exceed the limit.

Policy implications

Policy DJC, Bidding Requirements, has been updated to refer generally to the bidding threshold amount “set forth in state law,” rather than the prior threshold of \$50,000. The update to the definition of transportation noncompliance in RC 3327.021 did not require changes to OSBA sample policies, but districts should review their transportation policies to ensure compliance with any statutory revisions. Similarly, the amount of debt a school can incur for local initiatives is not covered by OSBA sample policies, so an update was not required. We recommend that districts review local policies covering caps on indebtedness for locally funded initiatives to ensure compliance with state law.

CHANGES TO RETIRE-REHIRE

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

Senate Bill (SB) 168 modifies existing law for the rehire of retired employees. The changes appear in both [Ohio Revised Code \(RC\) 3307.353](#), covering employees retiring under the State Teachers Retirement System (STRS), and [RC 3309.345](#), covering employees retiring under the State Employees Retirement System (SERS). Under existing law, if an employee is retiring and seeks reemployment in the same position, public notice must be given 60 days before reemployment is to begin. The notice must state that the person is or will be retired and is seeking reemployment in the district and must include the time, date and location of the public meeting, which must take place 15 to 30 days prior to employment.

SB 168 reduces the length of the preemployment public notices from 60 days to 30 days if the board has “urgent reasons to fill the position in an expedited manner” and the urgent reasons are explained in the notice. Without this urgency, the 60-day public notice and meeting requirement remains. SB 168 also eliminates the public notice requirements if the person has been retired for at least one year before reemployment is to begin.

Policy implications

Policies GCD, Professional Staff Hiring, and GDC/GDCA/GDD, Support Staff Recruiting/Posting of Vacancies/Hiring, have been updated to reflect these changes

SENATE BILL 29 IMPACTS TECHNOLOGY CONTRACTS, STUDENT DEVICE MONITORING AND MORE

by Gamy Narvaez, policy consultant

Senate Bill (SB) 29, effective Oct. 24, 2024, impacts education records maintained by technology providers, monitoring of student devices off district property, licensure and more.

Educational records maintained by technology providers

SB 29 created several new provisions — Ohio Revised Code (RC) [3319.325](#), [3319.326](#) and [3319.327](#) — related to the use of educational records by technology providers. RC 3319.325 defines “educational support services data” as data on individuals relating to programs administered by school boards or an entity under contract with a district to eliminate disparities and advance equities in educational achievement.

In addition to defining educational support services data, RC 3319.325 also defines educational records and specifies what is an educational record for purposes of records retention and maintenance by technology providers. The provision also defines “school-issued device,” “student” and “technology provider” for context preceding the other new provisions.

New RC 3319.326 states that technology providers contracted with a district must comply with the same provisions a district would for the collection, use and protection of data, as specified in RC Chapter 1347. The provision also clarifies that educational records maintained by a technology provider are solely the property of the school district. If such records are subject to a data breach, as described in RC [1347.12](#), the provider must disclose to the district all information necessary to comply with that section.

Unless contract renewal with a district is “reasonably anticipated,” the provider must destroy or return the records under the contract to the district within 90 days of completing the contract. Technology providers are prohibited from selling, sharing or disseminating educational records or from using educational records for any commercial purpose, including marketing or advertising, unless otherwise allowed under the section. Any contracts between districts and providers must ensure appropriate safeguards for educational records, including a restriction on unauthorized access by a technology provider’s employees or contractors and a requirement that employees and contractors may access educational records only as necessary to fulfill their official duties.

RC 3319.326 also requires that districts provide an annual notice to parents and students by Aug. 1 of technology provider contracts that affect student educational records. The notice can be communicated by mail, email or other direct communication and must:

- identify each curriculum, testing or assessment technology provider with access to educational records;
- identify the educational records affected by the technology provider curriculum, testing or assessment contract;
- include information about contract inspection and contact information for a school department that can answer parent and student questions or concerns regarding programs or activities that allow a technology provider access to educational records.

Districts must provide parents and students an opportunity to inspect a complete copy of any technology provider contract.

Monitoring student devices and use of student data

Newly enacted RC 3319.327 sets limitations on the ability of school districts and technology providers to electronically access or monitor school-issued devices. “School-issued device” refers to hardware, software, devices and accounts that a school district provides to an individual student for their dedicated personal use. Districts and providers may not access or monitor location-tracking features or audio or visual receiving, transmitting or recording features of a school-issued device. Districts and providers also cannot access or monitor student interactions, including, but not limited to, keystrokes and web browsing.

These limits on electronic access and monitoring do not apply to the following circumstances:

- when limited to a noncommercial educational purpose for instruction, technical support or exam proctoring by district employees, student teachers, staff, a vendor or the Ohio Department of Education and Workforce, and advance notice is provided;
- the activity is permitted under a judicial warrant;
- the district or provider is notified or becomes aware that the device is missing or stolen;
- the activity is necessary to prevent or respond to a threat to life or safety and access is limited to that purpose;
- the activity is necessary to comply with federal or state law;
- the activity is necessary to participate in federal or state funding programs.

If a district or technology provider decides to monitor a school-issued device for any of the permissible circumstances mentioned, additional requirements apply. The school must provide written notice of monitoring

to parents of enrolled students in any year when the monitoring occurs. If one of the circumstances above is triggered, the school district must notify the student's parent and provide a written description of the triggering circumstance within 72 hours of access to the school-issued device, including which features were accessed and a description of the threat, if any. The only exception is when the notice itself would pose a threat to life or safety; written notice must still be provided within 72 hours after the threat has ceased.

RC 3319.327 also states that, unless otherwise provided by law, no one can release or permit access to educational support services data for any public-school student, the only stated exception being those cases when such data must be made available to the Opportunities for Ohioans with Disabilities agency established in RC [3304.15](#).

Another minor revision to RC [149.43](#) now excludes "educational support services data" from the definition of public records, meaning that releasing or permitting access to such data concerning any student attending a public school is prohibited for any reason.

Licensure and public records update

RC 3319.31 contains a list of reasons for which the State Board of Education may refuse to issue a license to an individual or limit, suspend or revoke an individual's license. The provision has been revised to add the use or release of confidential student information to this list. Any such information about a student or their family members deemed confidential under state or federal law cannot be released for any purpose other than student instruction.

Policy implications

Policy EDE, Computer/Online Services (Acceptable Use and Internet Safety), has been updated to address these new requirements. Access and monitoring of computers for staff is still allowable under the new provisions, but access and monitoring of school-issued devices is significantly limited. Monitoring of school-issued devices, including for improper use, must fall under one of the exempted circumstances in RC 3319.327(B). Please review any locally adopted policies and procedures for language on remote access and monitoring of district devices. Consider making a clear distinction between devices used by staff and those used by students to ensure compliance with state law.

SENATE BILL 168 UPDATES: INSTRUCTION AND STUDENTS

by Julie S. Towns, policy consultant

Sex education changes

Ohio Revised Code (RC) [3313.6011](#) sets requirements for instruction in venereal disease as required by RC 3313.60(A)(5)(c). RC 3313.6011(C)(1) lists what must be included in this instruction. If a district or school chooses to offer additional instruction in venereal disease or sexual education beyond the specification of RC 3313.6011(C)(1), the district or school must notify all parents or guardians of that instruction (RC 3313.6011(C)(2)). The notice must include the name of any instructor; vendor name, if applicable; and the curriculum's name. A district or school is prohibited from offering such instruction to a student unless their parent or guardian submits written permission. Upon request, the district or school must provide a parent or guardian with a copy of any materials associated with the instruction in venereal disease or sexual education.

The Ohio Department of Education and Workforce (ODEW) must conduct an annual audit of each city, local and exempted village school district at the start of each school year relative to its compliance with the venereal disease instruction requirements of RC 3313.60(A)(5)(c). Any instruction provided under RC 3313.6011(C)(2) is exempted from this audit report. ODEW must publish and prominently post the audit findings on its website within 120 days after the start of the school year. The report must include in the findings of each audit the name of any organization or program that provided materials to a district regarding venereal disease instruction.

Senate Bill (SB) 168 modifies the items that must be included under RC 3313.6011(C)(1) and updates terminology. SB 168 changes references of “venereal disease” education to “sexually transmitted infection” education. Additionally, sexually transmitted infection education must now teach that conceiving children at an early age or outside of marriage increases the likelihood of hardship in life, removing the current requirement to teach that conceiving children outside of wedlock is likely to have harmful consequences for the child, the child’s parents and society. It also replaces other references to “wedlock” with the term “marriage.”

Policy implications

Policies IGAE, Health Education, and IGAH/IGAI, Family Life/Sex Education, have been updated to reflect these changes.

Intradistrict open enrollment process

SB 168 includes a few changes to the intradistrict open enrollment process.

The bill requires a school district that conducts an intradistrict open enrollment lottery for students to:

- conduct the lottery *by* the second Monday of June prior to the school year for which a student is seeking enrollment rather than conducting the lottery on the second Monday of June ([RC 3313.984\(B\)\(1\)](#));
- notify parents of students in the district of the lottery date before that date;
- post information about the lottery on the district’s website, including how and when it will be conducted.

Policy implications

No changes are necessary to OSBA sample policy JECBD, Intradistrict Open Enrollment. Districts using a lottery system should check locally adopted policies, procedures and applications to conform with the new requirements.

Student training in early childhood programs

SB 168 requires that an institution, such as a career center, with an early childhood teacher preparation program permit a student in that program to complete required student training as a paid employee of an early learning and development program if the program is part of the state’s tiered quality rating and improvement system ([RC 3345.205\(B\)](#)).

The bill also requires that the chancellor of the Ohio Department of Higher Education and the Ohio Department of Children and Youth collaborate with industry leaders to develop strategies to help employees of early learning and development programs complete student training (RC 3345.205(C)).

Policy implications

OSBA sample policies on student employment are general enough that no changes are necessary, but districts should review local policies and practices to align with these new requirements.

OHIO TEACHER EVALUATION SYSTEM CHANGES

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

Ohio Revised Code (RC) [3319.111](#) establishes requirements for the Ohio Teacher Evaluation System (OTES). Senate Bill (SB) 168 modifies the OTES system, allowing districts to adopt a standards-based teacher evaluation policy that either conforms with the [framework](#) adopted by the State Board of Education under RC [3319.112](#) or a local framework adopted by the district’s school board.

Regardless of whether the district uses the State Board framework or creates their own, RC 3319.111 requires that the evaluation system align with the following requirements:

- Uses “high quality student data” when using measures of student performance in the evaluations.
- Evaluates teachers at least once each school year unless the district implements permissive exemptions included in RC 3319.111 that allow for less frequent evaluations, such as those for teachers rated as accomplished or skilled, teachers on leave or those retiring or participating in teacher residency.
- Completes evaluations by May 1 and provides written reports to teachers by May 10.
- Ensures the evaluation is conducted by an appropriately credentialed evaluator.
- Requires three formal observations of teachers on limited or extended limited contracts under consideration for nonrenewal.
- Includes procedures for using evaluation results for retention and promotion decisions and removal of poorly performing teachers. Seniority cannot be used as a basis for teacher retention except when deciding between teachers with comparable evaluations.

Annually, the school board must submit to the State Board the number of teachers assigned a final rating — based on either framework — aggregated by the teacher preparation programs from which the teachers graduated and the years in which they graduated. This submission may not include the teacher’s name or any other personally identifiable information.

Policy implications

Due to the intricacies of teacher evaluations and collective bargaining agreements, districts that want to create their own framework must work with their union and legal counsel through this process. Districts that choose to use a locally developed framework can contact OSBA policy consultants for help in updating policies to align with the locally agreed upon framework.

HOUSE BILL 68 UPDATE

by Gamy Narvaez, policy consultant

House Bill (HB) 68 includes the Saving Adolescents from Experimentation (SAFE) Act and the Save Women’s Sports Act. The bill initially had an effective date of April 24, 2024, but a lawsuit filed in the Franklin County Court of Common Pleas by the American Civil Liberties Union of Ohio (ACLU) resulted in a temporary restraining order (TRO), which blocked the implementation of HB 68’s provisions.

On Aug. 6, the court issued a decision finding that HB 68 was constitutional and vacated the TRO, meaning that, as of the publication date of this article, the bill is now effective for all school districts. ACLU immediately appealed the case to the 10th District Court of Appeals, and judges have agreed to the state’s request to accelerate consideration of the case. The plaintiff families are also seeking another injunction against enforcing HB 68 while judges consider the appeal and, if granted, HB 68 would again be put on pause for the duration of the injunction. Oral arguments are set to begin on Wednesday, Sept. 11.

The SAFE Act enacts several new provisions, including Ohio Revised Code (RC) [3129.03](#), which prohibits mental health professionals from diagnosing or treating a minor for a gender-related condition without parental consent and requires screening for other comorbidities and traumas prior to treatment that may influence the gender-related condition.

The Save Women’s Sports Act enacts RC [3313.5320](#), establishing requirements for single-sex sports teams that prohibit knowingly allowing individuals of the male sex from participating in athletic teams or competitions designated for participants of the female sex. The bill does not prohibit students of the opposite sex from

participating on teams that are designated as coed or male. RC 3313.5320 also creates a private cause of action for athletics participants against a district for injunctive relief, damages and other relief if they are deprived of an athletic opportunity or suffer harm as a result of violating these provisions; or if they are subject to retaliation for reporting such a violation.

For a more in-depth review of HB 68 requirements, refer to the February 2024 issue of PDQ.

Policy implications

While no updates to OSBA sample policies are required at this time, districts should continue to monitor updates to the lawsuit and work with legal counsel to determine how to proceed. Also, consider reviewing locally adopted policies covering mental health professionals in schools, athletics programs and sports teams as they relate to HB 68 to ensure compliance with the new provisions.

We will track the case as it proceeds through the 10th District Court of Appeals and provide updates as necessary. You can contact OSBA with questions about HB 68 requirements on school districts or implementation provisions:

OSBA's policy team: (614) 540-4000

OSBA Legal Hotline: (855) 672-2529.

IMPORTANT POLICY UPDATES: MEETING NOTICE REQUIREMENTS

In 2023, OSBA recommended several key policy updates regarding the Open Meetings Act and notice requirements for school districts. Here's a brief overview; a full review of these changes is available in the February 2024 issue of PDQ.

Meeting notices

[Ohio Revised Code \(RC\) 121.22\(F\)](#) mandates that public bodies, including school boards, establish a "notice rule" to inform the public of the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings. Note that RC 121.22(F) also applies to the district records commission in addition to school board meetings.

Boards often use their websites, newspapers and community centers to provide notice. Boards should determine the method that will actually reach the public and consistently provide notice through that method and establish it in board policy. Similarly, the records commission's policies must include the method that will be used to notify the public of its meetings.

Action needed

Review Policy BDDA, Notification of Meetings, to ensure it reflects the method your district uses. Also, ensure that the district's records commission follows similar practices under Policy EHA, District Records Commission, Records Retention and Disposal. Make any necessary updates as soon as possible. For assistance, contact OSBA policy consultants for guidance and updated sample language.

TITLE IX UPDATE

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

Ohio is one of several states currently enjoined by a Kansas federal district court's decision to prohibit the U.S. Department of Education from enforcing the 2024 Title IX regulations. Districts should continue to operate under the 2020 Title IX sexual harassment regulations. OSBA is monitoring litigation in this area and will provide updates in the future.

Cross References

JEDC - **OSBA Sample** Religious Expression Days

ACC - **OSBA Sample** Political Commitments

EBCE -E - **OSBA Sample** Acknowledgment of Receipt of Auditor of State Fraud-Reporting System

Information

JK - **OSBA Sample** Employment of Students

EBCE -E-1 - **OSBA Sample** Protection for Reporting Safety and Fraud Violations (Whistleblowers) EBCE -E-2 -

OSBA Sample Protection for Reporting Safety and Fraud Violations (Whistleblowers)

BDDG - **OSBA Sample** Minutes

DJC - **OSBA Sample** Bidding Requirements

IGD - **OSBA Sample** Cocurricular and Extracurricular Activities

IGDJ - **OSBA Sample** Interscholastic Athletics

JECBC - **OSBA Sample** Admission of Students From Non-Chartered or Home Education

JED - **OSBA Sample** Student Absences and Excuses

DM - **OSBA Sample** Deposit of Public Funds (Cash Collection Points)

EBBA - **OSBA Sample** First Aid

EBCE - **OSBA Sample** Protection for Reporting Safety and Fraud Violations (Whistleblowers)

EBCE-R - **OSBA Sample** Protection for Reporting Safety and Fraud Violations (Whistleblowers)

EDE - **OSBA Sample** Computer/Online Services (Acceptable Use and Internet Safety)

GCD - **OSBA Sample** Professional Staff Hiring

GDC / GDCA / GDD - **OSBA Sample** Support Staff Recruiting/Posting of Vacancies/Hiring

IC / ICA - **OSBA Sample** School Year/School Calendar

IGAE - **OSBA Sample** Health Education

IGAH / IGAI - **OSBA Sample** Family Life Education/Sex Education

JEDA - **OSBA Sample** Truancy

JHG - **OSBA Sample** Reporting Child Abuse and Mandatory Training

September 2024 - Update Review Form

Updating Quick Reference - Checklist



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Revised - REQUIRING DISTRICT CUSTOMIZATION)
Title	**OSBA Sample** Cocurricular and Extracurricular Activities
Code	IGD
Status	From OSBA

****This is the OSBA Sample policy.****

Cocurricular and Extracurricular Activities

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 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 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** ~~are not~~ 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 **Ohio Department 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 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; a student attending a nonpublic, community, STEM or STEAM school or a student otherwise enrolled in another district 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 enrolled or 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 student attending a nonpublic, community, STEM or STEAM school or otherwise enrolled in another district who meets these criteria 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.

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.

(Permissive language)

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.

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.

Legal References

ORC 2907.07
ORC 3313.537
ORC 3313.5311
ORC 3313.5312
ORC 3313.5313
ORC 3313.5314
ORC 3313.58
ORC 3313.59
ORC 3313.6611
ORC 3313.664
ORC 3313.666
ORC 3315.062
ORC 3319.16
ORC 3321.042
ORC Chapter 4112
OAC 3301-27-01
OAC 3301-35-06

Cross References

AFI - Evaluation of Educational Resources
DJ - Purchasing
IGCH (Also LEC) - College Credit Plus
IGDB - Student Publications
IGDC - Student Social Events
IGDF - Student Fundraising Activities
IGDG - Student Activities Funds Management
IGDJ - Interscholastic Athletics
IGDK - Interscholastic Extracurricular Eligibility
JECBC - Admission of Students From Non-Chartered or Home Education
JED - Student Absences and Excuses
JFCJ - Weapons in the Schools
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
Student Handbooks

NOTE: House Bill (HB) 147 (2024) added a new provision to Ohio Revised Code (RC) 3313.5313 to allow the Superintendent or chief administrative officer of a school to permit a home educated student, a student enrolled in a community school, STEM or STEAM school or nonpublic school or a student enrolled in 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.

THIS IS A REQUIRED POLICY

Legal

[ORC 2907.07](#)

[ORC 3313.537](#)

[ORC 3313.5311](#)

[ORC 3313.5312](#)

[ORC 3313.5313](#)

[ORC 3313.5314](#)

[ORC 3313.58](#)

[ORC 3313.59](#)

[ORC 3313.6611](#)

[ORC 3313.664](#)

[ORC 3313.666](#)

[ORC 3315.062](#)

[ORC 3319.16](#)

[ORC 3321.04](#)

[ORC Chapter 4112](#)

[OAC 3301-27-01](#)

[OAC 3301-35-06](#)



Book	Policy Manual
Section	Section I: Instruction
Title	Cocurricular and Extracurricular Activities
Code	IGD
Status	Active
Adopted	August 14, 2001
Last Revised	May 13, 2024
Prior Revised Dates	01/24/2005, 07/09/2008, 09/28/2009, 04/22/2013, 11/25/2013, 11/24/2014, 05/11/2015, 03/12/2018, 05/13/2019, 02/12/2024

Cocurricular and Extracurricular Activities

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 absent from school are not 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 Ohio Department 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.

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.

CROSS REFS.: Student Handbooks

Legal

- [ORC 3313.537](#)
- [ORC 3313.5311](#)
- [ORC 3313.5312](#)
- [ORC 3313.5314](#)
- [ORC 3313.58](#)
- [ORC 3313.59](#)
- [ORC 3313.661](#)
- [ORC 3313.664](#)
- [ORC 3315.062](#)
- [ORC 3319.16](#)
- [ORC 3321.04](#)
- [ORC Chapter 4112](#)
- [OAC 3301-27-01](#)
- [OAC 3301-35-06](#)

Cross References

AFI - Evaluation of Educational Resources

DJ - Purchasing

IGCH (Also LEC) - College Credit Plus

IGDB - Student Publications

IGDC - Student Social Events

IGDF - Student Fund-Raising Activities

IGDG - Student Activities Funds Management

IGDJ - Interscholastic Athletics

IGDK - Interscholastic Extracurricular Eligibility (Grades 7-12)

JECBC - Admission of Students From State-Chartered, Non-Chartered or Home Education

JED - Student Absences and Excuses

JFCJ - Weapons in the Schools

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



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Revised - REQUIRING DISTRICT CUSTOMIZATION)
Title	**OSBA Sample** Interscholastic Athletics
Code	IGDJ
Status	From OSBA

****This is the OSBA Sample policy.****

Interscholastic Athletics

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 **Ohio Department 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 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 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 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 or student attending a nonpublic, community, STEM or STEAM school or otherwise enrolled in another district 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 enrolled or 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 student attending a nonpublic, community, STEM or STEAM school or otherwise enrolled in another district who meets these criteria 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.

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.

(Permissive language)

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.

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.

Legal References:

ORC 2305.23
ORC 2305.231
ORC 2907.07
ORC 3313.537
ORC 3313.5310
ORC 3313.5311
ORC 3313.5312
ORC 3313.5313
ORC 3313.5314
ORC 3313.539
ORC 3313.66
ORC 3313.661
ORC 3313.664
ORC 3313.666
ORC 3315.062
ORC 3319.303
ORC 3321.042
ORC 3707.52
OAC Chapter 3301-27

Cross References

IGCH (Also LEC) - College Credit Plus
IGD - Cocurricular and Extracurricular Activities
IGDK - Interscholastic Extracurricular Eligibility
IKF - Graduation Requirements
JECBA - Admission of Exchange Students
JECBC - Admission of Students From Non-Chartered or Home Education
JGD - Student Suspension
JGE - Student Expulsion
JN - Student Fees, Fines and Charges
Student Handbooks

NOTE: House Bill (HB) 147 (2024) added a new provision to Ohio Revised Code (RC) 3313.5313 to allow the Superintendent or chief administrative officer of a school to permit a home educated student, a student enrolled in a community school, STEAM or STEAM school or nonpublic school or a student enrolled in 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.

THIS IS A REQUIRED POLICY

Legal

[ORC 2305.23](#)

[ORC 2305.231](#)

[ORC 2907.07](#)

[ORC 3313.537](#)

[ORC 3313.5310](#)

[ORC 3313.5311](#)

[ORC 3313.5312](#)

[ORC 3313.5313](#)

[ORC 3313.5314](#)

[ORC 3313.539](#)

[ORC 3313.66](#)

[ORC 3313.661](#)

[ORC 3313.664](#)

[ORC 3313.666](#)

[ORC 3315.062](#)

[ORC 3319.303](#)

[ORC 3321.04](#)

[ORC 3707.52](#)

[OAC Chapter 3301-27](#)



Book	Policy Manual
Section	Section I: Instruction
Title	Interscholastic Athletics
Code	IGDJ
Status	Active
Adopted	August 14, 2001
Last Revised	May 13, 2024
Prior Revised Dates	01/24/2005, 05/12/2008, 10/08/2012, 04/22/2013, 11/25/2013, 05/11/2015, 08/08/2016, 03/12/2018, 11/12/2018, 07/15/2019, 11/07/2022, 02/12/2024

Interscholastic Athletics

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 Ohio Department of Education (ODE) 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.

Legal

[ORC 2305.23](#)

[ORC 2305.231](#)

[ORC 3313.537](#)

[ORC 3313.5310](#)

[ORC 3313.5311](#)

[ORC 3313.5312](#)

[ORC 3313.5314](#)

[ORC 3313.539](#)

[ORC 3313.66](#)

[ORC 3313.661](#)

[ORC 3313.664](#)

[ORC 3315.062](#)

[ORC 3319.303](#)

[ORC 3321.04](#)

[ORC 3707.52](#)

[OAC Chapter 3301-27](#)

Cross References

[IGCH \(Also LEC\) - College Credit Plus](#)

[IGCF - Home Education](#)

[IGD - Cocurricular and Extracurricular Activities](#)

[IGDK - Interscholastic Extracurricular Eligibility \(Grades 7-12\)](#)

[IKF - Graduation Requirements](#)

JECBA - Admission of Exchange Students

JECBC - Admission of Students From State-Chartered, Non-Chartered or Home Education

JGD - Student Suspension

JGE - Student Expulsion

JN - Student Fees, Fines and Charges



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Revised - REQUIRING DISTRICT CUSTOMIZATION)
Title	**OSBA Sample** Admission of Students From Non-Chartered or Home Education
Code	JECBC
Status	From OSBA

****This is the OSBA Sample policy.****

Admission of Students From Non-Chartered or Home Education

Students seeking admission into the District's schools who have been enrolled in non-chartered schools or receiving home education may be required to take competency examinations. The purpose of these examinations is to determine the proper grade placement for these students.

In making a placement decision, the Superintendent may consider:

1. whether to require the student to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for District students of similar age and
2. other evaluation information that may include interviews with the student and the parent.

~~Resident students attending a non-chartered nonpublic school are permitted to participate in the District's extracurricular activities at the school to which the student would be assigned if the non-chartered 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.~~

~~Resident students receiving home education in accordance with State law are permitted to participate in District extracurricular activities 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.~~

~~*(Permissive language)*~~

~~A student attending a non-chartered nonpublic 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 that the non-chartered nonpublic 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.~~

~~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.~~

~~*(Optional language)*~~

Students receiving home education must be enrolled in the District for a minimum of courses/classes/credit hours/Carnegie units in order to be selected as valedictorian or salutatorian for graduation purposes.

Legal References

ORC 3313.535
ORC 3313.537
ORC 3313.5311
ORC 3313.5312
ORC 3313.664
ORC 3321.042

Cross References

IGBG - Homebound Education
IGCF - Home Education
IGD - Cocurricular and Extracurricular Activities
IGDK - Interscholastic Extracurricular Eligibility

Legal

[ORC 3313.535](#)

[ORC 3313.537](#)

[ORC 3313.5311](#)

[ORC 3313.5312](#)

[ORC 3313.664](#)

[ORC 3321.042](#)



Book	Policy Manual
Section	Section J: Student
Title	Admission of Students From State-Chartered, Non-Chartered or Home Education
Code	JECBC
Status	Active
Adopted	August 14, 2001
Last Revised	February 12, 2024
Prior Revised Dates	12/11/2001, 10/11/2005, 11/28/2011, 05/11/2015, 02/06/2017

**Admission of Students From State-Chartered,
Non-Chartered or Home Education**

1. The District shall enroll or re-enroll a child from a state-chartered school, non-chartered school or home education without discrimination or prejudice. The Superintendent/designee shall determine the appropriate placement of such students in accordance with Ohio Revised Code Section 3319.01.
2. Students enrolling full-time must be residents of the District and follow regular school enrollment requirements and will be assigned on a space available basis.
3. In making a placement decision for students enrolling from non-chartered or home education, the Superintendent/designee may consider:
 - A. whether to require the student to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for District students of similar age;
 - B. whether to require a student in grades 6-8 to take final exams for grade level placement;
 - C. whether to require a student in grades 9-12 to take final exams for credit only and
 - D. other evaluation information that may include interviews with the student and the parent(s)/guardian(s) and review of the student's work portfolio.
4. Although credits from non-chartered schools and home education may be granted and placed on a student's transcript, no grades will be entered on the transcript.
5. Only grades awarded for courses taken at the District or at a school approved or chartered by state education agency shall be considered for entering on the transcript. The letter grades listed on the transcript will be entered into the student's District record. The District reserves the right to assess such students prior to issuing credit.
6. All students wishing to graduate from the Hilliard City School District must pass all state-required examinations and meet all other state and District graduation requirements. A student must also be enrolled full-time for the last three semesters of high school in order to graduate with a Hilliard City School District diploma.
7. Eligibility for National Honor Society will be established only after two consecutive semesters prior to the semester in which induction is made.

8. Returning students will be encouraged to re-enter at the beginning of a school year.

9. Athletic eligibility will be determined by OHSSA regulation and the Hilliard City Schools athletic policies.

Legal

[ORC 3313.535](#)

[ORC 3313.537](#)

[ORC 3313.5311](#)

[ORC 3313.5312](#)

[ORC 3313.664](#)

[ORC 3321.04](#)

[OAC Chapter 3301-34](#)

Cross References

[IGBG - Homebound Instruction](#)

[IGCF - Home Education](#)

[IGD - Cocurricular and Extracurricular Activities](#)

[IGDK - Interscholastic Extracurricular Eligibility \(Grades 7-12\)](#)



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Revised)
Title	**OSBA Sample** Deposit of Public Funds (Cash Collection Points)
Code	DM
Status	From OSBA

****This is the OSBA Sample policy.****

Deposit of Public Funds
(Cash Collection Points)

State law requires a proper receipting and depositing of all public monies. Therefore, all monies collected are receipted, accounted for and deposited in accordance with State law and all District policies and procedures.

The Board directs the Treasurer to develop, distribute and implement procedures for cash collection points in the District. Currently identified cash collection points include admission fees to athletic events, lunchroom sales, classroom fees, student activities/fundraisers, concession sales and miscellaneous money received by the Treasurer's Office.

In developing the procedures, the Treasurer must consider the following:

1. Segregation of duties for receipting, depositing, recording and reporting of cash.
2. Required documentation for cash drawer withdrawals and deposits and reconciliations, including documentation of cash shortages or overages and procedures for denomination exchanges. Cash drawers are only used for collecting sales receipts; no purchases or expenses may be paid from cash drawers.
3. Separate bank deposits for start-up cash withdrawals ensuring the start-up cash is kept separate from other receipts.
4. Ticket sale collection requirements including but not limited to documentation of various prices and any complimentary admission procedures and reconciliation of unsold tickets.
5. Compliance with audit requirements, including, but not limited to, compliance with the Uniform School Account System requirements.

Individuals receiving money at cash collection points are responsible for reviewing and complying with all procedures for cash collection points and are responsible for the safekeeping of money until the money is deposited.

If the money collected:

1. exceeds \$1,000, it must be deposited on the next business day after the day of receipt or
2. does not exceed \$1,000, it must be deposited no more than three business days following the day of receipt.

The Treasurer has established provisions for the safeguarding of cash until it can be deposited with the Treasurer and/or bank, including provisions for making bank deposits after regular banking hours. Money should be secured in a locked desk, file cabinet, safe or other secure room on school property until it can be deposited.

Cash Acceptance at School Events

In accordance with State law, the District provides for cash payment options for tickets to school-affiliated events including an athletic event, play, musical, or other school-related event or activity that the District conducts, sponsors, or participates in and for which the District charges admission to attend. These requirements do not apply to any event or activity conducted in a public facility leased by a professional sports team or a privately owned facility. **The District will not charge different prices for tickets based on the use of cash or other payment methods except that it may charge a processing fee for any ticket purchased online or by credit card. For a school-affiliated event, the District will charge students from a participating school a ticket price that is less than the District's ticket price for adults.** If the District does not accept cash payment from an individual who wishes to purchase a ticket using cash, the District must provide a free ticket if there are still tickets available and the individual demonstrates that they have the cash to pay for the full cost of the ticket.

If concession sales are offered during the event, at least one location (including one on each floor if sold on multiple floors) accepts cash payments.

Legal References

ORC 9.38
ORC 3313.291
ORC 3313.5319

Cross References

DH - Bonded Employees and Officers
DJB - Petty Cash Accounts
EF / EFB - Food Services Management/Free and Reduced-Price Food
IGDG - Student Activities Funds Management
KMA - Relations With Parent Organizations

Note: *Ohio Revised Code (RC) 3313.5319 requires districts to accept cash payments at specified school-affiliated events. The provisions apply to any school district, community school, STEM school, college-prep boarding school, or chartered nonpublic school that elects to participate in athletic events regulated by an interscholastic conference or an organization that either regulates interscholastic conferences (i.e., the Ohio High School Athletic Association) or interscholastic athletic competition among member schools.*

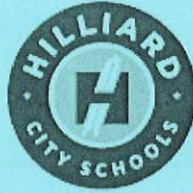
House Bill (HB) 147 (2024) expands the law regarding cash payments for school-affiliated events by prohibiting a qualifying school from establishing different prices for tickets based on the use of cash or other payment methods except that it may charge a processing fee for any ticket purchased online or by credit card.

RC 9.38 establishes requirements for the deposit of public monies and allows for the Board to adopt a policy authorizing a timeframe of up to three business days after the day of receipt of funds that do not exceed \$1,000. If a Board policy granting this is not in place these funds must be deposited in accordance with the provisions of RC 9.38 and deposited on the next business day.

Auditor of State (AOS) Bulletin 2020-006 provides best practice considerations for districts for managing cash collection points in the District. This policy should be supplemented by additional procedures developed by the Treasurer. When developing the procedures, districts should review the guidance in AOS Bulletin 2020-006.

Legal

[ORC 9.38](#)
[ORC 3313.291](#)
[ORC 3313.5319](#)



Book	Policy Manual
Section	Section D: Fiscal Management
Title	Deposit of Public Funds (Cash Collection Points)
Code	DM
Status	Active
Adopted	August 14, 2001
Last Revised	February 12, 2024
Prior Revised Dates	05/11/2015, 02/08/2021

Deposit of Public Funds
(Cash Collection Points)

State law requires a proper receipting and depositing of all public monies. Therefore, all monies collected are receipted, accounted for and deposited in accordance with State law and all District policies and procedures.

The Board directs the Treasurer to develop, distribute and implement procedures for cash collection points in the District. Currently identified cash collection points include admission fees to athletic events, lunchroom sales, classroom fees, student activities/fundraisers, concession sales and miscellaneous money received by the Treasurer's Office.

In developing the procedures, the Treasurer must consider the following:

1. Segregation of duties for receipting, depositing, recording and reporting of cash.
2. Required documentation for cash drawer withdrawals and deposits and reconciliations, including documentation of cash shortages or overages and procedures for denomination exchanges. Cash drawers are only used for collecting sales receipts; no purchases or expenses may be paid from cash drawers.
3. Separate bank deposits for start-up cash withdrawals ensuring the start-up cash is kept separate from other receipts.
4. Ticket sale collection requirements including but not limited to documentation of various prices and an complimentary admission procedures and reconciliation of unsold tickets.
5. Compliance with audit requirements, including but not limited to, compliance with the Uniform School Account System requirements.

Individuals receiving money at cash collection points are responsible for reviewing and complying with all procedures for cash collection points and are responsible for the safekeeping of money until the money is deposited.

If the money collected:

1. exceeds \$1,000, it must be deposited on the next business day after the day of receipt or
2. does not exceed \$1,000, it must be deposited no more than three business days following the day of receipt.

The Treasurer has established provisions for the safeguarding of cash until it can be deposited with the Treasurer and/or bank, including provisions for making bank deposits after regular banking hours. Money should be secured in a locked desk, file cabinet, safe or other secure room on school property until it can be deposited.

Cash Acceptance at School Events

In accordance with State law, the District provides for cash payment options for tickets to school-affiliated events including an athletic event, play, musical, or other school-related event or activity that the District conducts, sponsors, or participates in and for which the District charges admission to attend. These requirements do not apply to any event or activity conducted in a public facility leased by a professional sports team or a privately owned facility. If the District does not accept cash payment from an individual who wishes to purchase a ticket using cash, the District must provide a free ticket if there are still tickets available and the individual demonstrates that they have the cash to pay for the full cost of the ticket.

If concession sales are offered during the event, at least one location (including one on each floor if sold on multiple floors) accepts cash payments.

Legal

[ORC 9.38](#)

[ORC 3313.291](#)

Cross References

[DH - Bonded Employees and Officers](#)

[DJB - Petty Cash Accounts](#)

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

[IGDG - Student Activities Funds Management](#)

[KMA - District Support Organizations](#)



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (New)
Title	**OSBA Sample** Political Commitments
Code	ACC
Status	From OSBA

****This is the OSBA Sample policy.****

Political Commitments

In compliance with State law, the District will not:

1. solicit or require an employee, applicant for employment or applicant for academic admission to affirmatively ascribe to, or opine about, specific beliefs, affiliations, ideals or principles concerning political movements or ideology;
2. solicit or require a student to affirmatively ascribe to specific beliefs, affiliations, ideals or principles concerning political movements or ideology;
3. use statements of commitment to specific beliefs, affiliations, ideals or principles concerning political movements or ideology as part of the evaluation criteria for employees, applicants for employment or employees that are seeking career progression or benefits;
4. use statements of commitment to specific beliefs, affiliations, ideals or principles concerning political movements or ideology as part of the academic evaluation of students.

This policy does not prohibit, limit or restrict:

1. the District's authority to require a student or employee to comply with Federal or State law, including anti-discrimination laws, or to take action against a student or employee for violation of Federal or State law;
2. an educator's academic freedom;
3. an educator's ability to research or write publications about specific beliefs, affiliations, ideals or principles concerning political movements, ideology or social action;
4. the District's authority to consider an applicant for employment's scholarship, teaching or subject matter expertise in their given academic field;
5. the District's authority to offer an established character education program.

District policies, guidance and training materials used for students, educators and staff on all matters regarding specific beliefs, affiliations, ideals or principles concerning political movements or ideology except protected legal communications or guidance are made publicly available.

Cross References

AC - Nondiscrimination

GBG - Staff Participation in Political Activities

IB - Academic Freedom

INB - Teaching About Controversial Issues

NOTE: House Bill (HB) 214 (2024) enacted Ohio Revised Code (RC) 3319.614 requiring each school district to adopt and post a policy against using statements of commitment to, or soliciting or requiring specified individuals to affirmatively ascribe to, specific beliefs, affiliations, ideals or principles concerning political movements or ideology.

THIS IS A REQUIRED POLICY

Legal

[ORC 3319.614](#)



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (New - REQUIRING DISTRICT CUSTOMIZATION)
Title	**OSBA Sample** Religious Expression Days
Code	JEDC
Status	From OSBA

****This is the OSBA Sample policy.****

Religious Expression Days

The Board reasonably accommodates the sincerely held religious beliefs and practices of individual students with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief systems in accordance with State law.

Students in grades kindergarten through 12 will be excused for up to three religious expression days per school year to take holidays for reasons of faith or religious or spiritual belief systems, or participate in activities conducted under the auspices of a religious denomination, church or other religious or spiritual organization. No academic penalty will be imposed on a student who is absent for such reasons in accordance with this policy and all requirements of State law. The number of hours for which a student is absent on an approved religious expression day is not considered in the calculations for determining absence hours for the purpose of parental notification under Ohio Revised Code 3321.191(C)(1).

Students are provided with alternative accommodations with regard to examinations or other academic requirements due to an absence for a religious expression day in accordance with the following procedures:

1. The parent/guardian must provide the school principal with written notice of up to three specific dates for which alternative accommodations are requested within 14 days of the start of the school year, or within 14 days after the date of enrollment if transferring or enrolling into the District after the start of the school year.
2. The principal will approve the request without inquiry into the sincerity of the student's religious or spiritual belief system. The principal may contact the parent/guardian whose signature appears on the request to verify the request; if the parent/guardian disputes signing the request, the request may be denied.
3. If the approved absence creates a conflict, the principal requires the appropriate classroom teachers to schedule a date and time for an alternative examination or other academic requirement that may be before or after the originally scheduled time and date.

Students are permitted to participate in interscholastic or other extracurricular activities on days they are absent for approved religious expression days.

The District develops a nonexhaustive list of major religious holidays or festivals for which a religious expression day will not be unreasonably withheld or denied. The list is nonexhaustive and may not be used to deny a student's request for accommodation for a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list. The list will include a statement to this effect. A student will not be denied a request under this policy for a religious expression day because it is not included on the list.

This policy and the list of holidays developed by the District are posted in a prominent location on the District website.

Further information about this policy can be provided by (*Customize to reflect District information*):

Title: _____
Address: _____
Phone number: _____
Email: _____

The Board directs the Superintendent/designee to annually convey this policy to parents and guardians, including a description of the general procedure for requesting accommodations in a manner deemed appropriate by the Superintendent/designee. Each time the policy is posted, printed or published it will include a statement that the holiday list is nonexhaustive and may not be used to deny accommodation for a student for a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. If a parent, guardian or student has any grievance with regard to implementation of this policy, the staff member about whom there are concerns should be given the opportunity to consider the issues and attempt to resolve the problems. If the complaint is not resolved at that level, proper channeling of complaint is to the principal or other immediate supervisor, the Superintendent and then the Board.

Legal References

ORC 3320.04
ORC 3321.191

Cross References

JED - Student Absences and Excuses
JEDA - Truancy
IGD - Cocurricular and Extracurricular Activities

NOTE: House Bill 214 (2024) adds Ohio Revised Code (RC) 3320.04, requiring school districts, community schools, STEM schools and college-preparatory boarding schools to adopt a policy that reasonably accommodates the sincerely held religious beliefs and practices of students. This includes accommodations with regard to examinations and other academic requirements, as well as excused absences for what are deemed "religious expression days."

When developing the local list of holidays, districts may choose to use a list developed by the state superintendent of public instruction. The RC provisions provide the following "example" major holidays districts may consider including on their list: Eid, Good Friday, Rosh Hashanah, Yom Kippur and Passover.

THIS IS A REQUIRED POLICY

Legal [ORC 3320.04](#)
[ORC 3321.191](#)



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Revised - REQUIRING DISTRICT CUSTOMIZATION)
Title	**OSBA Sample** Student Absences and Excuses
Code	JED
Status	From OSBA

****This is the OSBA Sample policy.****

Student Absences and Excuses

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

Reasons for which students may be medically excused include, but are not limited to (*customize to reflect District reasons*):

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical, behavioral or dental appointments.

Reasons for which students may be nonmedically excused include, but are not limited to (*customize to reflect District reasons*):

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observation of religious holidays consistent with the truly held religious beliefs of the student or the student's family;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. pre-enlistment reporting to military enlistment processing station;
7. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;

8. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
9. absences due to a student being homeless or
10. as determined by the Superintendent.

Students may be excused from school for up to three religious expression days per school year in accordance with State law.

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

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

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

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

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

Legal References

- ORC 3313.609
- ORC 3313.66
- ORC 3320.04
- ORC 3321.01
- ORC 3321.03
- ORC 3321.04
- ORC 3321.13
- ORC 3321.14
- ORC 3321.141
- ORC 3321.19
- ORC 3321.38
- ORC 4510.32
- OAC 3301-69-02

Cross References

- IGAC - Teaching About Religion
- IKB - Homework
- JEDB - Student Dismissal Precautions
- JEE - Student Attendance Accounting (Missing and Absent Children)
- JHC - Student Health Services and Requirements
- JHCC - Communicable Diseases

NOTE: Boards should ensure that policies and procedures clearly reflect reasons for which a student's absence is deemed excused as well as whether the reason is then classified as a medically or nonmedically excused absence. Districts should review the reasons outline in Ohio Administrative Code 3301-69-02 when making these determinations. This policy can be further customized to reflect these determinations.

In 2009, the Ohio General Assembly enacted House Bill (HB) 1, which directed school districts to count – up to 24 school hours as excused absences – time that a student is absent from school for the sole purpose of traveling out of state to 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 activity or extracurricular activity, a classroom teacher employed by the Board must accompany the student to provide instructional assistance.

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

- *A telephone call placed in-person*
- *An automated telephone call (via a system that includes verification that each call was actually placed)*
- *A notification sent through the school's automated student information system*
- *A text message*
- *An email*
- *An in-person visit*
- *Any other notification procedure that has been adopted by resolution of the Board of Education*

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

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

THIS IS A REQUIRED POLICY

Legal [ORC 3313.609](#)
[ORC 3313.66](#)
[ORC 3320.04](#)
[ORC 3321.01](#)
[ORC 3321.03](#)
[ORC 3321.04](#)
[ORC 3321.13](#)
[ORC 3321.14](#)
[ORC 3321.141](#)
[ORC 3321.19](#)
[ORC 3321.38](#)
[ORC 4510.32](#)
[OAC 3301-69-02](#)



Book	Policy Manual
Section	Section J: Student
Title	Student Absences and Excuses
Code	JED
Status	Active
Adopted	August 14, 2001
Last Revised	November 6, 2023
Prior Revised Dates	01/28/2008, 11/12/2014, 05/11/2015, 07/08/2015, 02/06/2017, 04/17/2017, 05/14/2018, 05/13/2019, 06/15/2020, 10/26/2020, 08/14/2023

Student Absences and Excuses

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

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

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

Family Trips

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

Medically Excused Absence

Medically excused absences shall be those that are included as reason for absence according to the Ohio Revised Code. These reasons are:

1. Personal illness. The approving authority may require a medical certification if he/she deems it advisable. Mental Health absences are included in Personal Illness.
2. Illness in the family. The absence under this condition shall not apply to children under fourteen years of age.
3. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Emergency or set of circumstances which in the judgment of the Superintendent/ designee constitutes a good and sufficient cause for absence from school which may include but not be limited to absences due to documented medical, behavioral or dental appointments.

Nonmedically Excused Absence

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

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observance of religious holidays consistent with the sincerely held religious beliefs of the student or the student's family;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. pre-enlistment reporting to military enlistment processing station;
7. absences of a student of a military family for purposes of visiting an immediate family member who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
8. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
9. absences due to a student being homeless or
10. as determined by the Superintendent.

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

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

Unexcused Absences

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

Disciplinary action may result from unexcused absence.

The Board authorizes the Superintendent/designee to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

Legal

[ORC 3313.609](#)

[ORC 3313.66](#)

[ORC 3321.01](#)

[ORC 3321.03](#)

[ORC 3321.04](#)

[ORC 3321.13](#)

[ORC 3321.14](#)

[ORC 3321.141](#)

[ORC 3321.19](#)

[ORC 3321.38](#)

[ORC 4510.32](#)

[OAC 3301-69-02](#)

Cross References

[IGAC - Teaching About Religion](#)

[IKB - Homework](#)

[JEDB - Student Dismissal Precautions](#)

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

[JHC - Student Health Services and Requirements](#)

[JHCC - Communicable Diseases](#)



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Revised)
Title	**OSBA Sample** Truancy
Code	JEDA
Status	From OSBA

****This is the OSBA Sample policy.****

Truancy

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

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

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

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

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

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

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

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;

5. notification to the registrar of motor vehicles or

6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent with a nonmedical excuse or without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. **The number of hours for which a student is absent on an approved religious expression day is not considered in the calculations.** At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan

When a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive, the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum, a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint With Juvenile Court

The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

Legal References

- ORC 3313.663
- ORC 3313.668

ORC 3320.04
ORC 3321.03 through 3321.04
ORC 3321.07 through 3321.09
ORC 3321.19
ORC 3321.191
ORC 3321.22
ORC 3321.38
OAC 3301-47-01

Cross References

JED - Student Absences and Excuses
JEG - Exclusions and Exemptions From School Attendance
JK - Employment of Students

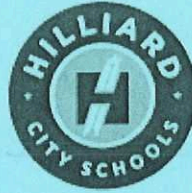
NOTE: House Bill 410 (2016) made significant changes to District requirements for managing truancy effective with the 2017-2018 school year. When developing truancy policies, districts are required to consult with the judge of the juvenile court of the county or counties in which the District is located, parents, guardians, or other persons having care of the students attending school in the District and appropriate state and local agencies.

Districts with a chronic absenteeism rate of less than 5% as reflected on the most recent state report card are exempt from the requirement to assign students to an absence intervention team and instead must take any appropriate action as an intervention strategy outlined in Board policy.

THIS IS A REQUIRED POLICY

Legal

[ORC 3313.663](#)
[ORC 3313.668](#)
[ORC 3320.04](#)
[ORC 3321.03 through 3321.04](#)
[ORC 3321.07 through 3321.09](#)
[ORC 3321.19](#)
[ORC 3321.191](#)
[ORC 3321.22](#)
[ORC 3321.38](#)
[OAC 3301-47-01](#)



Book	Policy Manual
Section	Section J: Student
Title	Truancy
Code	JEDA
Status	Active
Adopted	August 14, 2001
Last Revised	February 12, 2024
Prior Revised Dates	05/11/2015, 04/17/2017, 03/12/2018, 11/11/2019

Truancy

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

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

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

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

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

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

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

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

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;

2. providing counseling for a habitual truant or excessively absent student;
3. requesting or requiring a parent having control of a habitual truant or excessively absent student to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant or excessively absent student to attend truancy prevention mediation programs;
5. notification to the Registrar of Motor Vehicles or
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent with a nonmedical excuse or without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan

When a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint with Juvenile Court

The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

Legal

[ORC 3313.663](#)

[ORC 3313.668](#)

[ORC 3321.03 through 3321.04](#)

[ORC 3321.07 through 3321.09](#)

[ORC 3321.19](#)

[ORC 3321.191](#)

[ORC 3321.22](#)

[ORC 3321.38](#)

[OAC 3301-47-01](#)

Cross References

[JED - Student Absences and Excuses](#)

[JEG - Exclusions and Exemptions From School Attendance](#)

[JK - Employment of Students](#)



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Revised)
Title	**OSBA Sample** First Aid
Code	EBBA
Status	From OSBA

****This is the OSBA Sample policy.****

First Aid

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

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.

Legal References

ORC 2305.23
ORC 3301.56
ORC 3313.5310
ORC 3313.6021
ORC 3313.6023
ORC 3301.68
ORC 3313.712
ORC 3313.717
ORC 3701.85

OAC 3301-27-01
OAC 3301-35-06

Cross References

EB - Safety Program
EBBC - Bloodborne Pathogens
EBC - Emergency Management and Safety Plans
IGD - Cocurricular and Extracurricular Activities
JHCD - Administering Medicines to Students
Emergency Medical Authorization Form
Staff Handbooks

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.*

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.

Senate Bill 216 (2018) enacted RC 3301.68 requiring the Ohio Department of Education and Workforce (ODEW) to establish, distribute and monitor a consolidated school mandate report for school districts. Except where specifically required by law, ODEW cannot require a separate report for the items included in the report. Each district must complete and file the report by November 30 annually.

The report must require each district or school to denote "yes" to indicate compliance or "no" to indicate noncompliance with the following prescribed items and to provide any other information that the department requests regarding those items:

- *Training on the use of physical restraint or seclusion on students;*
- *Training on harassment, intimidation, or bullying;*
- *Training on the use of cardiopulmonary resuscitation and an automated external defibrillator;*
- *Training on crisis prevention intervention;*
- *The establishment of a wellness committee;*
- *The reporting of a district's or school's compliance with nutritional standards;*
- *Screening for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders of students enrolled for the first time in kindergarten or first grade and*
- *Compliance with interdistrict and intradistrict open enrollment requirements.*

If a district or school denotes "no" on any item it must provide a written explanation to the Board within 30 days for why that item was not completed and a written plan of action for accurately and efficiently addressing the problem.

THIS IS A REQUIRED POLICY

Legal [ORC 2305.23](#)
[ORC 3301.56](#)
[ORC 3313.5310](#)
[ORC 3313.6021](#)

[ORC 3313.6023](#)

[ORC 3301.68](#)

[ORC 3313.712](#)

[ORC 3313.717](#)

[ORC 3701.85](#)

[OAC 3301-27-01](#)

[OAC 3301-35-06](#)



Book	Policy Manual
Section	Section E: Support Services
Title	First Aid
Code	EBBA
Status	Active
Adopted	August 14, 2001
Last Revised	February 11, 2019
Prior Revised Dates	05/11/2015, 12/18/2017

First Aid

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.

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

CROSS REFS.: Emergency Medical Authorization Form
Staff Handbooks

Legal	<u>ORC 2305.23</u>
	<u>ORC 3301.56</u>
	<u>ORC 3301.68</u>
	<u>ORC 3313.6021</u>
	<u>ORC 3313.6023</u>
	<u>ORC 3313.712</u>
	<u>ORC 3313.717</u>

OAC 3301-27-01

OAC 3301-35-06

Cross References

EB - Safety Programs

EBBC - Bloodborne Pathogens

EBC - Emergency Management and Safety Plans

IGD - Cocurricular and Extracurricular Activities

JHCD - Administering Medicines to Students



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Revised)
Title	**OSBA Sample** Reporting Child Abuse and Mandatory Training
Code	JHG
Status	From OSBA

****This is the OSBA Sample policy.****

Reporting Child Abuse and Mandatory Training

All employees of the District who know or have reasonable cause to suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered, is suffering or faces a threat of suffering any type of abuse or neglect are required to immediately report such information to the public children services agency or the local law enforcement agency.

Conversely, public children services agencies must notify the Superintendent of any allegations of child abuse and neglect reported to them involving the District, as well as the disposition of the investigation.

To ensure prompt reports, procedures for reporting are made known to the school staff. A person who participates in making such reports is immune from any civil or criminal liability, provided the report is made in good faith.

The Board directs the Superintendent/designee to develop a program of in-service training in child abuse prevention; child sexual abuse; violence; school safety and violence prevention including human trafficking; substance abuse, the promotion of positive youth development, ~~and~~ youth suicide awareness and prevention **and the use of an automatic external defibrillator (AED)**. Training is also provided on the Board's harassment, intimidation, or bullying policy.

Where required, the in-service training program is developed in consultation with public or private agencies or persons involved in child abuse prevention, school safety, violence prevention or intervention programs or youth suicide awareness and prevention. The child sexual abuse training is provided by law enforcement officers or prosecutors with experience in handling cases involving child sexual abuse or child sexual violence.

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of the established in-service training within two years of commencing employment with the District, and every five years thereafter.

Middle and high school employees who work as teachers, counselors, nurses, school psychologists and administrators must receive training in dating violence prevention. The curriculum for training in dating violence prevention is developed by the Superintendent/designee and training must occur within two years of commencing employment and every five years thereafter.

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist, administrator or any other personnel the Board deems appropriate shall complete training in youth suicide awareness and prevention once every two years.

Legal References

ORC 2151.011
ORC 2151.421
ORC 3313.6023

ORC 3313.662
ORC 3313.666
ORC 3319.073

Cross References

EB - Safety Program
EBBA - First Aid
EBC - Emergency Management and Safety Plans
IGAE - Health Education
JFCF - Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JHF - Student Safety

THIS IS A REQUIRED POLICY

Legal

[ORC 2151.011](#)

[ORC 2151.421](#)

[ORC 3313.6023](#)

[ORC 3313.662](#)

[ORC 3313.666](#)

[ORC 3319.073](#)



Book	Policy Manual
Section	Section J: Student
Title	Reporting Child Abuse and Mandatory Training
Code	JHG
Status	Active
Adopted	August 14, 2001
Last Revised	May 8, 2023
Prior Revised Dates	10/25/2004, 01/28/2008, 12/14/2009, 04/26/2010, 05/11/2015, 5/13/2019

Reporting Child Abuse and Mandatory Training

All employees of the District who know or have reasonable cause to suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered, is suffering or faces a threat of suffering any type of abuse or neglect are required to immediately report such information to the public children services agency or the local law enforcement agency.

To ensure prompt reports, procedures for reporting are made known to the school staff. A person who participates in making such reports is immune from any civil or criminal liability, provided the report is made in good faith.

The Board directs the Superintendent/designee to design professional development for child abuse prevention; child sexual abuse; violence; school safety and violence prevention including human trafficking; substance abuse, the promotion of positive youth development and youth suicide awareness and promotion. Training is also provided on the Board's harassment, intimidation, or bullying policy. Where required the in-service training program is developed in consultation with public or private agencies or persons involved in child abuse prevention, school safety, violence prevention or intervention programs or youth suicide awareness and prevention. The child sexual abuse training is provided by law enforcement officers or prosecutors with experience in handling cases involving child sexual abuse or child sexual violence.

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of the established professional development within two years of commencing employment with the District, and every five years thereafter.

Middle and high school employees who work as teachers, counselors, nurses, school psychologists and administrators must receive training in dating violence prevention. The curriculum for training in dating violence prevention is developed by the Superintendent/designee and training must occur within two years of commencing employment and every five years thereafter.

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist, administrator or any other personnel the Board deems appropriate shall completed training in youth suicide awareness and prevention once every two years.

Conversely, public children services agencies must notify the Superintendent/designee of any allegations of child abuse and neglect reported to them involving the District, as well as the disposition of the investigation.

THIS IS A REQUIRED POLICY

Legal

ORC 2151.011

ORC 2151.421

ORC 3313.662

ORC 3313.666

ORC 3319.073

Cross References

EB - Safety Programs

EBC - Emergency Management and Safety Plans

IGAE - Health Education

JFCF - Hazing and Bullying (Harassment, Intimidation and Dating Violence)

JHF - Student Safety



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Revised)
Title	**OSBA Sample** Protection for Reporting Safety and Fraud Violations (Whistleblowers)
Code	EBCE
Status	From OSBA

****This is the OSBA Sample policy.****

Protection for Reporting Safety and Fraud Violations
(Whistleblowers)

The Board is concerned with the safety of everyone present on District property and has directed the Superintendent/designee to develop and maintain a comprehensive safety plan, in accordance with State law, that addresses potential safety issues that may arise within the District.

In addition to the comprehensive safety plan, staff members are encouraged to participate in the safety practices of the District by providing recommendations that ensure a safe environment for all.

The Board also is concerned with the prevention of fraud, including the misuse and misappropriation of public money. ~~and, in accordance with State law, shall provide information to all staff members about the fraud reporting system established through the Auditor of State.~~ **In accordance with State law, all employees and Board members are provided with training materials detailing the Auditor of State's (AOS) fraud reporting system and the means of reporting fraud, waste and abuse. New employees and Board members must confirm receipt of the materials within 30 days of beginning employment or taking office. Employees and Board members must complete the training every four years. The District maintains records verifying receipt of materials using the form provided by AOS.**

The Board shall put forth its best efforts in prevention and correction of safety and fraud issues; however, there may be times when such violations may occur. Staff members who report these violations in good faith have the right to do so without any retaliation by the Board, District administrators or other staff members.

Timely notification to AOS via the AOS fraud reporting system or other means must be made by the following individuals if, during their term of office or in the course of their employment, they become aware of fraud, theft in office or the misuse or misappropriation of public money as defined in State law:

- 1. Board members;**
- 2. employees with a fiduciary duty to the District;**
- 3. employees in a supervisory position;**
- 4. employees of District departments or offices that are responsible for processing any revenue or expenses of the District.**

The Board does not condone, nor does it tolerate, any act of discrimination, harassment or other acts of retaliation at any time for the reporting of safety and fraud violations. Staff members in violation of this policy will be disciplined in accordance with the negotiated agreement, Board policy and/or State law.

Legal References

ORC 117.01
ORC 117.103
ORC 124.341
ORC 4113.52

Cross References

EB - Safety Program
EBC - Emergency Management and Safety Plans
Emergency/Safety Plans Handbook

NOTE: Ohio Revised Code Section (RC) 4113.52 contains the provisions for:

- the protection of employees who report safety violations (whistleblowers);
- what should happen if the District does not correct the violations;
- notifying the employees who report violations of the status of those violations;
- the prohibitions against retaliation for making reports and
- legal remedies for retaliation.

A summary of these prohibitions is outlined in the regulation that follows.

RC 117.103 requires the Auditor of State (AOS) to maintain a system for the reporting of fraud, including the misuse of public money by a public office or public official. The system allows anonymous complaints to be made through a toll-free telephone number, the AOS's website or through the U.S. mail.

It requires the AOS to maintain a log that contains:

- the date the complaint was received;
- a general description of the complaint;
- the public office or agency against whom the complaint is directed and
- a general description of the status of the review by the Auditor's office.

AOS must develop training materials detailing Ohio's fraud reporting system and the means of reporting fraud, waste and abuse that are as concise as practicable. AOS must provide the training materials to school employees and Board members. Each new employee and Board member must confirm receipt of this material within 30 days of beginning employment or taking office and every four years thereafter.

Districts are audited for compliance with the requirement to provide employees and public officials with the training materials. Districts should use the model AOS forms to track compliance.

Under RC 4113.52, as revised by Senate Bill 91, timely notification to AOS via the AOS fraud reporting system or other means must be made by defined individuals if, during their term of office or in the course of their employment, they become aware of fraud, theft in office or the misuse or misappropriation of public money.

Misappropriation of public money is defined as "knowingly using public money or public property for an unauthorized, improper, or unlawful purpose to serve a private or personal benefit or interest."

Misuse of public money is defined as "knowingly using public money or public property in a manner not authorized by law."

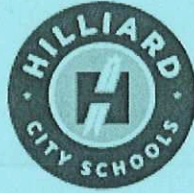
Legal

[ORC 117.01](#)

[ORC 117.103](#)

[ORC 124.341](#)

[ORC 4113.52](#)



Book	Policy Manual
Section	Section E: Support Services
Title	Protection for Reporting Safety and Fraud Violations (Whistleblowers)
Code	EBCE
Status	Active
Adopted	January 14, 2013
Last Revised	May 11, 2015

Protection for Reporting Safety and Fraud Violations
(Whistleblowers)

The Board is concerned with the safety of everyone present on District property and has directed the Superintendent/CEO or designee to develop and maintain a comprehensive safety plan, in accordance with State law, that addresses potential safety issues that may arise within the District.

In addition to the comprehensive crisis/safety plan, staff members are encouraged to participate in the safety practices of the District by providing recommendations that ensure a safe environment for all.

The Board also is concerned with the prevention of fraud, including the misuse and misappropriation of public money, and, in accordance with State law, shall provide information to all staff members about the fraud reporting system established through the Auditor of State.

The Board shall put forth its best efforts in prevention and correction of safety and fraud issues; however, there may be times when such violations may occur. Staff members who report these violations in good faith have the right to do so without any retaliation by the Board, District administrators or other staff members.

The Board does not condone, nor does it tolerate, any act of discrimination, harassment or other acts of retaliation at any time for the reporting of safety and fraud violations. Staff members in violation of this policy will be disciplined in accordance with the negotiated agreement, Board policy and/or State law.

CROSS REFS.: Emergency/Crisis Plans Handbook

Legal [ORC 117.103](#)
 [ORC 124.341](#)
 [ORC 4113.52](#)

Cross References [EB - Safety Programs](#)
 [EBC - Emergency Management and Safety Plans](#)



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Revised)
Title	**OSBA Sample** Protection for Reporting Safety and Fraud Violations (Whistleblowers)
Code	EBCE-R
Status	From OSBA

****This is the OSBA Sample policy.****

Protection for Reporting Safety and Fraud Violations
(Whistleblowers)

State law contains a number of provisions concerning the reporting of safety and fraud violations. The following regulation gives a brief overview of these provisions.

1. Safety Violations

A. Awareness and reporting of a violation

If an employee becomes aware of a violation of any State or Federal law, or any Board policy or regulation that the District has authority to correct, and the employee reasonably believes that the violation is a criminal offense that is likely to cause an imminent risk of physical harm, a public health or safety hazard, a felony or an improper solicitation for a contribution, the employee shall orally notify his/her supervisor or other responsible administrator of the violation and subsequently file with the supervisor or administrator a written report that provides sufficient detail to identify and describe the violation.

B. Not correcting the violation

If the District does not correct the violation or make a reasonable and good faith effort to correct the violation within 24 hours after the oral notification or the receipt of the report, whichever is earlier, the employee may file a written report that provides sufficient detail to identify and describe the violation with the city or county prosecutor where the violation occurred, with a peace officer, with the inspector general if the violation is within the inspector general's jurisdiction, or with any other appropriate public official or agency that has regulatory authority over the District.

C. Notifying the employee

If an employee makes a report, the employer, within 24 hours after the oral notification was made or the report was received or by the close of business on the next regular business day following the day on which the oral notification was made or the report was received, whichever is later, shall notify the employee, in writing, of any effort of the employer to correct the alleged violation or hazard, or of the absence of the alleged violation or hazard.

D. Reporting fellow employees' violations

If an employee becomes aware of a violation by a fellow employee of any State or Federal law, any Board policy or regulation or any work rule or procedure, and the employee reasonably believes that the violation is a criminal offense that is likely to cause an imminent risk of physical harm, a public health or safety hazard,

a felony or an improper solicitation for a contribution, the employee shall orally notify his/her supervisor or other responsible administrator of the violation and subsequently shall file with that supervisor or administrator a written report that provides sufficient detail to identify and describe the violation.

E. Retaliation

The District shall not take any disciplinary or retaliatory action against an employee for making any authorized report or having made any inquiry or taken any other action to ensure the accuracy of any information reported.

The District shall not take any disciplinary or retaliatory action against an employee for making any authorized report if the employee made a reasonable and good faith effort to determine the accuracy of any information so reported, or as a result of the employee's having made any inquiry or taken any other action to ensure the accuracy of any information reported.

Disciplinary or retaliatory action by the District includes, but is not limited to:

- i. removing or suspending the employee from employment;
- ii. withholding from the employee salary increases or employee benefits to which the employee is otherwise entitled;
- iii. transferring or reassigning the employee;
- iv. denying the employee a promotion that otherwise would have been received or
- v. reducing the employee in pay or position.

F. Accuracy of reports

The employee shall make a reasonable and good faith effort to determine the accuracy of any information reported. If the employee fails to make such an effort, the employee may be subject to disciplinary action, including suspension or removal, for reporting information without a reasonable basis to do so.

G. Legal remedies for retaliation

If the District takes any disciplinary or retaliatory action against the employee as a result of the employee's having filed a report, the employee may bring a civil action in the Court of Common Pleas for appropriate injunctive relief or for the remedies set forth in the next paragraph, or both, within 180 days after the date the disciplinary or retaliatory action was taken.

The court, in rendering a judgment for the employee, may order, as it determines appropriate, reinstatement of the employee to the same position that the employee held at the time of the disciplinary or retaliatory action and at the same site of employment or to a comparable position at that site, the payment of back wages, full reinstatement of fringe benefits and seniority rights or any combination of these remedies.

The court also may award the prevailing party all or a portion of the costs of litigation and, if the employee who brought the action prevails in the action, may award the prevailing employee reasonable attorney's fees, witness fees and fees for experts who testify at trial, in an amount the court determines appropriate. If the court determines that the District has deliberately retaliated, the court, in making an award of back pay, may include interest.

~~(Add language for civil service districts only.)~~

2. Fraud Violations

A. Reporting of a fraud violation

If an employee becomes aware of fraud, including the misuse of public resources by a public office or public official, the employee may file a written report identifying the fraud or misuse with his/her supervisor or responsible administrator or file a complaint with the Auditor of State's **(AOS)** fraud-reporting system.

Timely notification to AOS via the AOS fraud reporting system or other means must be made by the following individuals if, during their term of office or in the course of their employment, they

become aware of fraud, theft in office or the misuse or misappropriation of public money as defined in State law:

- i. **Board members;**
- ii. **employees with a fiduciary duty to the District;**
- iii. **employees in a supervisory position;**
- iv. **employees of District departments or offices who are responsible for processing any revenue or expenses of the District.**

If an employee reasonably believes that the fraud or misuse of public resources is a criminal offense, the employee may, besides filing a report with his/her supervisor or responsible administrator or with the **Auditor of State's AOS's** fraud-reporting system, report it to a prosecuting attorney, director of law or chief legal officer with the appropriate jurisdiction.

B. Retaliation

The District shall not take any disciplinary action against an employee for filing a report if the employee made a reasonable effort to determine the accuracy of any information in the report.

Disciplinary or retaliatory action by the District includes, but is not limited to:

- i. removing or suspending the employee from employment;
- ii. withholding from the employee salary increases or employee benefits to which the employee is otherwise entitled;
- iii. transferring or reassigning the employee;
- iv. denying the employee a promotion that otherwise would have been received or
- v. reducing the employee in pay or position.

C. Legal remedies for retaliation

If the District takes any disciplinary or retaliatory action against the employee as a result of the employee's having filed a complaint or report, the employee may **file an appeal with the State Personnel Board of Review within 30 days after receiving actual notice of the District's action** **pursue relief and remedies in accordance with all applicable statutory procedures.**

~~**The Board shall immediately notify the District and shall hear the appeal. The Board may affirm or disaffirm the action of the District or may issue any other order as is appropriate. The order is appealable to the Court of Common Pleas.**~~



Book Policy Manual
Section Issue 3 of 2024 September PDQ (New)
Title ****OSBA Sample**** Acknowledgment of Receipt of Auditor of State Fraud-Reporting System Information
Code EBCE -E
Status From OSBA

****This is the OSBA Sample policy.****

Acknowledgment of Receipt of Auditor of State Fraud-Reporting System Information

Pursuant to Ohio Revised Code Section 117.103(B), the auditor of state shall create training material detailing Ohio's fraud-reporting system and the means of reporting fraud, waste, and abuse. The auditor of state shall provide the training material to employees and elected officials of a political subdivision.

Current employees and elected officials shall complete the training within ninety days of date specified by the auditor of state as noted in Bulletin 2024-005. No exceptions will be allowed unless good cause exists for noncompliance. Each new employee or elected official shall confirm receipt of this material within thirty days after taking office or beginning employment. The training shall be required every four years for each employee or elected official.

By signing below, you are acknowledging both that the Auditor of State provided you information about the fraud-reporting system as described by Section 117.103(B) of the Revised Code and that you have completed review of the training material.

I, _____, have been provided and reviewed materials regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt and review of this information.

_____ Name	_____ Title	_____ Department
_____ Signature	_____ Date	



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Remove)
Title	**OSBA Sample** Protection for Reporting Safety and Fraud Violations (Whistleblowers)
Code	EBCE -E-1
Status	From OSBA

****This is the OSBA Sample policy.****

**~~Protection for Reporting Safety and Fraud Violations
(Whistleblowers)~~**

~~Example language regarding the Auditor of State's fraud reporting system~~

~~The Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll-free number, the Auditor of State's website, or through the United States mail.~~

~~Auditor of State's fraud contact information:~~

~~Telephone: 1-866-FRAUD-OH (1-866-372-8364)~~

~~US Mail:~~

~~Ohio Auditor of State's Office~~

~~Special Investigations Unit~~

~~88 East Broad Street~~

~~P.O. Box 1140~~

~~Columbus, OH 43215~~

~~Web: www.ohioauditor.gov~~



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Remove)
Title	**OSBA Sample** Protection for Reporting Safety and Fraud Violations (Whistleblowers)
Code	EBCE -E-2
Status	From OSBA

****This is the OSBA Sample policy.****

**~~Protection for Reporting Safety and Fraud Violations
(Whistleblowers)~~**

~~Acknowledgement of receipt of Auditor of State fraud reporting system information~~

~~Pursuant to Ohio Revised Code Section 117.103(B)(1), a public office shall provide information about the Ohio fraud reporting system and the means of reporting fraud to each new employee upon employment with the public office.~~

~~Each new employee has 30 days after beginning employment to confirm receipt of this information.~~

~~By signing below you are acknowledging (insert public employer) provided you information about the fraud reporting system as described by Section 117.103(A) of the Revised Code, and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Section 124.341 of the Revised Code and the protections you are provided as a classified or unclassified employee if you use the before mentioned fraud reporting system.~~

~~I, _____, have read the information provided by my employer regarding the fraud reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt of this information.~~

~~Print Name, Title, and Department~~

~~Please Sign Name & Date~~



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Revised - REQUIRING DISTRICT CUSTOMIZATION)
Title	**OSBA Sample** Minutes
Code	BDDG
Status	From OSBA

****This is the OSBA Sample policy.****

Minutes

The Treasurer promptly prepares, files and maintains minutes of the regular and special meetings of the Board. Meeting minutes contain sufficient facts and information to permit the public to understand and appreciate the rationale behind the Board's decisions and reflect the general subject matter of discussions in executive sessions.

The Board reads, makes necessary corrections and approves the minutes of each meeting at the next **regular** **succeeding** meeting of the Board.

(Permissive language next paragraph only)

Provided the Treasurer sends a copy of the minutes of the last Board meeting to Board members at least two days prior to the date of the next **regular** **succeeding** meeting of the Board, the Board waives the reading of its meeting minutes. Copies of meeting minutes are also made available to the public and news media.

(Keep language from here on for all districts)

Approved minutes are signed by the President and attested to by the Treasurer as to the accuracy of the information contained. The attestation is not an authorization of any action taken or not taken during the meeting. Approved minutes are filed in the Treasurer's office in a book and are open to public inspection as a public record of the District.

Legal References

- ORC 121.22(C)
- ORC 149.43
- ORC 3313.26

Cross References

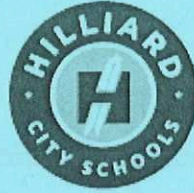
- BCE - Board Committees
- BD - School Board Meetings
- BDC - Executive Sessions
- BF - Board Policy Development and Adoption
- KBA - Public's Right to Know

Legal

[ORC 121.22\(C\)](#)

[ORC 149.43](#)

[ORC 3313.26](#)



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Minutes
Code	BDDG
Status	Active
Adopted	August 14, 2001
Last Revised	November 6, 2023
Prior Revised Dates	05/11/2015, 11/12/2018, 06/15/2020

Minutes

The Treasurer promptly prepares, files and maintains minutes/notes of the regular and special meetings of the Board. Meeting minutes/notes contain sufficient facts and information to permit the public to understand and appreciate the rationale behind the Board's decisions and reflect the general subject matter of discussions in executive sessions.

The Board reads, makes necessary corrections and approves the minutes of each meeting at the next succeeding meeting of the Board.

Provided the Treasurer sends a copy of the minutes/notes of the last Board meeting to Board members at least two days prior to the date of the next succeeding meeting of the Board, the Board waives the reading of its meeting minutes/notes. Copies of meeting minutes/notes are available on the District website.

Approved minutes are signed by the President and attested to by the Treasurer as to the accuracy of the information contained. The attestation is not an authorization of any action taken or not taken during the meeting. Approved minutes are filed in the Treasurer's office in a book and are open to public inspection as a public record of the District.

Legal [ORC 121.22\(C\)](#)
[ORC 149.43](#)
[ORC 3313.26](#)

Cross References [BCE - Board Committees](#)
[BD - School Board Meetings](#)
[BDC - Executive Sessions](#)
[BF - Board Policy Development and Adoption](#)
[KBA - Public's Right to Know](#)



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Revised)
Title	**OSBA Sample** School Year/School Calendar
Code	IC / ICA
Status	From OSBA

****This is the OSBA Sample policy.****

School Year/School Calendar

The school calendar for the following school year is prepared by the Superintendent and presented to the Board for approval. The number of hours scheduled for students meets or exceeds the requirements of State law.

The calendar sets forth the days and hours schools are in session, holidays, vacation periods, in-service training days, teacher orientation days and days of reports to parents.

In preparing the calendar, the Superintendent may provide opportunities for members of the staff to offer suggestions before recommending a calendar to the Board for final consideration and adoption.

In accordance with State law, prior to making any changes to scheduled days or hours, the Board works with career-technical schools in which any of the District's high school students are enrolled, and community schools and chartered nonpublic schools to which the District is required to transport students.

The number of hours in each school year that school is scheduled to be open for instruction will not be reduced from the number of hours per year school was open for instruction during the previous school year, unless the reduction is approved by a Board-adopted resolution.

At least 30 days before adoption, the Board holds a public hearing on the school calendar, addressing topics including the total number of hours in the school year, length of the school day, and beginning and end dates of instruction. **The public hearing on the school calendar may be a separate, individual hearing or be part of another public hearing or Board meeting.**

~~**Activities listed on the official activities calendar are the only officially approved activities sanctioned by principals, the Superintendent and the Board. Activities that are not on this calendar and are omitted through oversight, lack of advanced planning by staff, athletic leagues or other outside groups, or for some other acceptable reason, may be added. Such requests must be approved by the Superintendent.**~~

Legal References

ORC 3313.48
ORC 3313.62
ORC 3313.63
CONTRACT REF.: Teachers' Negotiated Agreement

Cross References

EBCD - Emergency Closings

NOTE: When a policy covers two topics that appear consecutively in the codification system, the codes and headings can be combined, as shown above.

The category "School Year" is designed for policies about the year for students, rather than the working year for teachers or other staff.

House Bill (HB) 59 (Budget Bill) of 2013 modified the definition of "minimum school year" and required school districts to be open for a certain number of hours, instead of a certain number of days.

The bill prohibits districts from reducing the number of hours the District is open in a year from the number of hours it was open for instruction during the previous school year unless the reduction is Board-approved. Boards are also required to work with outside entities prior to making any changes to scheduled hours or days. These "calendar cooperation rules" require boards to work with the career-technical schools (JVSDs) in which any of the District's high school students are enrolled, and community schools and chartered nonpublic schools to which the District is required to transport students.

THIS IS A REQUIRED POLICY

Legal

[ORC 3313.48](#)

[ORC 3313.62](#)

[ORC 3313.63](#)

CONTRACT REF.: Teachers' Negotiated Agreement



Book	Policy Manual
Section	Section I: Instruction
Title	School Year/School Calendar
Code	IC/ICA
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	08/13/2007, 04/28/2014

School Year/School Calendar

The school calendar for the following school year is prepared by the Superintendent/designee and presented to the Board for approval. The number of hours scheduled for students meets or exceeds the requirements of State law.

The calendar sets forth the days and hours schools are in session, holidays, vacation periods, in-service training days, teacher orientation days and days of reports to parents.

In preparing the calendar, the Superintendent/designee may provide opportunities for members of the staff to offer suggestions before recommending a calendar to the Board for final consideration and adoption.

In accordance with State law, prior to making any changes to scheduled days or hours, the Board/District designee works with career-technical schools in which any of the District's high school students are enrolled, and community schools and chartered nonpublic schools to which the District is required to transport students.

The number of hours in each school year that school is scheduled to be open for instruction will not be reduced from the number of hours per year school was open for instruction during the previous school year, unless the reduction is approved by a Board-adopted resolution.

Prior to adoption, the Board holds a public hearing on the school calendar, addressing topics including the total number of hours in the school year, length of the school day, and beginning and end dates of instruction.

Any request for adjustment of the school calendar after adoption must be resubmitted by the Superintendent/designee to the Board for approval.

Legal [ORC 3313.48](#)

[ORC 3313.62](#)

[ORC 3313.63](#)

CONTRACT REF.: Teachers' Negotiated Agreement



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Revised - REQUIRING DISTRICT CUSTOMIZATION)
Title	**OSBA Sample** Bidding Requirements
Code	DJC
Status	From OSBA

****This is the OSBA Sample policy.****

Bidding Requirements

~~Contracts for construction or demolition of buildings or for any improvements or repairs that exceed \$50,000 are let only after bids are solicited and received in compliance with law. However,~~

Contracts to build, repair, enlarge, improve or demolish any school building that exceed the threshold amount set out in State law, as published by the Director of Commerce, are let only after bids are solicited and received in compliance with law. All contracts to purchase school buses require competitive bidding prior to purchasing. Competitive bidding is not required in cases of urgent necessity or for the security and protection of school property.

If the Board enters into a shared savings contract for energy conservation measures, competitive bidding is not required. The Board may also enter into an installment payment contract for the purchase and installation of energy conservation measures and competitive bidding does not need to be utilized if two-thirds of the entire Board adopts a resolution stating that competitive bidding does not apply to the project.

(Permissive language)

If feasible, all purchases over \$ _____ and not otherwise subject to required federal or state bidding requirements will be based on price quotations submitted by at least three vendors. These quotations are treated confidentially until the deadline for filing is past; thereafter, they are public information.

The Business Manager assembles the proper specifications and makes the necessary arrangements for public bidding and price quotations. The Treasurer receives the bids and price quotations and records them. The Business Manager makes his/her recommendations to the Board. Upon approval by the Board, he/she processes purchase orders to those bidders awarded contracts and notifies the other bidders of the results of the bidding.

Purchases made through the use of federal funds are made in compliance with the requirements of State and Federal law and District policies and procedures including the applicable bidding requirements.

Legal References

- ORC 9.17
- ORC 9.314
- ORC 153.01
- ORC 153.12 through 153.14
- ORC 153.50 through 153.56
- ORC 3313.172
- ORC 3313.372
- ORC 3313.373

ORC 3313.46
ORC 3319.04
ORC 3327.08
2 CFR Part 200

Cross References

DJ - Purchasing
DJF - Purchasing Procedures
ECF - Energy Conservation
FA - Facilities Development Goals
FEF - Construction Contracts Bidding and Awards

NOTE: *In a district lacking a business manager, the Superintendent normally acts in that capacity.*

Beginning September 12, 2008, the second required notice for competitive bidding will change to allow advertising for bids in trade or other publications and by electronic means, such as posting on the District's website.

Districts must continue to comply with State law regarding competitive bidding, including the requirement that school districts place the first notice in a newspaper of general circulation.

When using federal funds, districts also are subject to the Uniform Grant Guidance requirements.

Senate Bill (SB) 3 (2016) increased the bidding threshold from \$25,000 to \$50,000. SB 168 (2024) increased the bidding threshold from \$50,000 to \$75,000 with an annual increase of 3% thereafter. Annual increases will be published by the Director of Commerce.

Legal

[ORC 9.17](#)

[ORC 9.314](#)

[ORC 153.01](#)

[ORC 153.12 through 153.14](#)

[ORC 153.50 through 153.56](#)

[ORC 3313.172](#)

[ORC 3313.372](#)

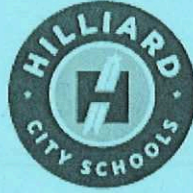
[ORC 3313.373](#)

[ORC 3313.46](#)

[ORC 3319.04](#)

[ORC 3327.08](#)

[2 CFR Part 200](#)



Book	Policy Manual
Section	Section D: Fiscal Management
Title	Bidding Requirements
Code	DJC
Status	Active
Adopted	August 14, 2001
Last Revised	April 17, 2017
Prior Revised Dates	10/25/2004, 05/11/2015

Bidding Requirements

Contracts for construction or demolition of buildings or for any improvements or repairs which exceed Ohio Revised Code limitations are let only after bids are solicited and received in compliance with law. However, if the Board enters into a shared savings contract for energy conservation measures, competitive bidding is not required. The Board may also enter into an installment payment contract for the purchase and installation of energy conservation measures and competitive bidding does not need to be utilized if two-thirds of the entire Board adopts a resolution stating that competitive bidding does not apply to the project.

If feasible, all purchases over \$25,000, but under Ohio Revised Code limitations, that are not subject to bidding requirements will be based on price quotations submitted by at least three vendors. These quotations are treated confidentially until the deadline for filing is past; thereafter, they are public information.

The Director of Business assembles the proper specifications and makes the necessary arrangements for public bidding and price quotations. The Treasurer receives the bids and price quotations and records them. The Director of Business makes his/her recommendations to the Board. Upon approval by the Board, he/she processes purchase orders to those bidders awarded contracts and notifies the other bidders of the results of the bidding.

The Board may waive part or all of the above requirements when it is determined there is an urgent necessity or where the security and protection of school property is involved.

Purchases made through the use of federal funds are made in compliance with the requirements of State and Federal law, including the applicable bidding requirements.

Legal	<u>ORC 153.50 through 153.56</u>
	<u>ORC 9.314</u>
	<u>ORC 3313.372</u>
	<u>ORC 3313.373</u>
	<u>ORC 3313.46</u>
	<u>ORC 3319.04</u>

2 CFR Part 200

Cross References

DJ - Purchasing

DJF - Purchasing/Payment Procedures

ECF - Energy Conservation

FA - Facilities Development Goals

FEF - Construction Contracts Bidding and Awards



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Revised)
Title	**OSBA Sample** Professional Staff Hiring
Code	GCD
Status	From OSBA

****This is the OSBA Sample policy.****

Professional Staff Hiring

The Superintendent determines the District's personnel needs and recommends to the Board properly certified, licensed or registered candidates for employment. Through recruiting and evaluation procedures, the Superintendent recruits and recommends to the Board the employment and retention of personnel.

It is the duty of the Superintendent to see that persons nominated for employment in the schools meet all certification/licensure/registration requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines are used in the selection of personnel.

1. There is no unlawful discrimination in the hiring process.
2. The quality of instruction is enhanced by a staff with widely varied backgrounds, educational preparation and previous experience. Concerted efforts are made to maintain a variation in the staff.
3. Interviewing and selection procedures ensure that the administrator who is directly responsible for the work of a staff member has an opportunity to aid in the selection process. The final recommendation to the Board is made by the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination of a teacher would create an unlawful interest in a public contract.
4. No candidate is hired without an interview and a criminal records check.
5. All candidates are considered on the basis of their merits, qualifications and the needs of the District. In each instance, the Superintendent and others having a role in the selection process seek to recommend the best qualified applicant for the job.
6. All candidates for teaching positions must be properly certified or licensed.
7. No candidate is hired prior to the District consulting the educator profile database maintained on the ~~Ohio Department State Board~~ of Education's **(SBOE)**~~(ODE)~~ website. After consulting the educator profile database, the District also may consult the **SBOE** office of professional conduct ~~within ODE~~ and/or consult any prior education-related employer of the candidate in accordance with State law.

While the Board may accept or reject a nomination, an appointment is valid only if made with the recommendation of the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination of a teacher would create an unlawful interest in a public contract. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

Employment of Retired Administrators

The Board recognizes that recruiting and retaining properly certified or licensed administrative personnel has become increasingly difficult in Ohio's competitive marketplace. Therefore, the Board will, under appropriate circumstances, offer to enter into administrative employment agreements with qualified retired administrators whenever practical and when such action appears to be in the best interests of the District. Retired administrators may be employed as administrators on a part-time or full-time basis.

For purposes of this policy, a "retired administrator" is an individual who has retired pursuant to STRS or SERS rules and regulations.

The Board authorizes and directs the Superintendent to develop administrative regulations to implement this policy at the soonest practicable time.

Rehiring of Retirees

If an employee is retiring and seeks re-employment in the same position, then public notice must be given 60 days prior to the date re-employment is to begin. **If the Board has urgent reasons to fill the position in an expedited manner and these reasons are explained in the notice, the public notice must be given 30 days prior to the date re-employment is to begin.** The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment. **Notices and meetings are not required if the person has been retired for at least one year before re-employment is to begin.**

Legal References

The Elementary and Secondary Education Act; 20 USC 1221 et seq.

ORC 2921.42

ORC 3307.01

ORC 3307.353

ORC 3313.53

ORC 3319.02

ORC 3319.07

ORC 3319.074

ORC 3319.08

ORC 3319.088

ORC 3319.11

ORC 3319.22 through 3319.31

ORC 3319.318

ORC 3319.39

ORC 3319.393

ORC 3323.06

OAC 3301-35-05

OAC 3301-35-06

OAC 3307.1-13-03

Cross References

AC - Nondiscrimination

ACA - Nondiscrimination on the Basis of Sex

ACB - Nondiscrimination on the Basis of Disability

GBA - Equal Opportunity Employment

GBQ - Criminal Records Check

GDD - Support Staff Hiring

NOTE: Procedures pertaining to staff selection (although not recruitment) are appropriately included in a regulation under GCD-R. When regulations differ extensively for teachers and other categories of professional personnel, numerals can be added to the code letters, as explained in the coding note at GCB, Professional Staff Contracts and Compensation Plans.

In 2013, House Bill 59 (HB) added language to Ohio Revised Code Section (RC) 3319.07 that allows the Board to designate someone other than the Superintendent to nominate a teacher for employment if the Superintendent's nomination would create an unlawful interest (conflict of interest) in a public contract pursuant to RC 2921.42.

Senate Bill 216 (2018) replaced "highly qualified teacher" with "teachers who are properly certified or licensed." Effective July 1, 2019 no city, exempted village, local, joint vocational, or cooperative education school district can employ any classroom teacher to provide instruction in a core subject area (reading and English language arts, mathematics, science, social studies, foreign language, and fine arts) to any student, unless such teacher is a properly certified or licensed teacher (requirements are outlined in RC 3319.074). Nor can they employ any paraprofessional to provide academic support in a core subject area to any student, unless such paraprofessional is a properly certified paraprofessional (requirements are outlined in RC 3319.088).

HB 110 (2021) requires District to include the following notice in boldface type in each employment application:

ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.

Districts are required to consult the educator profile database maintained on the State Board of Education's (SBOE) website prior to hiring a candidate. Districts may further discern the employment, disciplinary, or criminal record of an applicant by consulting the SBOE office of professional conduct or any prior education-related employers of the individual. Districts may also require additional criminal records checks for any applicant for employment or prospective volunteer. Districts may choose to conditionally employ an individual pending the receipt of this additional information related to prior employment, disciplinary or criminal records. Offers of conditional employment may trigger collective bargaining issues and Districts should consult with legal counsel prior to making any conditional offers of employment.

HB 110 also states that no employee of the District will knowingly assist another person in obtaining employment in a school district or nonpublic school, or in obtaining employment with a county board of developmental disabilities in a position responsible for providing educational services to children from six to 21, if the employee knows or has reasonable cause to believe that the person has committed a sex-related offense involving a student.

THIS IS A REQUIRED POLICY

Legal

[Elementary and Secondary Education Act; 20 USC 1221 et seq.](#)

[ORC 2921.42](#)

[ORC 3307.01](#)

[ORC 3307.353](#)

[ORC 3313.53](#)

[ORC 3319.02](#)

[ORC 3319.07](#)

[ORC 3319.074](#)

[ORC 3319.08](#)

[ORC 3319.088](#)

[ORC 3319.11](#)

[ORC 3319.22 through 3319.31](#)

[ORC 3319.318](#)

[ORC 3319.39](#)

[ORC 3319.393](#)

[ORC 3323.06](#)

[OAC 3301-35-05](#)

[OAC 3301-35-06](#)

[OAC 3307.1-13-03](#)



Book	Policy Manual
Section	Section G: Personnel
Title	Professional and Certificated Staff Hiring
Code	GCD
Status	Active
Adopted	August 14, 2001
Last Revised	November 8, 2021
Prior Revised Dates	12/11/2001, 11/11/2003, 03/09/2004, 02/10/2014, 05/11/2015, 11/12/2018, 05/17/2021

Professional and Certificated Staff Hiring

The Superintendent/designee determines the District's personnel needs and recommends to the Board properly certified, licensed or registered candidates for employment. Through recruiting and evaluation procedures, the Superintendent/designee recruits and recommends to the Board the employment and retention of personnel.

It is the duty of the Superintendent/designee to see that persons nominated for employment in the schools meet all certification/licensure/registration requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines are used in the selection of personnel.

1. There is no unlawful discrimination in the hiring process.
2. The quality of instruction is enhanced by a staff with diverse backgrounds, educational preparation and previous experience. Concerted efforts are made to maintain a variation in the staff.
3. Interviewing and selection procedures ensure that the administrator who is directly responsible for the work of a staff member has an opportunity to aid in the selection process. The final recommendation to the Board is made by the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination of a teacher would create an unlawful interest in a public contract.
4. No candidate is hired without an interview and a criminal records check.
5. All candidates are considered on the basis of their merits, qualifications and the needs of the District. In each instance, the Superintendent/designee and others having a role in the selection process seek to recommend the best qualified applicant for the job.
6. All candidates for teaching positions must be properly certified or licensed.
7. No candidate is hired prior to the District consulting the educator profile database maintained on the Ohio Department of Education's (ODE) website. After consulting the educator profile database, the District also may consult the office of professional conduct within ODE and/or consult any prior education-related employer of the candidate in accordance with State law.

While the Board may accept or reject a nomination, an appointment is valid only if made with the recommendation of the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination of a teacher would create an unlawful interest in a public contract. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

Employment of Retired Administrators

The Board recognizes that recruiting and retaining properly certified or licensed administrative personnel has become increasingly difficult in Ohio's competitive marketplace. Therefore the Board will, under appropriate circumstances, offer to enter into administrative employment agreements with qualified retired administrators whenever practical and when such action appears to be in the best interests of the District. Retired administrators may be employed as administrators on a part-time or full-time basis.

For purposes of this policy, a "retired administrator" is an individual who has retired pursuant to STRS or SERS rules and regulations.

Rehiring of Retirees

If an employee is retiring and seeks re-employment in the same position, then public notice must be given 60 days prior to the date re-employment is to begin. The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment.

Legal

[Elementary and Secondary Education Act; 20 USC 1221 et seq.](#)

[ORC 2921.42](#)

[ORC 3307.01](#)

[ORC 3307.353](#)

[ORC 3313.53](#)

[ORC 3319.02](#)

[ORC 3319.07](#)

[ORC 3319.074](#)

[ORC 3319.08](#)

[ORC 3319.088](#)

[ORC 3319.11](#)

[ORC 3319.22 through 3319.31](#)

[ORC 3319.318](#)

[ORC 3319.39](#)

[ORC 3319.393](#)

[ORC 3323.06](#)

[OAC 3301-35-05](#)

[OAC 3301-35-06](#)

[OAC 3307.1-13-03](#)

Cross References

[AC - Nondiscrimination](#)

[ACA - Nondiscrimination on the Basis of Sex](#)

[ACB - Nondiscrimination on the Basis of Disability](#)

[GBA - Equal Opportunity Employment](#)

GBQ - Criminal Records Check

GDC/GDCA/GDD - Classified Staff Recruiting/Posting of Vacancies/Hiring



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Revised)
Title	**OSBA Sample** Support Staff Recruiting/Posting of Vacancies/Hiring
Code	GDC / GDCA / GDD
Status	From OSBA

****This is the OSBA Sample policy.****

Support Staff Recruiting/Posting of Vacancies/Hiring

The recruitment and selection of suitable candidates for positions is the responsibility of the Superintendent, who confers with principals and other supervisors before making a selection.

An employee may apply for any vacancy for which he/she is qualified.

The following guidelines are used in the selection of personnel:

1. There is no unlawful discrimination in the hiring process.
2. No candidate is hired without an interview and a criminal records check.
3. No candidate is hired prior to the District consulting the educator profile database maintained on the **Ohio Department State Board** of Education's (**SBOEODE**) website.

After consulting the educator profile database, the District also may consult the **SBOE** office of professional conduct **within ODE** and/or consult any prior education-related employer of the candidate in accordance with State law.

All appointments to the support staff are made by the Superintendent, subject to confirmation by the Board. In making these appointments, the Superintendent carefully observes all pertinent laws and negotiated agreements, as well as any regulations that may be approved from time to time by the Board.

The Board fixes conditions of employment as well as wages, hours and other benefits for support staff members upon the recommendation of the Superintendent or as determined by the negotiated agreement.

Rehiring of Retirees

If an employee is retiring and seeks re-employment in the same position, then public notice must be given 60 days prior to the date re-employment is to begin. **If the Board has urgent reasons to fill the position in an expedited manner and these reasons are explained in the notice, the public notice must be given 30 days prior to the date re-employment is to begin.** The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment. **Notices and meetings are not required if the person has been retired for at least one year before re-employment is to begin.**

Legal References

Elementary and Secondary Education Act; 20 USC 1221 et seq.
ORC Chapter 124

ORC 3309.345
ORC 3319.031
ORC 3319.04
ORC 3319.081 et seq.
ORC 3319.318
ORC 3319.39
ORC 3319.393
ORC 3327.10
ORC 4141.29
OAC 3301-35-05
OAC 3301-35-06
OAC 3309-1-61
CONTRACT REF.: Support Staff Negotiated Agreement

Cross References

AC - Nondiscrimination
ACA - Nondiscrimination on the Basis of Sex
ACB - Nondiscrimination on the Basis of Disability
GBA - Equal Opportunity Employment
GBQ - Criminal Records Check
GCD - Professional Staff Hiring

NOTE: *This is an example of how topics and codes appearing consecutively in the OSBA coding system can be combined to save space in a manual. When a policy covers two topics that appear consecutively in the classification system, the terms and codes can be combined as illustrated on this page.*

In districts employing a business manager, he/she shall appoint support staff employees, subject to confirmation by the Board.

In 2013, House Bill (HB) 59 added new Ohio Revised Code Section 3319.031, which authorizes a board that chooses not to employ a business manager to assign the statutorily prescribed powers and duties of a business manager to one or more other district employees, including the Treasurer. If the Board assigns these duties to the Treasurer, the Superintendent, not the Treasurer, has the authority to recommend the appointment or discharge of non-educational employees.

HB 110 (2021) requires District to include the following notice in boldface type in each employment application:

ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.

Districts are required to consult the educator profile database maintained on the State Board of Education's (SBOE) website prior to hiring a candidate, Districts may further discern the employment, disciplinary, or criminal record of an applicant by consulting the SBOE office of professional conduct or any prior education-related employers of the individual. Districts may also require additional criminal records checks for any applicant for employment or prospective volunteer. Districts may choose to conditionally employ an individual pending the receipt of this additional information related to prior employment, disciplinary or criminal records. Offers of conditional employment may trigger collective bargaining issues and districts should consult with legal counsel prior to making any conditional offers of employment.

HB 110 also states that no employee of the District will knowingly assist another person in obtaining employment in a school district or nonpublic school, or in obtaining employment with a county board of developmental disabilities in a position responsible for providing educational services to children from six to 21, if the employee knows or has reasonable cause to believe that the person has committed a sex-related offense involving a student.

THIS IS A REQUIRED POLICY

Legal [Elementary and Secondary Education Act; 20 USC 1221 et seq.](#)
[ORC Chapter 124](#)
[ORC 3309.345](#)
[ORC 3319.031](#)

[ORC 3319.04](#)

[ORC 3319.081 et seq.](#)

[ORC 3319.318](#)

[ORC 3319.39](#)

[ORC 3319.393](#)

[ORC 3327.10](#)

[ORC 4141.29](#)

[OAC 3301-35-05](#)

[OAC 3301-35-06](#)

[OAC 3309-1-61](#)

CONTRACT REF.: Support Staff Negotiated Agreement



Book	Policy Manual
Section	Section G: Personnel
Title	Classified Staff Recruiting/Posting of Vacancies/Hiring
Code	GDC/GDCA/GDD
Status	Active
Adopted	August 14, 2001
Last Revised	November 8, 2021
Prior Revised Dates	11/11/2003, 03/09/2004, 05/11/2015

Classified Staff Recruiting/Posting of Vacancies/Hiring

The recruitment and selection of suitable candidates for positions is the responsibility of the Superintendent/designee, who confers with principals and other supervisors before making a selection. An employee may apply for any vacancy for which he/she is qualified.

The following guidelines are used in the selection of personnel:

1. There is no unlawful discrimination in the hiring process.
2. No candidate is hired without an interview and a criminal records check.
3. No candidate is hired prior to the District consulting the educator profile database maintained on the Ohio Department of Education's (ODE) website.

After consulting the educator profile database, the District also may consult the office of professional conduct within ODE and/or consult any prior education-related employer of the candidate in accordance with State law.

All appointments to the classified staff are made by the Superintendent/designee subject to confirmation by the Board. In making these appointments, the Superintendent/designee carefully observes all pertinent laws and negotiated agreements, as well as any regulations that may be approved periodically by the Board.

The Board sets conditions of employment as well as wages, hours and other benefits for classified staff members upon the recommendation of the Superintendent or as determined by the negotiated agreement.

Rehiring of Retirees

If an employee is retiring and seeks re-employment in the same position, then public notice must be given 60 days prior to the date re-employment is to begin. The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment.

Legal Elementary and Secondary Education Act; 20 USC 1221 et seq.
ORC Chapter 124

ORC 3309.345

ORC 3319.031

ORC 3319.04

ORC 3319.081 et seq.

ORC 3319.318

ORC 3319.39

ORC 3319.393

ORC 3327.10

ORC 4141.29

OAC 3301-35-05

OAC 3301-35-06

OAC 3309-1-61

CONTRACT REF.: Classified Staff Negotiated Agreement

Cross References

AC - Nondiscrimination

ACA - Nondiscrimination on the Basis of Sex

GBA - Equal Opportunity Employment

GBQ - Criminal Records Check

GCD - Professional and Certificated Staff Hiring



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Revised)
Title	**OSBA Sample** Computer/Online Services (Acceptable Use and Internet Safety)
Code	EDE
Status	From OSBA

****This is the OSBA Sample policy.****

Computer/Online Services
(Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy, computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District **has** also **purchased** monitoring devices that, **to the extent permitted by law,** maintain a running log of internet activity, **recording and record** which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District-provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

Monitoring of School-Issued Devices

For the following provisions, "school-issued device" means hardware, software, devices and accounts that a school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. "Technology provider" means a person who contracts with a school district to provide a school-issued device for student use and creates, receives or maintains educational records pursuant or incidental to its contract with the District.

In compliance with State law, the District and technology providers in contract with the District are prohibited from electronically accessing or monitoring the following except when otherwise authorized by law:

1. **location-tracking features of a school-issued device;**
2. **audio or visual receiving, transmitting or recording features of a school-issued device;**
3. **student interactions with a school-issued device, including, but not limited to, keystrokes and web-browsing activity.**

These prohibitions on electronic access and monitoring of school-issued devices do not apply to the following circumstances:

1. **where limited to a noncommercial educational purpose for instruction, technical support or exam-proctoring by District employees, student teachers, staff, a vendor or the Ohio Department of Education and Workforce (ODEW), and advance notice is provided;**

2. the activity is permitted under a judicial warrant;
3. the District or provider is notified or becomes aware that the device is missing or stolen;
4. the activity is necessary to prevent or respond to a threat to life or safety and access is limited to that purpose;
5. the activity is necessary to comply with Federal or State law;
6. the activity is necessary to participate in federal or state funding programs.

In any year the District or a technology provider elects to generally monitor a school-issued device under any of these circumstances, the District must provide notice to all parents of enrolled students. If monitoring of a student's school-issued device occurs due to any of the circumstances listed, the District must notify the parent of the student within 72 hours of access and provide a written description of the triggering circumstance, including which features of the device were accessed and a description of the threat, if any. This notice is not required when the notice itself would pose a threat to life or safety, but notice must be given within 72 hours after the threat has ceased.

Maintenance of Educational Records by Technology Providers

Technology providers in contract with the District must comply with State law provisions related to the collection, use and protection of data as if it were a school district. Educational records created, received, maintained or disseminated by technology providers are solely the property of the District. Technology providers in contract with the District must comply with the following:

1. if educational records maintained by the technology provider are subject to a breach, the technology provider will disclose to the District all information necessary to comply with State law following discovery of the breach;
2. unless renewal of a contract with the District is reasonably anticipated, the technology provider will destroy or return all educational records created, received or maintained to the District within 90 days of the expiration of the contract;
3. the technology provider cannot sell, share or disseminate educational records, except as part of a valid delegation or assignment under the contract with the District, unless otherwise allowed by State law;
4. the technology provider cannot use educational records for any commercial purpose other than the services contracted for by the District.

A contract between technology providers and the District must ensure appropriate security safeguards for educational records, including, but not limited to:

1. a restriction on unauthorized access by the technology provider's employees or contractors;
2. a requirement that the technology provider's employees or contractors may be authorized to access educational records only as necessary to fulfill the official duties of the employee or contractor.

Notice and Inspection of Technology Provider Contracts

The District must provide parents and students annual notice by August 1 of any curriculum, testing or assessment technology provider contract affecting a student's educational records. The notice can be by mail, electronic mail or other direct form of communication and must do all of the following:

1. identify each curriculum, testing or assessment technology provider with access to educational records;
2. identify the educational records affected by the curriculum, testing or assessment technology provider contract;
3. include information about the contract inspection;
4. provide contact information for a school department that can answer parent and student questions or concerns regarding programs or activities that allow a technology provider access to educational records.

The District must also provide parents and students an opportunity to inspect a complete copy of any technology provider contract.

Legal References

U.S. Constitution Art. I, Section 8
Family Educational Rights and Privacy Act; 20 USC 1232g et seq.
Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii); (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)
ORC 3313.20
ORC 3319.321
ORC 3319.325 through 3319.327

Cross References

AC - Nondiscrimination
ACA - Nondiscrimination on the Basis of Sex
ACAA - Sexual Harassment
EDEB - Bring Your Own Technology (BYOT) Program
GBCB - Staff Conduct
GBH - Staff-Student Relations (Also JM)
IB - Academic Freedom
IIA - Instructional Materials
IIBH - District Websites
JFC - Student Conduct (Zero Tolerance)
JFCF - Hazing and Bullying (Harassment, Intimidation and Dating Violence)
Staff Handbooks
Student Handbooks

NOTE: Senate Bill (SB) 29 (2024) created new provisions Ohio Revised Code (RC) 3319.325 through 3319.327 related to the use of educational records by technology providers and impacts other RC provisions. The new provisions require technology providers in contract with districts to comply with the same provisions as districts under RC Chapter 1347 with regard to data collection and use. The new provisions also impact contracts between technology providers and districts, requiring safeguards and creating prohibitions against use of data and educational records, including against use for commercial purposes by technology providers. Commercial purposes do not include providing specific services contracted for, or using aggregate information removed of any personally identifiable information for improving maintaining, developing, supporting or diagnosing the provider's site, service or operation.

Other changes SB 29 makes include specifying that, unless otherwise provided by law, no one can release or permit access to educational support services data for any public school student. A minor revision to RC 149.43 excludes "educational support services data" from the definition of public records in order to prohibit release or access to such data.

The Children's Internet Protection Act (CIPA) requires districts that receive federal funds to purchase computers, direct access to the internet under the Elementary and Secondary Education Act or receive federal universal E-Rate service discounts and internet connections services under the Communications Act to adopt, implement and maintain computer use policies that address these issues:

1. access by minors to material deemed as harmful to minors on the internet and World Wide Web;
2. access by both adults and minors to visual depictions that are obscene, child pornography on the internet and World Wide Web;
3. safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
4. unauthorized access, including "hacking" and other unlawful activities by minors online;
5. unauthorized disclosure, use and dissemination of personal information regarding minors;
6. measures designed to restrict access to materials deemed "harmful to minors" and
7. educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

The District must create a plan for educating students concerning appropriate online behavior; this plan is separate from the policy manual. The FCC has provided resources including OnGuardOnline.gov to aid districts in developing local plans.

In addition, the popularity of social networking websites has made it necessary for administrators to address the access of these sites on District property. Specific language restricting use, along with the disciplinary penalties imposed on offenders, should be placed in staff and student handbooks.

It is important to note that the FCC recognizes that while some individual social media sites could potentially contain material harmful to minors, social networking websites are not per se harmful to minors, and therefore do not automatically have to be blocked. This decision is left up to the District's discretion.

Additional policy language addressing social networking is found in GBH (Also JM), Staff-Student Relations and IIBH, District Websites.

Additionally, the Board shall make a local determination as to what is classified "inappropriate for minors" in line with the current definition.

In report 11-125, FCC adopted the following definition of minor: "any individual who has not attained the age of 17 years." All E-Rate program participants must use this definition of minor for the purpose of this topic.

The District internet safety policy must be made available to the FCC upon request.

THIS IS A REQUIRED POLICY

Legal

[U.S. Constitution Art. I, Section 8](#)

[Family Educational Rights and Privacy Act; 20 USC 1232g et seq.](#)

[Children's Internet Protection Act; 47 USC 254 \(h\)\(5\)\(b\)\(iii\); \(P.L. 106-554, HR 4577, 2000, 114 Stat 2763\).](#)

[ORC 3313.20](#)

[ORC 3319.321](#)

[ORC 3319.325 through 3319.327](#)



Book	Policy Manual
Section	Section E: Support Services
Title	Computer/Online Services
Code	EDE
Status	Active
Adopted	August 14, 2001
Last Revised	August 9, 2021
Prior Revised Dates	07/12/2005, 10/13/2008, 11/28/2011, 04/25/2012, 08/13/2012, 07/09/2013, 05/11/2015, 02/10/2020

Computer/Online Services

Network Acceptable Use Policy

The Hilliard City School District ("District") recognizes that technologies open opportunities to information and modes of communication. The use of technology is a privilege. The District supports access to appropriate resources by staff, volunteers and students ("users") for educational purposes and other legitimate District business based upon the user's legitimate needs. Due to the rapid change in technology, a user's access and/or this policy are subject to change at any time.

In exchange for the use of the Network resources, either on-site or by remote access, the user understands and agrees to the following:

- 1. Privilege:** Access to the Network (including but not limited to, digital communication and the Internet) is a privilege, not a right. Accordingly, access requires responsible and lawful use. The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. The District administrators and/or Network managers may perform the following actions for any legitimate reason, including but not limited to the purposes of maintaining system integrity and ensuring that users are using the Network consistent with this policy: monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the Network and any and all materials, files, information, software, communication and other content transmitted, received or stored in connection with this usage. The Network and all information, content and files are the property of the District, and users should not have any expectation of privacy regarding those materials.
- 2. Acceptable Use:** The Network shall be used primarily for educational and legitimate District business purposes. The District's goal in so providing this technology to users is to promote efficiency and excellence in the workplace and education, assist in the collaboration and exchange of information, facilitate personal growth in the use of technology and enhance information gathering and communications skills.
- 3. Access:** Selected Network resources are intended for staff and students of Hilliard City Schools. Access is not transferable and may not be shared. Users shall not share their passwords or otherwise allow anyone to gain unauthorized access to the Network. A user is responsible for any violations of this agreement committed by someone who, with the user's express or implied permission, accessed the Network with the user's password.
- 4. Network Etiquette:** Use of the Network has great potential to enhance the productivity of the users. The Network, however, could also be abused. Users shall be held accountable for their use or misuse of the Network. All users are responsible for good behavior while using the Network, just as they are in a classroom, in a school hallway

or at any school-sponsored activity. Each user must abide by generally accepted rules of Network etiquette, which include but are not limited to the following:

- A. Users shall not obtain copies of, or modify, files, other data or passwords belonging to other users without express authorization.
 - B. Users shall not misrepresent themselves on the Network.
 - C. Users shall not use the Network in any way that would disrupt the operation of the network; intentionally abuse the software and/or hardware; or intentionally consume limited computer paper excessively or telephone resources, such as through spamming, creating or transmitting mass emails or chain letters or extensively using the Network for noncurriculum-related communications or other purposes exceeding this policy.
 - D. Users shall not create or transmit offensive, harassing, threatening, abusive, defamatory, pornographic or vulgar usernames, messages or materials.
 - E. Except for educational or professional purposes, users (employees, volunteers or students) shall not reveal any personal information beyond directory information about themselves including, but not limited to a user's Network password(s) or social security numbers. Requests for information should be scrutinized by standards of public disclosure.
 - F. The confidentiality of any information stored in or created, received or sent over the email system or through Internet access cannot be guaranteed.
 - G. Users shall not use the Network for any commercial activities, such as buying, advertising or selling goods or services, unless it is for legitimate District business, except any activity in the "Shopping Network" folder.
 - H. Users shall not create, transmit or download any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or bond issue, unless for legitimate classroom educational purposes, except any activity in the "HEA" or "OAPSE" folders. Additionally, users shall not solicit political contributions through the Network from any person or entity, except any activity in the "HEA" or "OAPSE" folders.
 - I. Users shall not create, transmit, download or copy any materials (a) that are in violation of District policies or any Federal, State or local laws, including but not limited to confidential information, copyrighted material, material protected by trade secrets, and any materials that would violate the District's harassment or discrimination policies; or (b) that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials, or pornographic, sexually explicit or obscene materials.
 - J. Users routinely shall delete outdated or unnecessary digital communications and files.
 - K. Users shall not use or have software or websites intended to circumvent the District Web filtering system.
5. **Websites:** Websites created through the Network and/or linked to the District's website for teachers, schools, or departments must relate specifically to those educational activities or programs. The District reserves the right to require that material and/or links to other sites found to be contrary to the District's interests be altered or removed. Any Web pages created using the District's equipment or created as part of classroom or club assignment become the property of Hilliard City Schools.
6. **Vandalism:** Vandalism is prohibited. Vandalism is any malicious attempt to hack, alter, harm or destroy software, hardware, data of another user, other Network resources or the use of the Network to harm or destroy anything on the Internet or outside networks. Vandalism includes but is not limited to the intentional uploading, downloading, creating or transmitting of computer viruses, worms, Trojan horses or other destructive programs or applications.
7. **Security:** If users identify a security problem on the Network, such as evidence of hacking, users must notify a system administrator immediately. All users agree to cooperate with the District in the event of an investigation into any allegations of abuse or security breaches on the Network.
8. **Service Disclaimer:** The District makes no warranties of any kind, whether expressed or implied, for the Network services it provides. The District will not be responsible for any damages a user may suffer arising out of the user's use of, or inability to use, the Network, including but not limited to the loss of data resulting from delays, non-deliveries, mis-deliveries, service interruptions, or user error or omissions. The District is not responsible for the

accuracy of information obtained through electronic information resources; hence, this information should be used at the user's own risk.

9. **Blocked Internet Sites:** The District utilizes current, state-of-the-art filtering software in an attempt to block any Internet sites that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. In an effort to prevent access to inappropriate material, we are currently using the vendor's pre-set filters, but "harmful to minors" would include, but not be limited to, any site that may be labeled as alcohol/drugs, extreme, gambling, gruesome content, hate/discrimination, incidental nudity, nudity, pornography, profanity, sexual materials, Spyware/Adware and tobacco.

10. **Internet Safety:** Along with monitoring the online activities of minors, the District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

11. **Violations of This Policy:** Violations of this policy may result in disciplinary action including, but not limited to, restriction or termination of access to the Network and/or other discipline in accordance with the applicable student conduct policy, or other Board policies. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

Annually, a student who wishes to have computer network and internet access during the school year must read and acknowledge the acceptable use and internet safety policy. Students and staff are asked to acknowledge a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District provided device must use such platforms in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

CROSS REFS.: Staff Handbooks
Student Handbooks

Legal U.S. Constitution Art. I, Section 8
Family Educational Rights and Privacy Act; 20 USC 1232g et seq.
Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii); (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)
ORC 3313.20
ORC 3319.321
CONTRACT REF.: Teachers' Negotiated Agreement
CONTRACT REF.: Classified Staff Negotiated Agreement

Cross References AC - Nondiscrimination
ACA - Nondiscrimination on the Basis of Sex
ACAA - Sexual Harassment
GBCB - Staff Conduct
GBH (Also JM) - Staff-Student Relations
IB - Academic Freedom
IIA - Instructional Materials
IIBH - District Website Publishing
JFC - Student Conduct (Zero Tolerance)



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Revised)
Title	**OSBA Sample** Health Education
Code	IGAE
Status	From OSBA

****This is the OSBA Sample policy.****

Health Education

The Board is committed to a sound, comprehensive health education program as an integral part of each student's general education. At a minimum, the health education program meets the requirements established by State law and includes instruction in nutrition; drugs, alcohol and tobacco, including electronic smoking devices; **venereal diseasesexually transmitted infections**; annual developmentally appropriate child sexual abuse prevention (grades K-6); personal safety and assault prevention (grades K-6); developmentally appropriate dating violence prevention and sexual violence prevention (grades 7-12); prescription opioid abuse prevention and anatomical gifts (organ and tissue donation).

The District provides at least one hour or one standard class period per year for each of the following to students in grades 6-12: evidence-based suicide awareness and prevention; safety training and violence prevention and evidence based social inclusion instruction. The District may utilize student assemblies, digital learning and homework to satisfy these requirements.

The District complies with all statutory requirements for curriculum and materials used for instruction, parental notice, right to review materials and any applicable parental opt-out **or opt-in** provisions provided under State law.

The Board believes that an opportunity for effective health education lies with the public schools because of the opportunity to reach almost all students at an age when positive, lifelong health, wellness and safety habits may be instilled.

In an effort to promote a relevant approach to the instruction of health education, the Board continues to stress the need for curricular, personnel and financial commitments to ensure a health education program of high quality in the public schools.

Legal References

- ORC 3313.60
- ORC 3313.666
- ORC 3319.073
- OAC 3301-35-04
- OAC 3301-35-06

Cross References

- EB - Safety Program
- EBC - Emergency Management and Safety Plans
- EFG - Student Wellness Program
- IGAF - Physical Education
- IGAG - Drugs, Alcohol and Tobacco Education
- IGAH - Family Life Education
- IGAI - Sex Education

JFC - Student Conduct (Zero Tolerance)
JFCF - Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JHF - Student Safety
JHG - Reporting Child Abuse and Mandatory Training

NOTE: Senate Bill (SB) 168 (2024) modifies the terms that must be included under Ohio Revised Code (RC) 3313.6011 (C) (1) and updates terminology. SB 168 changes references of "venereal disease" education to "sexually transmitted infection" education and references of "wedlock" to "marriage."

RC 3313.60(A)(5) requires the District to provide health education including instruction in specific areas as outlined in this policy. The provisions also define:

1. when the District has a requirement to provide advance notice of a type of instruction provided;
2. requirements for what training programs and curriculum can be used for specific areas of instruction;
3. when a parent has the right to request specific instructional materials for review (in addition to other State and Federal law provisions providing the right to request instructional materials) and timelines for provision of such materials and
4. when a parent may opt their student out of instruction in a particular area.

Legal

[ORC 3313.60](#)

[ORC 3313.666](#)

[ORC 3319.073](#)

[OAC 3301-35-04](#)

[OAC 3301-35-06](#)



Book	Policy Manual
Section	Section I: Instruction
Title	Health Education
Code	IGAE
Status	Active
Adopted	August 14, 2001
Last Revised	May 8, 2023
Prior Revised Dates	04/03/2006, 04/26/2010, 06/28/2010, 05/11/2015, 07/05/2017, 11/8/2021

Health Education

The Board is committed to a sound, comprehensive health education program as an integral part of each student's general education. At a minimum, the health education program meets the requirements established by State law and includes professional learning opportunities in procedures to be used in all phases of student wellness: instruction in nutrition; mental health; drugs, alcohol and tobacco, including electronic smoking devices; sexually transmitted diseases; annual developmentally appropriate child sexual abuse prevention (grades K-6); personal safety and assault prevention (grades K-6); developmentally appropriate dating violence prevention and sexual violence prevention (grades 7-12) and anatomical gifts (organ and tissue donation).

The Board and the staff continue to seek ways to educate students about the dangers of the misuse and abuse of drugs, alcohol and tobacco, including electronic smoking devices. Instructional units include sessions about the harmful effects of and legal restrictions against the use of drugs of abuse, alcohol and tobacco, including electronic smoking devices.

The District provides at least one hour or one standard class period per year for each of the following to students in grades 6-12: evidence-based suicide awareness and prevention; safety training and violence prevention and evidence based social inclusion instruction. The District may utilize student assemblies, digital learning and homework to satisfy these requirements.

The District complies with all statutory requirements for curriculum and materials used for instruction, parental notice, right to review materials and any applicable parental opt-out provisions provided under State law.

The Board believes that effective health education is created in partnership with schools and families.

In an effort to promote a relevant approach to the instruction of health education, the Board continues to stress the need for curricular, personnel and financial commitments to ensure a health education program of high quality in the public schools.

Legal	<u>ORC 3313.60</u>
	<u>ORC 3313.666</u>
	<u>ORC 3319.073</u>
	<u>OAC 3301-35-04</u>

OAC 3301-35-06

Cross References

EB - Safety Programs

EBC - Emergency Management and Safety Plans

EFG - Wellness

IGAH/IGAI - Family Life Education/Sex Education

JFC - Student Conduct (Zero Tolerance)

JFCF - Hazing and Bullying (Harassment, Intimidation and Dating Violence)

JHF - Student Safety

JHG - Reporting Child Abuse and Mandatory Training



Book	Policy Manual
Section	Issue 3 of 2024 September PDQ (Revised)
Title	**OSBA Sample** Family Life Education/Sex Education
Code	IGAH / IGAI
Status	From OSBA

****This is the OSBA Sample policy.****

Family Life Education/Sex Education

The Board believes that the purpose of family life and sex education is to help students acquire factual knowledge, attitudes and values, which result in behavior that contributes to the well-being of the individual, the family and society.

Helping students attain a mature and responsible attitude toward human sexuality is a continuous task of every generation. Parents have the primary responsibility to assist their children in developing moral values. The schools should support and supplement parents' efforts in these areas by offering students factual information and opportunities to discuss concerns, issues and attitudes.

In addition to the requirements listed below, the policies and regulations concerning the approval of new curriculum content, units and materials apply to any course(s) dealing with family life and sex education.

1. Instructional materials to be used in family life/sex education are available for review by parents during school hours.
2. Teachers who provide age-appropriate instruction in family life/sex education have professional preparation in the subject area.

In accordance with Ohio Revised Code (RC) 3313.6011(C)(1), the course material and instruction in **veneraeal disease sexually transmitted infection** must:

1. emphasize that abstinence from sexual activity is the only protection that is 100% effective against unwanted pregnancy, sexually transmitted disease and the sexual transmission of HIV;
2. stress that students should abstain from sexual activity until after marriage;
3. teach the potential physical, psychological, emotional, and social side effects of participating in sexual activity outside of marriage;
4. ~~teach that conceiving children out of wedlock is likely to have harmful consequences for the child, the child's parents, and society~~ **teach that conceiving children at an early age or outside of marriage increases the likelihood of hardship in life**;
5. stress that sexually transmitted diseases are serious possible hazards of sexual activity;
6. advise students of the laws pertaining to financial responsibility of parents to children born **ininside** and **outoutside** of **wedlockmarriage**;

7. advise students of the circumstances under which it is criminal to have sexual contact with a person under the age of 16 pursuant to RC 2907.04 and

8. emphasize adoption as an option for unintended pregnancies.

Upon written request of the student's parent or guardian, a student must be excused from taking instruction in ~~venereal disease~~**sexually transmitted infection** education.

If the District or a school offers additional instruction in ~~venereal disease~~**sexually transmitted infection** or sexual education not specified in RC 3313.6011(C)(1), all parents or guardians of students must be notified of such instruction. The notice includes the name of any instructor, vendor name when applicable and the name of the curriculum being used. This additional instruction is only provided to students for whom the student's parent or guardian has submitted written permission for their student to receive the instruction.

Legal References

Elementary and Secondary Education Act; 20 USC 1221 et seq.
ORC 3313.60
ORC 3313.6011
OAC 3301-35-04

Cross References

IGAE - Health Education

NOTE: Senate Bill (SB) 168 (2024) modifies the terms that must be included under Ohio Revised Code (RC) 3313.6011 (C) (1) and updates terminology. SB 168 changes references of "venereal disease" education to "sexually transmitted infection" education and references of "wedlock" to "marriage."

House Bill (HB) 110 adds a new requirement that if a district or a school will offer additional instruction in sexually transmitted infection or sexual education beyond that specified in RC 3313.6011(C)(1), all parents or guardians of students must be notified of such instruction. The notice must include the name of any instructor, vendor name when applicable and the name of the curriculum being used. This additional instruction can only be provided to students for whom the student's parent or guardian has submitted written permission for their student to receive the instruction.

The Ohio Department of Education and Workforce (ODEW) is required to conduct an annual audit of each district at the start of each school year for compliance with the sex education requirements of RC 3313.60(A)(5)(c). The report must include the findings of each audit and the name of any organization or program providing materials to a district regarding sexually transmitted infection instruction. The report must be published and posted in a prominent location on ODEW's website.

THIS IS A REQUIRED POLICY

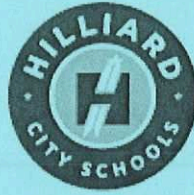
Legal

[Elementary and Secondary Education Act; 20 USC 1221 et seq.](#)

[ORC 3313.60](#)

[ORC 3313.6011](#)

[OAC 3301-35-04](#)



Book	Policy Manual
Section	Section I: Instruction
Title	Family Life Education/Sex Education
Code	IGAH/IGAI
Status	Active
Adopted	August 14, 2001
Last Revised	November 8, 2021
Prior Revised Dates	08/12/2003, 05/11/2015

Family Life Education/Sex Education

The Board believes that the purpose of family life and sex education is to help students acquire factual knowledge, attitudes and values which result in behavior which contributes to the well-being of the individual, the family and society.

Helping students attain a mature and responsible attitude toward human sexuality is a continuous task of every generation. Parents have the primary responsibility to assist their children in developing moral values. The schools should support and supplement parents' efforts in these areas by offering students factual information and opportunities to discuss concerns, issues and attitudes.

In addition to the requirements listed below, the policies and regulations concerning the approval of new curriculum content, units and materials apply to any course(s) dealing with family life and sex education.

1. Instructional materials to be used in family life/sex education are available for review by parents.

2. Teachers who provide age appropriate instruction in family life/sex education will utilize District-approved curriculum and guidelines in the subject area.

The course material and instruction in venereal disease will be in accordance with Ohio Revised Code (RC) 3313.6011(C).

Upon written request of the student's parent or guardian a student must be excused from taking instruction in venereal disease education.

If the District or a school offers additional instruction in venereal disease or sexual education not specified in RC 3313.6011(C)(1), all parents or guardians of students must be notified of such instruction. The notice includes the name of any instructor, vendor name when applicable and the name of the curriculum being used. This additional instruction is only provided to students for whom the student's parent or guardian has submitted written permission for their student to receive the instruction.

Legal	<u>Elementary and Secondary Education Act; 20 USC 1221 et seq.</u> <u>ORC 3313.60</u> <u>ORC 3313.6011</u> <u>OAC 3301-35-02</u>
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Policy implications

OSBA is monitoring case law and reviewing HB 68 in conjunction with the new Title IX updates — see related article in this issue — to determine how school districts can best comply with state and federal law. We will provide a policy update in a future PDQ issue or a special alert.

OSBA RELEASES SAMPLE AI AND CYBERSECURITY POLICIES

by Gamy Narvaez, policy consultant, and Kenna S. Haycox, deputy director of board and management services

As technology progresses, questions around artificial intelligence (AI) and cybersecurity abound. At the same time, cyberattacks targeting K-12 schools are increasing. As a result, OSBA is releasing two new sample policies with this issue addressing AI and cybersecurity.

The goal of the policies is not to comprehensively cover both topics. Rather, each sample policy addresses basic expectations from which additional district-level procedures can be derived. Given the rapid innovation around AI and other technologies, districts must take ownership and control of these policies by developing detailed district-level procedures for staff and student use of AI and procedures to combat cyberattacks targeting K-12 schools.

While board policy is a critical safeguard school districts can use to guide the district's direction and set expectations, school boards are encouraged to empower their administrators to conduct the necessary research on AI and cybersecurity that will lead to effective procedures, tailored to their individual districts.

AI use, as well as cybersecurity measures, will largely depend on each district's community, culture, mission, vision and resources. It is unlikely that every rural, urban and suburban district will want to implement the same policies or be motivated by the same desired outcomes. Therefore, our sample policies focus on elements that OSBA considers essential around AI and cybersecurity, though the uses, prohibitions and measures discussed are by no means comprehensive. These templates are starting points for districts seeking to implement policy language on AI and cybersecurity — they are the floor, not the ceiling.

On drafting AI policies

A major point of confusion among districts has been the distinction made between AI in general and generative AI. AI is not a new invention, rather, it has become integral to society. AI algorithms power GPS systems, banking, transportation, health care diagnostics, social media, streaming services and more. It is similar to sidewalks and streetlights — AI has become so well integrated into every major industry that it is difficult to distinguish it from other technologies.

Generative AI, on the other hand, is a true innovation in AI technology. Where AI refers to systems that are programmed to perform tasks that normally require humans, such as basic problem-solving and pattern recognition, generative AI is trained to use human prompts to create truly unique content that resembles content created by humans. Chatbots like ChatGPT or Claude.ai are examples of generative AI. More recently, generative AI has evolved from creating text and image content to audio and video content. Districts should continue to research AI developments as these tools become more relevant to the workforce and classroom. Researching developments in AI does not necessitate that a district implement AI tools for staff and students, but staying informed about new technologies will empower districts and educators to better prepare staff and students for an increasingly technological future.

InnovateOhio recently released an [AI toolkit](#) for Ohio's K-12 school districts. The toolkit, created in partnership with the AI Education Project, serves as a resource for districts to advance AI literacy. Districts are encouraged to fully review the InnovateOhio toolkit and resources as they tackle AI in their districts. The toolkit echoes OSBA's

recommendations for AI, which emphasize that districts should use existing goals, mission and vision statements to inform the creation of new policies.

AI has both positive transformative potential and negative disruptive potential for districts, which merits a deeper discussion between boards and their administrations on the values that will guide the use of AI. What are the district goals driving your operations? Have they been reviewed and updated? How do those goals inform the integration of AI in the classroom and workplace?

The AI toolkit is broken into five parts to help districts translate high-level goals into actionable policies. Policy drafting does not occur until step four, which illustrates that much of the policy process around AI is focused on researching the topic, including existing state and federal laws and guidance, reviewing district resources and goals, and asking important preliminary questions about how and why AI will be used in the district.

Policy implications

A new optional policy EDEC, Artificial Intelligence, is included with this PDQ issue to set expectations for the management of AI in the district rather than establish protocols. The board policy should provide direction for district use of AI tools, enabling district administration to establish district procedures and protocols for managing AI. When reviewing this sample, ensure the policy's goals and objectives are aligned with the district's mission, vision and goals.

On drafting cybersecurity policies

In recent years, K-12 schools and other public entities have been designated as top targets for email phishing, ransomware and other cyberattacks. In light of the increase in schemes targeting these entities, the Ohio Auditor of State's Office (AOS) recently released [AOS bulletin 2024-003](#) addressing payment redirect and business email compromise schemes. The bulletin was released to set clear standards and expectations for public entities and employees regarding the handling of requests for payment redirects. Per the bulletin, "failure to follow the guidance in this bulletin may result in an AOS finding when a loss occurs, and the employee is considered liable as a result of negligence or performing duties without reasonable care." This guidance is a further reason to analyze current cybersecurity measures.

There are numerous free cybersecurity resources districts can take advantage of, which are addressed in the [April 2024 issue of the OSBA Journal](#). We recommend reviewing the April issue for tips and practical steps to implement to bolster district network and systems security.

A key part of implementation is staff and student training on the basics of cybersecurity. Studies have shown that most data breaches are due to human error. This suggests that prompt investment in cybersecurity training could be the most effective way to avoid costly cybersecurity incidents in the future.

Our review here focuses primarily on the AOS bulletin's recommendations regarding identification and prevention. All employees should be trained to identify requests from cybercriminals. Items to identify include, but are not limited to:

- subtle changes to an email address;
- receipt of unexpected invoices or emails;
- requests with a sense of urgency or promise of a reward or negative consequence;
- indicators in the "mailed by" and "signed by" fields in an email unencrypted emails;
- emails with obvious misspellings or strange diction and grammar.

Districts must identify potential fraudulent requests and establish measures to prevent cybercriminal attacks. The key steps recommended are outlined below, with more detail on each step included in the bulletin:

- stop and consider for a moment;
- verify and validate;
- provide continual training and education;
- use added layers of authentication and security;
- create security policies.

It's important to understand the intersection of cybersecurity with other district policies and protocols. Ohio Administrative Code [4501:5-1-01](#) establishes rules for district comprehensive safety and security plans. Under the rule, the district emergency operations plan must address “all hazards that may negatively impact the school; including but not limited to active shooter, hostage, bomb threat, act of terrorism, infectious diseases or pandemic, severe weather, bullying, threats of violence or threats to life, and any other natural, *technological*, or human-caused events that the administrator knew or should have reasonably known about that compromise the health or safety of students, employees, administrators, or property.”

As you consider cybersecurity, confirm that technological events that could compromise the health or safety of the district are addressed in your emergency management plan.

Most districts work with an information technology center (ITC). Talk with your ITC about its cybersecurity protocols and their impact on the data and systems the ITC manages for your district. Solicit the ITC's expertise as you evaluate procedures for implementing cybersecurity measures in your district.

Districts also should contact their liability insurance providers to ensure appropriate coverage is in place and talk through their cybersecurity recommendations.

Policy implications

In light of all these moving parts, where are we headed with board policy? Though districts have written policies, procedures and protocols addressing cybersecurity in place at the district level, we recognize the benefit of board involvement in this process, and our new policy EHC, Cybersecurity, is included with this PDQ issue. This sample policy does not establish scripted protocols but sets general expectations for managing cybersecurity risks. In addition, districts must ensure appropriate protocols, data protection measures and training are in place and regularly reviewed and evaluated.

The level of detail in a district's local cybersecurity procedures depends on the threat level and resources available to the individual district, among other factors. We recommend conducting a risk assessment as you review existing cybersecurity protocols, with regular risk assessments conducted thereafter. Many risk assessments are available online, both as a paid and free service, including the [K-12 Cybersecurity Self Assessment](#). This free, vendor-neutral, anonymous risk assessment is based on the National Institute of Standards and Technology Cybersecurity Framework and was created by school district IT leaders and intended for K-12 IT and cybersecurity managers.

SENATE BILL 17 ADDS CAPITALISM TO FINANCIAL LITERACY REQUIREMENTS

by Gamy Narvaez, policy consultant

Senate Bill (SB) 17, effective June 12, 2024, amends Ohio Revised Code (RC) [3301.079](#) to require that academic content on free market capitalism be incorporated into the financial literacy and entrepreneurship model curriculum for grades nine through 12.

The revised financial literacy standards and model curriculum must include the following concepts related to free market capitalism:

- Raw materials, labor and capital are privately owned.



Book	Policy Manual
Section	Issue 2 of 2024 June PDQ (New)
Title	**OSBA Sample** Cybersecurity
Code	EHC
Status	From OSBA

****This is the OSBA Sample****

Cybersecurity

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

The Board is concerned with preventing incidents that actually or potentially jeopardize the confidentiality, integrity or availability of an information system or the information that it processes, stores or transmits, and protect against loss of District funds through cybersecurity threats and incidents.

The Board directs the Superintendent/designee to develop procedures to effectively prevent cyberattacks, protect against data loss or breaches, ensure overall safety and security of technology and protect against loss of District funds. Such procedures should include at minimum:

1. Staff training on recognizing attempted cyberattacks including, but not limited to, spear phishing emails. Such training may also be provided to students where deemed appropriate.
2. Measures and training to prevent payment re-direct schemes. Such training must include how to recognize these schemes and include procedures to verify and validate requests prior to any fund transfers, including requiring in-person change requests where appropriate and use of added layers of authentication and security such as those available through the District's financial institutions.
3. Data protection measures to prevent data breaches of confidential information and prompt identification of any breaches that may occur. Such measures will include encryption to the extent feasible. If an employee suspects, discovers and/or determines that a security breach of confidential databases has occurred, the employee must promptly notify their immediate supervisor and the Superintendent. The Superintendent/designee will determine and implement the steps necessary to correct the unauthorized access and notify those individuals whose personal information may have been compromised.
4. Regular risk assessments to identify, assess and prioritize potential cybersecurity risks to District networks and systems.
5. Password procedures that ensure strong passwords and password updates as deemed appropriate.
6. Approval of software and applications, free or paid, used by District staff to ensure the provider complies with all applicable laws regarding data storage and collection and aligns with District's established risk prevention measures.
7. Incident response plans detailing how to respond in the case of a cyberattack, including an analysis of the incident to prevent future incidents.

District staff, students and other authorized users of District networks and data systems are required to comply with established cybersecurity procedures. Failure to comply may result in discipline.

Legal References

Children’s Internet Protection Act; 47 USC 254 (h)(5)(b)(iii); (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)
Family Educational Rights and Privacy Act; 20 USC 1232g
Family Educational Rights and Privacy Act; 20 USC 1232h
Individuals with Disabilities Education Act; 20 USC 1400 et seq.
ORC 1347.12

NOTE: *In addition to this policy, districts should develop district-level procedures for management of cybersecurity risks. Districts also should review Auditor of State (AOS) bulletin 2024-03 addressing payment redirect and business email compromise schemes. The bulletin was released to set clear standards and expectations for public entities and employees regarding the handling of requests for payment redirects. Per the bulletin, “failure to follow the guidance in this bulletin may result in an AOS finding when a loss occurs, and the employee is considered liable as a result of negligence or performing duties without reasonable care.”*

Legal

[Children’s Internet Protection Act; 47 USC 254 \(h\)\(5\)\(b\)\(iii\); \(P.L. 106-554, HR 4577, 2000, 114 Stat 2763\).](#)

[Family Educational Rights and Privacy Act; 20 USC 1232g.](#)

[Family Educational Rights and Privacy Act; 20 USC 1232h](#)

[Individuals with Disabilities Education Act; 20 USC 1400 et seq.](#)

[ORC 1347.12](#)



Book Policy Manual
Section Section E: Support Services
Title Cybersecurity
Code EHC
Status

~~**This is the OSBA Sample**~~

Cybersecurity

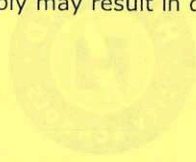
To accomplish the District's mission and comply with the law, the District must collect, create and store confidential and critical information. The District must maintain and protect this data for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust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

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The Board directs the Superintendent/designee to develop procedures to effectively prevent cyberattacks, protect against data loss or breaches, ensure overall safety and security of technology and protect against loss of District funds. Such procedures should include at minimum:

1. Staff training on recognizing attempted cyberattacks including, but not limited to, spear phishing emails. Such training may also be provided to students where deemed appropriate.
2. **Written procedures and measures** and training to prevent payment re-direct schemes. Such training must include how to recognize these schemes and include procedures to verify and validate requests prior to any fund transfers, including requiring in-person change requests where appropriate and use of added layers of authentication and security such as those available through the District's financial institutions.
3. **Written procedures and data protection measures** to prevent data breaches of confidential information and prompt identification of any breaches that may occur. Such measures will include encryption to the extent feasible. If an employee suspects, discovers and/or determines that a security breach of confidential databases has occurred, the employee must promptly notify their immediate supervisor and the Superintendent. The Superintendent/designee will determine and implement the steps necessary to correct the unauthorized access and notify those individuals whose personal information may have been compromised.
4. Regular risk assessments to identify, assess and prioritize potential cybersecurity risks to District networks and systems.
5. Password procedures that ensure strong passwords and password updates as deemed appropriate.
6. Approval of software and applications, free or paid, used by District staff to ensure the provider complies with all applicable laws regarding data storage and collection and aligns with District's established risk prevention measures.
7. Incident response plans detailing how to respond in the case of a cyberattack, including an analysis of the incident to prevent future incidents.

District staff, students and other authorized users of District networks and data systems are required to comply with established cybersecurity procedures. Failure to comply may result in discipline.



Legal

Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii); (P.L. 106-554, HR 4577, 2000, 114 Stat 2763).

Family Educational Rights and Privacy Act; 20 USC 1232g

Family Educational Rights and Privacy Act; 20 USC 1232h

Individuals with Disabilities Education Act; 20 USC 1400 et seq.

ORC 1347.12

**RESOLUTION TO AUTHORIZE AND DIRECT OSBA TO MAKE RECOMMENDED POLICY CHANGES
IN LIGHT OF HB 33 LEGISLATIVE CHANGES IMPACTING ODE AND SBOE**

WHEREAS, the Board of Education authorized the Ohio School Board Association (OSBA) to commence a thorough review of individual board policies to identify those policies requiring updates due to the new HB 33 legislative requirements impacting the Ohio Department of Education and State Board of Education; and

WHEREAS, OSBA created a chart for the Board outlining the specific policy sections that require updates and provided a summary of the proposed language changes for each affected policy; and

NOW, THEREFORE, BE IT RESOLVED, that the Board adopts the recommended policy modifications outlined on the attached "Recommended Policy Updates" chart with an immediate effective date; and

FURTHER RESOLVED, that the Board authorizes and directs OSBA to make the recommended policy modifications set forth above and outlined on the attached "Recommended Policy Updates" chart.

This resolution shall take effect immediately upon approval.

Recommended policy updates

code	title	<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">department of education</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">state board</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">state superintendent</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">superintendent of public instruction</div> </div>				recommendation
AA	School District Legal Status	Y	Y	Y	Change -- in the 3rd paragraph: leave first reference to "State Board of Education" as is, change "Chief State School Officer" to "State Superintendent of Public Instruction" Change "State Department of Education" to "Department of Education and Workforce" and remove "(through which policies and directives of the SBOE and Superintendent of Public Instruction are administered)." No change to references in 2nd paragraph.	
AFC-1 (Also GCN-1)	Evaluation of Certificated Staff (Ohio Teachers Evaluation System)	Y	Y		Change "Ohio Department of Education" to "SBOE" under "Credentialed Evaluators" heading. Change all references to acronym of "ODE" to State Board of Education or SBOE. No change to references to State Board of Education.	
AFCA (Also GCNA)	Evaluation of School Counselors	Y	Y		Change all references to "Ohio Department of Education" and "ODE" to "State Board of Education" and "SBOE." No change to references to State Board of Education.	
AFI	Evaluation of Educational Resources		Y		Change "State Board of Education" to "Ohio Department of Education and Workforce."	
BCC	Qualifications and Duties of the Treasurer	Y			Change "Ohio Department of Education" to "Ohio Department of Education and Workforce" in #7.	
DE	Revenues From Tax Sources		Y		Change "State Board of Education" to "Ohio Department of Education and Workforce."	
DECA	Administration of Federal Grant Funds	Y			Change "Ohio Department of Education" and "ODE" to "Ohio Department of Education and Workforce" and "ODEW."	
EBBA	First Aid	Y			Please find fully revised sample document in September PDQ issue.	
EEA	Student Transportation Services	Y			Change "Ohio Department of Education" to "Ohio Department of Education and Workforce."	
EEACD-R	Drug Testing for District Personnel Required to Hold a Commercial Driver's License	Y			Change "Ohio Department of Education" to "Federal Motor Carrier Safety Administration drug and alcohol clearinghouse."	
EEAD	Non-Routine Use of School Buses	Y	Y		Change "Ohio Department of Education" to "Ohio Department of Education and Workforce (ODEW)." change "State Board" to "ODEW"	
EFF	Food Sale Standards	Y			Change "Ohio Department of Education" to "Ohio Department of Education and Workforce."	
GBH (Also JM)	Staff-Student Relations	Y			Change "Ohio Department of Education" to "State Board of Education."	

Recommended policy updates

code	title	<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">department of education</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">state board</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">state superintendent</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">public instruction</div> </div>				recommendation
GCB	Professional and Certificated Staff Supplemental Contracts	Y				Change "Ohio Department of Education" to "State Board of Education."
GCD	Professional and Certificated Staff Hiring	Y				Please find fully revised sample document in September PDQ issue.
GCD-R	Professional and Certificated Staff Hiring	Y				Change "Ohio Department of Education" to "State Board of Education."
GCN-1 (Also AFC-1)	Evaluation of Certificated Staff (Ohio Teachers Evaluation System)	Y	Y			Use notes from AFC-1.
GCNA (Also AFCA)	Evaluation of School Counselors	Y	Y			Use notes from AFCA.
GDC/GDC A/GDD	Classified Staff Recruiting/Posting of Vacancies/Hiring	Y				Please find fully revised sample document in September PDQ issue.
IFD	Curriculum Adoption		Y			Change "State Board of Education" to "Ohio Department of Education and Workforce."
IFD-R	Curriculum Adoption Process Guidelines	Y				Change "Ohio Department of Education" to "Ohio Department of Education and Workforce"
IGBA	Programs for Students With Disabilities	Y	Y			Change "State Board of Education performance targets" to "Ohio Department of Education and Workforce performance targets." Change "Ohio Department of Education, Office of Exceptional Children's model special education policies and procedures" to "Ohio Department of Education and Workforce model special education policies and procedures."
IGBB	Programs for Students Who Are Gifted	Y				Change "Ohio Department of Education" and "ODE" to "Ohio Department of Education and Workforce" and "ODEW."
IGBEA	Reading Skills Assessments and Intervention (Third Grade Reading Guarantee)	Y				Change "Ohio Department of Education" to "Ohio Department of Education and Workforce."
IGBG	Homebound Instruction	Y				Change "Ohio Department of Education" in #2 to "State Board of Education" change "State Department of Education" in #3 to "Ohio Department of Education and Workforce."
IGBM-R	Credit Flexibility	Y				Change "Ohio Department of Education" and "ODE" to "Ohio Department of Education and Workforce" and "ODEW."
IGCG	Preschool Program		Y			Change "State Board of Education" to "Ohio Department of Education and Workforce."

Recommended policy updates

code	title	<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">department of education</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">state board</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">state superintendent</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">public instruction</div> </div>				recommendation
IGCH-R (Also LEC-R)	College Credit Plus	Y				Change "Ohio Department of Education" and "ODE" to "Ohio Department of Education and Workforce" and "ODEW."
IGCK	Blended Learning	Y				Change "Ohio Department of Education" to "Ohio Department of Education and Workforce."
IGD	Cocurricular and Extracurricular Activities	Y				Please find fully revised sample document in September PDQ issue.
IGDJ	Interscholastic Athletics	Y				Please find fully revised sample document in September PDQ issue.
IGEE	Awarding of High School Diplomas to Veterans of War	Y				Change "Ohio Department of Education" to "Ohio Department of Education and Workforce."
IJA	Career Advising		Y			Change "State Board" to "Ohio Department of Education and Workforce."
IKFB	Graduation Exercises	Y				Change "Ohio Department of Education" to "Ohio Department of Education and Workforce."
IL-R	Student Assessment	Y	Y			REVIEW Change "Ohio Department of Education" and "ODE" to "Ohio Department of Education and Workforce" and "ODEW." No change to reference to State Board of Education in #5.
JEA	Compulsory Attendance Ages		Y			Change "State Board of Education" and "SBOE" to "Ohio Department of Education and Workforce" and "ODEW."
JECAA	Admission of Homeless Students	Y				Change "Ohio Department of Education" to "Ohio Department of Education and Workforce."
JECAA-R	Admission of Homeless Students (Dispute Resolution Process)	Y				Change "Ohio Department of Education" and "ODE" to "Ohio Department of Education and Workforce" and "ODEW."
JECBB	Interdistrict Open Enrollment (Do Not Participate)	Y				Change "Ohio Department of Education" and "ODE" to "Ohio Department of Education and Workforce" and "ODEW."
JECBD	Intradistrict Open Enrollment	Y				Change "Ohio Department of Education" and "ODE" to "Ohio Department of Education and Workforce" and "ODEW."
JEDA	Truancy		Y			Please find fully revised sample document in September PDQ issue.
JEG	Exclusions and Exemptions From School Attendance	Y				Change "Ohio Department of Education" to "Ohio Department of Education and Workforce."
JEGA	Permanent Exclusion			Y	Y	Change "State Superintendent of Public Instruction" and "State Superintendent" to "Director of Education and Workforce."
JFCF	Hazing and Bullying (Harassment, Intimidation and Dating Violence)	Y				Change "Ohio Department of Education" to "Ohio Department of Education and Workforce."

Recommended policy updates

code	title	department of education	state board	state superintendent	superintendent of public instruction	recommendation
JHCA	Physical Examinations of Students (Student Screening Programs)	Y				Change "Ohio Department of Education" to "Ohio Department of Education and Workforce."
JM (Also GBH)	Staff-Student Relations	Y				Use notes for GBH.
JO-R	Student Records (Definitions)	Y				Change "Ohio Department of Education" and "ODE" to "Ohio Department of Education and Workforce" and "ODEW" under "Use of Student Education Records" heading only. No changes to reference to US Dept of Ed in #4 under "Annual Notification."
JP	Positive Behavioral Interventions and Supports (Restraint and Seclusion)	Y	Y			Change "State Board of Education," "SBOE," "Ohio Department of Education," and "ODE" to "Ohio Department of Education and Workforce" and "ODEW."
LEC-R (Also IGCH-R)	College Credit Plus	Y				Use notes from IGCH-R.

code	title	<div style="display: flex; justify-content: space-between; padding: 0 5px;"> department of education state board state superintendent superintendent of public instruction </div>				recommendation
AFC-2 (Also GCN-2)	Evaluation of Professional and Certificated Staff (Administrators both Certificated and Classified)	Y	Y			Needs further legal review
GCB-2-R	Professional and Certificated Staff Contracts and Compensation Plans (Administrators)		Y			Needs further legal review
GCN-2 (Also AFC-2)	Evaluation of Professional and Certificated Staff (Administrators both Certificated and Classified)	Y	Y			Use notes from AFC-2.
IGBI	English Learners		Y			Needs further legal review
IKEB-R	Acceleration	Y				Needs further legal review
JHCC	Communicable Diseases	Y	Y			Needs further legal review



Book	Policy Manual
Section	FOR REVIEW
Title	**OSBA Sample** Evaluation of Professional Staff (Administrators Both Professional and Support)
Code	AFC-2 (Also GCN-2)
Status	From OSBA
██████████	████████████████████
████████████████████	████████████████████

****OSBA Sample****

Evaluation of Professional Staff
(Administrators Both Professional and Support)

The Superintendent institutes and maintains a comprehensive program for the evaluation of administrative personnel. Administrative personnel are all persons issued contracts in accordance with the Ohio Revised Code (RC). Evaluations should assist administrators in developing their professional abilities in order to increase the effectiveness of District management.

The purpose of administrator evaluations is to assess the performance of administrators, to provide information upon which to base employment and personnel decisions and to comply with State law. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed by the end of the contract year, and a copy is given to the administrator.

In the year an administrator's contract does expire, two evaluations are completed, one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to June 1 and prior to any Board action on the employee's contract. A written copy of the preliminary evaluation is given to the administrator at this time. Evaluations are considered by the Board in determining whether to re-employ administrators.

The final evaluation includes the Superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.

The evaluation measures the administrator's effectiveness in performing the duties included in his/her written job description and the specific objectives and plans developed in consultation with the Superintendent.

Evaluation criteria for each position are in written form and are made available to the administrator. The results of the evaluations are kept in personnel records maintained in the central office. The evaluated administrator has the right to attach a memorandum to the written evaluation. Evaluation documents, as well as information relating thereto, are accessible to each evaluatee and/or his/her representative.

This evaluation procedure does not create an expectancy of continued employment. Nothing contained herein prevents the Board from making any final determination regarding the renewal or nonrenewal of an administrator's contract.

Ohio Principal Evaluation System (OPES)

Principals and assistant principals are evaluated in accordance with the statutory administrator evaluation requirements of RC 3319.02 and the State Board of Education (SBOE) adopted Ohio Principal Evaluation System (OPES) 2.0 Framework aligned with the Ohio Standards for Principals (2018) adopted under State Law.

Using multiple factors set forth in the OPES 2.0 Framework, principals and assistant principals will receive a final holistic rating of Accomplished, Skilled, Developing or Ineffective. This rating will be based on a combination of observations and supporting evidence using the administrator performance evaluation rubric.

Essential Components

Essential components of the evaluation process consist of the development of a professional growth or improvement plan, two formal observations of at least 30 minutes each, walk-throughs and a final summative conference.

Professional Growth and Improvement Plans

A professional growth or improvement plan will be developed annually with each administrator and be based upon the results of previous evaluations available within the District and aligned to an existing building or District continuous improvement plan and/or goals. The District has discretion to place an administrator on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

High-Quality Student Data

The evaluation uses at least two measures of District-determined high-quality student data (HQSD) to provide evidence of student learning attributable to the administrator, the data may be used as evidence in any component of the evaluation, where applicable. When applicable, the value-added progress dimension must be included as one of the measures of HQSD.

The high-quality student data instrument used must be rigorously reviewed by locally determined experts in the field of education to meet all of the following criteria:

- align to learning standards;
- measure what is intended to be measured;
- be attributable to the administrator;
- demonstrate evidence of student learning (achievement and/or growth);
- follow protocols for administration and scoring;
- provide trustworthy results;
- not offend or be driven by bias.

AND the HQSD must be used by the administrator to:

- measure student learning (achievement and/or growth) and progress toward achieving State and local standards;
- facilitate the critical reflection and analysis of HQSD as part of an ongoing cycle of support for improving student learning and enhancing educator professional practice;
- ensure each student's learning needs and styles, as well as strengths and weaknesses of an entire class, subject or grade level, are addressed through instruction.

Timelines and Additional Considerations

Each administrator subject to OPES must be evaluated annually and receive a written report of the evaluation. The administrator must have at least a preliminary evaluation and at least a final evaluation in any school year the administrator's contract is due to expire. A written copy of the preliminary evaluation shall be provided to the administrator at least 60 days prior to any Board action on the contract of employment. This written copy of the first formal observation, signed by the evaluator, shall serve as the preliminary evaluation to meet the requirements of State law. The final evaluation (second formal observation) shall include a recommendation to the Board regarding a contract of employment for the administrator. A written copy of the evaluation must be provided to the administrator at least five days prior to the Board acting to renew or nonrenew the contract.

The Board allocates financial resources to support professional development in compliance with State law and the SBOE's evaluation framework.

LEGAL REFS:

Ohio Standards for Principals (2018)
ORC 3319.02
ORC 3319.03
ORC 3319.04
ORC 3319.111
ORC 3319.16
ORC 3319.17
ORC 3319.171
ORC 3319.22
OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment
GBL, Personnel Records

NOTE: See policy coded AFC-1 (Also GCN-1) for an explanation of the coding of this sample policy. Regulations accompanying this policy follow under code AFC-2-R (Also GCN-2-R).

Administrative personnel are all persons issued contracts in accordance with State law, including the following: assistant superintendents, business managers, principals, assistant principals and all other personnel required to maintain certificates/licenses.

The evaluation process for principals and assistant principals is set forth by Ohio Revised Code Section (RC) 3319.02(D). Evaluation procedures for principals and assistant principals include the components set forth for administrative personnel, but include some additional requirements. Principal and assistant principal evaluations must be based on principles comparable to the teacher evaluation policies adopted under RC 3319.111, but must be tailored to the duties and responsibilities of principals and assistant principals and the environment in which they work. Therefore, principals and assistant principals are evaluated like other administrators, but with the addition of the SBOE's evaluation framework requirements. In July 2021, the SBOE adopted the updated OPES 2.0 framework reflected in this policy.

The phrase "other administrator" as used in the statute is defined as being comprised of three basic types: (1) licensed administrators; (2) nonlicensed supervisors and management-level employees and (3) business managers.

A licensed "other administrator" is any employee who works in a position for which the Board requires an administrative license. Professional pupil service employees (most notably guidance counselors), administrative specialists and persons employed in equivalent positions are, however, considered to be "other administrators" only if they spend less than 50% of their time teaching or working with students.

A nonlicensed "other administrator" is any employee (other than the Superintendent) whose job duties enable him/her to be considered as either a "supervisor" or "management-level employee" for purposes of the Collective Bargaining Law. Thus, nonlicensed persons employed as transportation coordinators and maintenance supervisors, if they responsibly direct other employees, discipline them or effectively recommend such action, would appear to be "other administrators" within the meaning of the law. Business managers are persons who are employed in positions requiring a business manager's license and whose powers and duties are set forth in a series of statutes applying only to such position.

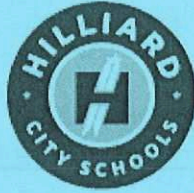
THIS IS A REQUIRED POLICY

Legal [Ohio Standards for Principals 2018](#)
[ORC 3319.02](#)
[ORC 3319.03](#)
[ORC 3319.04](#)
[ORC 3319.111](#)
[ORC 3319.16](#)
[ORC 3319.17](#)

[ORC 3319.171](#)

[ORC 3319.22](#)

[OAC 3301-35-05](#)



Book	Policy Manual
Section	Section A: Foundations And Basic Commitments
Title	Evaluation of Professional and Certificated Staff (Administrators both Certificated and Classified)
Code	AFC-2 (Also GCN-2)
Status	Active
Adopted	August 14, 2001
Last Revised	October 8, 2018
Prior Revised Dates	04/12/2005, 04/22/2013, 11/25/2013, 05/11/2015, 10/26/2015, 04/25/2016

Evaluation of Professional and Certificated Staff
(Administrators Both Certificated and Classified)

The Superintendent/designee institutes and maintains a comprehensive program for the evaluation of administrative personnel. Administrative personnel are all persons issued contracts in accordance with the Ohio Revised Code, including the following: assistant superintendents, business managers, principals, assistant principals and all other personnel required to maintain certificates/licenses in order to be employed as pupil-personnel workers and educational administrative specialists (provided that such person spends less than 50% of his/her time teaching or working with students) and any other employee whose duties enable him/her to be considered either a "supervisor" or "management-level employee" excluded from all of the employee bargaining units. In addition, evaluations should assist administrators in developing their professional abilities in order to increase the effectiveness of District management.

The purpose of administrator evaluations is to assess the performance of administrators, to provide information upon which to base employment and personnel decisions and to comply with the requirements of State law. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed by the end of the contract year, and a copy is given to the administrator. In the year an administrator's contract does expire, two evaluations are completed, one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to June 1 and prior to any Board action on the employee's contract. Evaluations are considered by the Board in determining whether to re-employ administrators.

The final evaluation includes the Superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.

The evaluation measures the administrator's effectiveness in performing the duties included in his/her written job description and the specific objectives and plans developed in consultation with the Superintendent. The evaluations are conducted annually by the Superintendent/designee.

Evaluation criteria for each position are in written form and are made available to the administrator. The results of the evaluations are kept in personnel records maintained in the central office. The evaluated administrator has the right to attach a memorandum to the written evaluation. Evaluation documents, as well as information relating thereto, are accessible to each evaluatee and/or his/her representative.

Ohio Principal Evaluation System (OPES)

Evaluations carried out under this policy are conducted by persons holding evaluator credentials established by the Ohio Department of Education. Evaluators must complete state-sponsored evaluation training and pass the online credentialing assessment. The Board adopts a list of approved credentialed district evaluators chosen from the Ohio Department of Education's list.

Principals and assistant principals are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. This rating will be determined based on 50% measures of principal or assistant principal performance and 50% student growth measures. Student academic growth is determined through multiple measures.

Principals and assistant principals are evaluated via two formal observations and periodic building walk-throughs. The 50% principal and assistant principal performance measure is based on the Ohio Standards for Principals. Proficiency on the standards includes consideration of professional goal setting, communication and professionalism, and skills and knowledge.

Student academic growth is evaluated by a combination of: (1) Value-added data; (2) ODE approved assessments and/or (3) Board determined measures. When available, value-added data shall be included in the multiple measures used to evaluate student growth.

The principal's performance rating is combined with the results of student growth measures to produce a summative evaluation rating according to ODE requirements.

The Superintendent/designee evaluates all principals and assistant principals annually. Annual evaluations include two formal observations at least 30 minutes each and periodic building walkthroughs.

The Board allocates financial resources to support professional learning in compliance with State law and the State Board of Education's evaluation framework.

Legal

[ORC 3319.02](#)

[ORC 3319.03](#)

[ORC 3319.04](#)

[ORC 3319.111](#)

[ORC 3319.16](#)

[ORC 3319.17](#)

[ORC 3319.171](#)

[ORC 3319.22](#)

[OAC 3301-35-05](#)

Cross References

[AF - Commitment to Accomplishment](#)

[GBL - Personnel Records](#)



Book	Policy Manual
Section	FOR REVIEW
Title	**OSBA Sample** Professional Staff Contracts and Compensation Plans (Alternative Administrative License)
Code	GCB-2-R
Status	From OSBA
██████████	████████████████████
██████████	████████████████████

****OSBA Sample****

Professional Staff Contracts and Compensation Plans
(Alternative Administrative License)

The Board may request that the State Board of Education (SBOE) issue an alternative administrative license valid for employing a principal, assistant principal, superintendent, or other administrative specialist working in a central office or supervisory capacity.

SBOE may issue a one-year alternative principal license (renewable two times), valid for serving as principal or assistant principal, or a two-year alternative superintendent or administrative specialist license (renewable one time) at the request of the District. The individual must:

1. be of good moral character;
2. submit to a BCI background check;
3. meet the following educational requirements:
 - A. have a bachelor's degree or master's degree (for principals, assistant principals and administrative specialists) and have a cumulative undergraduate grade-point average (GPA) of at least 3.0 on a 4.0 scale, or a cumulative graduate level GPA of at least 3.0 on a 4.0 scale if the individual holds a master's degree.
 - B. hold a master's degree (for superintendents) with a cumulative GPA of at least 3.0 on a 4.0 scale.
4. have two or more years of teaching experience or five years of documented successful work experience in education, management or administration (for principals) or five or more years of documented successful experience in teaching, education, management or administration (for administrative specialists and superintendents).

The District provides a mentoring program for alternatively licensed administrators compliant with State law.

SBOE may issue a professional administrative license to an individual with an alternative principal license or alternative superintendent or alternative administrative specialist license in accordance with State law.

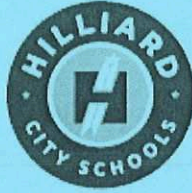
The District develops and implements a planned program for obtaining classroom-teaching experience for individuals issued an alternative principal license without two years of teaching experience under a standard teaching license, a professional pupil services license, an alternative teaching license, or a permanent non-tax certificate. The District develops and implements a plan outlining observation or classroom instruction across grade levels and subject area for individuals issued

an alternative administrative specialist or superintendent license without two years of teaching experience under a standard teaching license, a professional pupil services license, an alternative teaching license, or a permanent non-tax certificate. All such programs meet the requirements of State law.

NOTE: *The State Board of Education adopted requirements for alternative licensure to ensure that qualified individuals have increasing opportunities to become school administrators through alternative routes. The law ensures that alternative routes are standards-based and high quality.*

Alternative administrator licenses are available to individuals for whom their employing district has a board resolution supporting their position.

The requirements for the alternative principal license are outlined in Ohio Administrative Code (OAC) 3301-24-11. OAC 3301-24-12 outlines the requirements for alternative superintendent or other administrative specialist licenses.



Book	Policy Manual
Section	Section G: Personnel
Title	Professional and Certificated Staff Contracts and Compensation Plans (Administrators)
Code	GCB-2-R
Status	Active
Adopted	August 14, 2001
Last Revised	August 8, 2022
Prior Revised Dates	12/11/2001, 05/12/2008, 05/11/2015, 04/26/2016

Professional and Certificated Staff Contracts and Compensation Plans
(Administrators)

The Board may request the State Board of Education to issue an alternative administrative license valid for employing a superintendent, principal or assistant principal or other administrative specialist working in a central office or supervisory capacity, as specified by the Board.

The State Board of Education may issue the alternative administrative license if the Board has determined that the individual:

1. is of good moral character in accordance of the Licensure Code of Professional Conduct for Ohio Educators;
2. holds at least a baccalaureate degree from an accredited institution of higher education in a field related to finance or administration or has five years of recent work experience in education, management or administration and
3. submit to a BCII background check.

An alternative administrative license is valid only in this District. The State Board of Education may renew the license annually upon request of the Board.



Book Policy Manual
Section FOR REVIEW
Title ****OSBA Sample**** English Learners
Code IGBI
Status From OSBA

██████████ ████████████████████
████████████████████ ████████████████████

****OSBA Sample****

English Learners

The Board recognizes the need to provide equal educational opportunities for all students in the District. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the District, the District shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Students in a language minority or who are English learners are identified, assessed and provided appropriate services.

The Board directs the administration to develop and implement instruction programs that:

1. appropriately identify language minority students;
2. provide the appropriate instruction to English learner students to assist them in gaining English language proficiency, as well as content knowledge, in reading/language arts and mathematics and
3. annually assess the English proficiency of students and monitor their progress in order to determine their readiness for the mainstream classroom environment.

The District requires all English learner students to be tested. Alternative assessments may be required. Students must make yearly gains toward closing the achievement gap as defined by the Ohio Department of Education and Workforce performance targets.

The District provides parents with notice of and information regarding the instructional program as required by law. Parent and family involvement is encouraged and parents are regularly apprised of their child's progress.

CROSS REFS.: AC, Nondiscrimination
IE, Organization of Facilities for Instruction
IGBJ, Title I Programs
IGBL, Parent and Family Involvement in Education
JB, Equal Educational Opportunities
JK, Employment of Students

NOTE: THIS IS A REQUIRED POLICY

Legal [42 USC 2000d](#)

[Elementary and Secondary Education Act; 20 USC 1221 et seq.](#)

[34 CFR Part 200](#)

[ORC 3301.0711](#)

[ORC 3302.01](#)

[ORC 3302.03](#)

[ORC 3313.61](#)

[ORC 3313.611](#)

[ORC 3313.612](#)

[ORC 3317.03](#)

[ORC 3331.04](#)

[OAC 3301-35-04](#)

[OAC 3301-35-06](#)

[OAC 3301-35-07](#)



Book	Policy Manual
Section	Section I: Instruction
Title	English Learners
Code	IGBI
Status	Active
Adopted	August 14, 2001
Last Revised	March 12, 2018
Prior Revised Dates	11/11/2003, 07/26/2004, 10/25/2004, 01/22/2007, 01/14/2013, 05/11/2015, 07/05/2017

English Learners

The Board recognizes the need to provide equal educational opportunities for all students in the District. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the District, the District shall take appropriate action to support the acquisition of the English language in order to provide the student equal access to its programs.

The Board directs the administration to develop and implement instruction programs that:

1. appropriately assess and identify English learner students;
2. provide the appropriate instruction to English learner students to assist them in gaining English language proficiency, as well as content knowledge, in reading/language arts and mathematics and
3. annually assess the English proficiency of students and monitor their progress

Students are encouraged to make yearly gains towards closing the achievement gap as defined by the State Board of Education performance targets. The Board encourages parents to stay in communication with the school for current requirements.

The District provides parents with notice of and information regarding the instructional program as required by law. Parent and family involvement is encouraged and parents are regularly apprised of their child's progress.

Legal	<u>42 USC 2000d</u> <u>Elementary and Secondary Education Act; 20 USC 1221 et seq.</u> <u>34 CFR Part 200</u> <u>ORC 3301.0711</u> <u>ORC 3302.01</u> <u>ORC 3302.03</u> <u>ORC 3313.61</u>
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ORC 3313.611

ORC 3313.612

ORC 3317.03

ORC 3331.04

OAC 3301-35-04

OAC 3301-35-06

OAC 3301-35-07

Cross References

AC - Nondiscrimination

IE - Organization of Facilities for Instruction

IGBJ - Title I Programs

IGBL - Parent and Family Involvement in Education

JB - Equal Educational Opportunities

JK - Employment of Students



Book	Policy Manual
Section	Section I: Instruction
Title	Acceleration
Code	IKEB-R
Status	Active
Adopted	August 13, 2007
Last Revised	July 8, 2015
Prior Revised Dates	09/28/2009, 05/11/2015

Acceleration

Pre-Referral Informal Case Review

Upon being contacted about potentially unique student needs, the principal may conduct an informal case review with all relevant parties to review available data, discuss student learning and potential needs and review results of interventions already applied.

To respond to identified student needs, options such as these should be considered:

1. classroom differentiation;
2. flexible instructional groups;
3. intervention provided by other school staff;
4. referral to IAT and/or RTI
5. completion of an Acceleration Referral to consider possible subject area or whole grade acceleration.

Documentation of an informal case review, IAT and/or RTI meeting/plan and/or any school interventions should be placed in the student file to insure that there is a full and accurate record of such discussions and interventions.

Acceleration Referral

A child's teacher and/or parents may submit an Acceleration Referral to the building principal.

After the principal signs the referral, a copy should be placed in the student's file, and the referral should be forwarded to the building psychologist for data gathering.

Data Gathering by Building Psychologist

The school psychologist will collect and review the data already available, and will communicate with the principal if any additional data are needed. The principal will approve the collection of additional data, and will communicate with staff who will be asked to administer assessments or provide additional information.

Upon approval of the principal, and receipt of written permission from the parents, the building psychologist will administer any individual cognitive and/or academic tests that are needed.

All assessment results will be returned to the building psychologist by teachers and other staff who are completing them.

The school psychologist will complete the Iowa Acceleration Scale, will create and maintain a file with documents related to the acceleration referral and will notify the principal when these steps have been completed.

Data Review and Decision

Upon receiving notification from the building psychologist that all data have been gathered and completed, the principal will convene an acceleration evaluation committee. Acceleration evaluation committee members may include:

1. principal and/or assistant principal (secondary);
2. intervention teacher (elementary);
3. child's current teacher;
4. A teacher at the grade level to which the student may be accelerated;
5. parent or legal guardian;
6. building psychologist;
7. gifted intervention specialist(s) if the child is receiving gifted education services;
8. special education teacher(s) if the child is receiving special education services and

The acceleration evaluation committee will examine the data and determine the appropriateness of whole grade or subject area accelerated placement for the child.

Minimum Criteria for Accelerated Placement in Hilliard City Schools

Whole Grade Acceleration

The school psychologist will complete the Iowa Acceleration Scale, will create and maintain a file with documents related to the acceleration referral and will notify the principal when these steps have been completed.

Iowa Acceleration Scale

Ranking of "Excellent" or "Good" — candidate for acceleration

1. Cognitive Ability (Iowa Scale IV)

The four Iowa Acceleration Scale checklists should be completed by the student's current teacher(s), and the results should be considered in determining the student's eligibility for an accelerated placement:

- A. School and Academic Factors (Iowa Scale VII)
- B. Development Factors (Iowa Scale VIII)

Note: Developmental factors should be considered in relationship to the child's cognitive abilities. Students with exceptional cognitive abilities may score lower levels on this section; however, their high cognitive ability and achievement will serve as a balance on the final tally of points for the Iowa Scale.

C. Interpersonal Skills (Iowa Scale IX)

On a nationally standardized test administered individually by a school psychologist that includes both verbal and nonverbal subscales. The assessment must have been conducted within the last 24 months. If test results are available from more than one individual assessment (as described above), the most recent scores should be used.

*If the child's Full Scale (Composite) cognitive score is below the level indicated, (but not lower than a 115 Full Scale score, or one standard deviation above the mean) and/or if cognitive ability has been measured by a nonverbal instrument score, all other criteria should be met.

2. Academic Aptitude (Iowa Scale V)

Academic aptitude is measured by an Ohio Department of Education-approved above level standardized achievement test, administered individually by a school psychologist that allows measurement of academic ability beyond the student's current grade level.

3. **Academic Achievement** (Iowa Scale VI) — Grade-level achievement test (most current within the last 12 months)

Academic achievement is measured by results on a nationally standardized achievement test for the grade level at which the child is currently placed. The test must have been taken within the last 12 months. If more than one set of test scores is available, the most current score should be used.

Note: For reading or math, if the student has recently been assessed using an out-of-level nationally standardized achievement test, and the student has scored 90th percentile or higher (using grade- vs. age-based academic scores), it is not necessary to also administer a grade-level nationally standardized achievement test in that subject area. In this case, to complete this section of the Iowa Acceleration Scale, it should be assumed that the child would score at the 95th percentile on a grade-level achievement test in that subject area.

4. **Behavioral Checklists**

The four Iowa Acceleration Scale checklists should be completed by the student's current teacher(s), and the results should be considered in determining the student's eligibility for an accelerated placement

A. School and Academic Factors (Iowa Scale VII)

B. Developmental Factors (Iowa Scale VIII)

Note: Developmental factors should be considered in relationship to the child's cognitive abilities. Students with exceptional cognitive abilities may score at lower levels on this section; however, their high cognitive ability and achievement will serve as a balance on the final tally of points for the Iowa Scale.

C. Interpersonal Skills (Iowa Scale IX)

D. Attitude and Support (Iowa Scale X)

Whole Grade Acceleration is Recommended

If the acceleration evaluation committee makes a decision in favor of whole grade acceleration, the following steps should be followed, under the direction of the building principal/designee.

1. The acceleration evaluation committee should create a written acceleration plan, which includes signatures of parents and all other members of the committee.
2. The acceleration evaluation committee should coordinate the acceleration plan with any other services being received by the child, in consultation with the staff members who are providing those services.
3. The signed Acceleration Plan should be placed in the child's permanent school file, and a copy should be sent to the gifted services secretary to file.
4. The building secretary should record the accelerated placement in the District's student database.
5. The principal should assign a school staff member to monitor student transition and ongoing progress during the accelerated placement.

Whole Grade Acceleration is NOT Recommended

If the acceleration evaluation committee does not recommend whole grade acceleration, the following steps should be followed, under the direction of the building principal/designee.

1. The acceleration evaluation committee should document its findings, including the names of committee members and the reason(s) for not recommending accelerated placement at this time. Any member of the committee, including the parent/guardian, may include a statement of dissent.
2. This document should be placed in the student's permanent school file, and a copy should be sent to the gifted services secretary to file.
3. Parents should be informed of their right to make a written appeal of the decision to the Superintendent/designee within 10 school days of their receipt of the written acceleration evaluation committee's decision from the building principal. Information provided to parents should include the mailing address of the Superintendent/designee and should identify any factors or documents the parents should include in their letter of appeal to the

Superintendent/designee.

4. The acceleration evaluation committee should communicate alternative steps that might be taken within the school to address the student's educational needs and provide additional challenges to the student.

Annual Review and Planning

Following successful completion of the transition period defined by the acceleration evaluation committee, a student's acceleration is considered permanent, based on the child's continued success in the accelerated placement.

1. Subject Area Acceleration

For subject area acceleration

- A. Score above grade-level in the accelerated subject on a nationally standardized achievement test **within the last 12 months**, and
- B. To gain a holistic view of the child's likelihood for success, the acceleration committee may use additional test data that measures motivation, reading skills, and social/physical/emotional factors.

Subject Area Acceleration is Recommended

If the acceleration evaluation committee makes a decision in favor of subject area acceleration, the following steps should be followed, under the direction of the building principal/designee.

1. The acceleration evaluation committee should create a written acceleration plan, which includes signatures of parents and all other members of the committee.
2. The acceleration evaluation committee should coordinate the acceleration plan with any other services being received by the child, in consultation with the staff members who are providing those services.
3. The signed acceleration plan should be placed in the child's permanent school file and a copy should be sent to the gifted services secretary to file.
4. The building secretary should record the accelerated placement in the District's student database.
5. The principal should assign a school staff member to monitor student transition and ongoing progress during the accelerated placement.

Subject Area Acceleration is NOT Recommended

If the acceleration committee does not recommend subject area acceleration, the following steps should be followed, under the direction of the building principal/designee.

1. The acceleration committee should document its findings, including the names of committee members and the reason(s) for not recommending accelerated placement at this time. Any member of the committee, including the parent/guardian, may include a statement of dissent.
2. This document should be placed in the student's permanent school file and a copy should be sent to the gifted services secretary to file.
3. Parents should be informed of their right to make a written appeal of the decision to the Superintendent/designee within 10 school days of their receipt of the written acceleration evaluation committee's decision from the building principal. Information provided to parents should include the mailing address of the Superintendent/designee and should identify any factors or documents the parents should include in their letter of appeal to the Superintendent/designee.
4. The acceleration evaluation committee should communicate alternative steps that might be taken within the school to address the student's educational needs and provide additional challenges to the student.

Annual Review and Planning

Following successful completion of the transition period defined by the acceleration evaluation committee, a student's acceleration is considered permanent, based on the child's continued success in the acceleration placement.

For students in subject area accelerated placements, the building principal/designee will conduct a planning conference during the second semester of the school year to identify, for the following school year, the classroom placement for subject area acceleration, and any specialized resources that might be needed to ensure the student's continual progress. If the student's regular class placement will be changing from elementary to sixth grade, from sixth grade to middle school or from middle school to high school, the principal/designee from the new school should participate in the planning conference.



Book	Policy Manual
Section	FOR REVIEW
Title	**OSBA Sample** Communicable Diseases
Code	JHCC
Status	From OSBA

██████████	████████████████████
██████████████████	████████████████████

****OSBA Sample****

Communicable Diseases

The Board recognizes that controlling the spread of communicable diseases through casual contact is essential to the well-being of the school community and to efficient District operation. The Board directs the Superintendent to develop and implement communicable disease management protocols in consultation with health professionals.

In order to protect the health and safety of students and staff, the Board follows all State laws and Ohio Department of Health regulations pertaining to immunizations and other means for controlling communicable diseases that are spread through casual contact in the schools. The Board will not require an individual to receive a vaccine for which the United States Food and Drug Administration (FDA) has not granted full approval, nor will the District discriminate against an individual who has not received a vaccine that has not been granted full FDA approval, including by requiring the individual to engage in or refrain from engaging in activities or precautions that differ from the activities or precautions of an individual who has received such a vaccine.

All students with signs or symptoms of diseases suspected as being communicable to others are given immediate attention and sent home if such action is indicated.

Any student suspected or reported to have a communicable disease is examined by a school nurse or public health nurse. Upon the recommendation of the school nurse, the student may be excluded from school. Readmission is dependent upon a decision by a physician, school nurse or public health nurse.

Parents are informed when a communicable disease occurs in their child's classroom or on the bus so that early signs or symptoms can be observed and appropriate preventive measures can be instituted.

- LEGAL REFS.:
- ORC 3313.67
 - ORC 3313.671
 - ORC 3313.68
 - ORC 3313.71
 - ORC 3319.321
 - ORC 3707.04
 - ORC 3707.06
 - ORC 3707.08
 - ORC 3707.16
 - ORC 3707.20
 - ORC 3707.21
 - ORC 3707.26
 - ORC 3792.04

CROSS REFS.: JHCA, Physical Examinations of Students
JHCB, Immunizations

NOTE: *Communicable diseases are illnesses caused by microorganisms and transmitted from an infected person or animal to another person or animal. Most communicable diseases are spread through contact or close proximity because the microorganisms are airborne, i.e., they are expelled from the nose and mouth of the infected person and inhaled by anyone in the vicinity.*

To ensure the health and safety of the entire school community, boards should make sure that administrators develop, implement and maintain a communicable disease management program within the District's larger comprehensive emergency/safety plan.

At a minimum, this program should include how to identify, detect and report communicable diseases, when to isolate students from other students, when to exclude students from school, what should be done to educate excluded students and how to integrate infected students back into the classrooms.

HB 244 (2021) enacts Ohio Revised Code 3792.04, prohibiting a public school from requiring an individual to receive a vaccine for which the United States Food and Drug Administration (FDA) has not granted full approval. The provisions also prohibit the District from discriminating against an individual who has not received a vaccine that has not been granted full FDA approval, including by requiring the individual to engage in or refrain from engaging in activities or precautions that differ from the activities or precautions of an individual who has received such a vaccine.

Legal

[ORC 3313.67](#)

[ORC 3313.671](#)

[ORC 3313.68](#)

[ORC 3313.71](#)

[ORC 3319.321](#)

[ORC 3707.04](#)

[ORC 3707.06](#)

[ORC 3707.08](#)

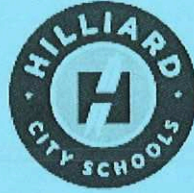
[ORC 3707.16](#)

[ORC 3707.20](#)

[ORC 3707.21](#)

[ORC 3707.26](#)

[ORC 3792.04](#)



Book	Policy Manual
Section	Section J: Student
Title	Communicable Diseases
Code	JHCC
Status	Active
Adopted	August 14, 2001
Last Revised	November 8, 2021
Prior Revised Dates	05/11/2011, 05/11/2015, 02/08/2016

Communicable Diseases

It is the belief of the Board that it has the responsibility to attempt to ensure that all students and staff are provided with a healthy learning environment, which would promote their optimum level of health. Learning is more apt to occur when the learner is in a healthy state physically, socially, emotionally and mentally. The Board will instruct administrators and school health personnel to establish and enforce procedures in accordance with Federal, State and local laws, directives by agencies of the State, Board policy and administrative recommendations.

The Board will not require an individual to receive a vaccine for which the United States Food and Drug Administration (FDA) has not granted full approval, nor will the District discriminate against an individual who has not received a vaccine that has not been granted full FDA approval, including by requiring the individual to engage in or refrain from engaging in activities or precautions that differ from the activities or precautions of an individual who has received such a vaccine.

Casual-Contact Communicable Diseases

Any child suspected of having a casual-contact communicable disease will be referred to a physician for examination and recommendation for exclusion from school. Readmission to school will be allowed by a physician's statement or by consultation with the school nurse. In case of doubt regarding exclusion or readmission, the physician will be consulted.

Exclusion from and readmission to school of students with suspected communicable disease shall be determined by using the Ohio Department of Health publication "Communicable Disease Chart" as a minimal standard. This chart is not an all-inclusive list. Cases of communicable disease that are reportable by law should be reported to the local health department Infectious Disease Reporting System (IDRS).

When deemed appropriate, the school nurse will request the building principal to inform parents when a communicable disease occurs in the classroom.

Control of Noncasual-Contact Communicable Diseases

The Board seeks to provide a safe educational environment for both students and staff. It is the Board's intent to ensure that any student or employee who contracts a communicable disease that is not communicated through casual contact will have his/her status in the District examined by a medical evaluation team and that the rights of both the affected individual and those of other members and students will be acknowledged and respected.

For purposes of this policy, "noncasual-contact communicable diseases" shall include:

1. HIV positive individual
2. hepatitis B
3. other like diseases that may be specified by the State Board of Health.

Medical Evaluation Team - Non-Casual Communicable Diseases

The Board seeks to keep students and employees in school unless there is definitive evidence to warrant exclusion. When the Superintendent/designee learns that a student or employee may be infected with a noncasual-contact communicable disease, the Superintendent/designee may convene a medical evaluation team. That team may consist of an administrator assigned by the Superintendent/designee, with prior written permission, the individual's primary care physician, a physician designated by the Board, a school nurse and a public health official. The team has the authority to request additional expertise as may be considered necessary and appropriate. Administration will act as chairperson and convene the team.

The medical evaluation team may make such expeditious examination of the employee or student as in its opinion the protection of the health of the students, teachers and other school employees require. If it is a student, the parent/guardian must give written permission for this examination to occur. If it is an employee, then that individual must give prior written permission for this examination to occur. The team shall make a written report to the Superintendent/designee, which shall specify the following:

1. whether the employee or student has been exposed to or has contracted a communicable disease;
2. the identification of the disease, its nature and prognosis;
3. the nature of the risk of the employee's or student's medical condition (how the disease is transmitted);
4. the duration of the condition (how long the carrier is infectious);
5. the severity of the risk of the medical condition (the potential harm to third parties);
6. the probability the disease will be transmitted and varying degrees of harm and
7. a recommendation regarding future attendance of a student or future employment of an employee.

After considering the report of the medical evaluation team, the Superintendent/designee may assign the student to school unconditionally, to school under restrictive conditions or to home instruction pursuant to the Board's policy on home instruction. With respect to an evaluation of an employee, the Superintendent/designee may assign the employee to return to his/her usual place of employment unconditionally or to a work assignment under restrictive conditions or the Superintendent/designee may seek to have the employee utilize sick leave or be placed on a leave of absence in accordance with the collective bargaining agreement and Ohio law.

The evaluation team shall maintain an active role in monitoring an infected student's or employee's condition. If the Superintendent/designee or any member of the evaluation team believes there has been a change in the student's or employee's condition, the Evaluation Team will reconvene to review the circumstances of the infected person(s). If the review suggests a need to revise the initial recommendation, the evaluation team will do so in a timely manner and direct the recommendation to the Superintendent/designee.

Confidentiality of Non-Casual Communicable Diseases

The Board recognizes the need to protect the individual rights and the health of persons infected with communicable diseases and the rights and health of those not similarly infected. The Board believes that information concerning the health of any employee or student should be treated as confidential information and should be known only to those required to have such information. No person in this setting is required by law to disclose any information with regard to HIV or HEP B status. If an HIV or HEP B positive staff member or the parent/guardian of an HIV or HEP B positive student chooses, the HIV or HEP B positive individual or his/her parent or guardian will make the determination with whom the individual's HIV or HEP B status will be shared. It is in the best interest of the District to have the HIV or HEP B positive individual specify in writing with whom his/her HIV or HEP B status can be shared and how this information will be provided to the specified individuals.

Communicable Diseases Education Program

The Board directs the administration to develop a program for educating persons regarding communicable diseases. The program should provide a plan for making information about communicable diseases available to students and employees. The program should include in-service training for teachers, administrators and non-teaching employees. The Board and administration will assist other public agencies in providing information about communicable diseases to the public. In developing such programs, it is expected that information from sources such as the National Centers for Disease

Control, the Ohio Department of Health and the Ohio Department of Education will be utilized. The purposes of the education program will help to dispel fears based upon erroneous information or a lack of information and adherence to FERPA guidelines.

Legal

[ORC 3313.67](#)

[ORC 3313.671](#)

[ORC 3313.68](#)

[ORC 3313.71](#)

[ORC 3319.321](#)

[ORC 3707.04](#)

[ORC 3707.06](#)

[ORC 3707.08](#)

[ORC 3707.16](#)

[ORC 3707.20](#)

[ORC 3707.21](#)

[ORC 3707.26](#)

[ORC 3792.04](#)

Cross References

[JHCA - Physical Examinations of Students \(Student Screening Programs\)](#)

[JHCB - Immunizations](#)