



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent
Thursday, October 10, 2024, Central Office

Hilliard City School District
Operations Department

COMMITTEE MEMBERS

Brian Perry, Board of Education
Kelley Arnold, Board of Education
Melissa Swearingen, Treasurer/CFO
Mike McDonough, Deputy Superintendent
Jill Abraham, Assistant Superintendent
Stacie Raterman, Communications Director
Herb Higginbotham, Director of Elementary Education
Jacob Grantier, Director of Middle Level Education

Jamie Lennox, Special Education Director
Hilary Sloat, Director of Diversity, Equity & Inclusion
Matt Middleton, Principal Hilliard Darby HS
Katherine Hueter, Principal Hilliard Weaver MS
Matt Trombitas, Asst Principal Hilliard Station Sixth Grade
Kevin Landon, Principal Avery Elementary
Monica Campana, Principal Washington Elementary
Angie Rader, HEA Representative

RECOMMENDATION

**Second Reading
November 25, 2024**

The Policy Review Committee meets quarterly each school year. All proposed new policies, revisions of current policies or repeal of a current policy are reviewed by the Policy Review Committee before being presented to the Superintendent for submission to the Board of Education. Two readings at two separate meetings shall normally be required before a new or revised policy may be adopted. Action to adopt will take place at a subsequent third meeting. However, the Board does have the option of voting for adoption at the second meeting.

The Policy Review Committee recommends the policies listed below be revised, as noted on the following pages:

1. ACC – Political Commitments (**New Policy**)
2. BDDG – Minutes
3. DJC – Bidding Requirements
4. DM – Deposit of Public Funds/Cash Collection Points
5. EBBA – First Aid
6. EBCE – Protection for Reporting Safety and Fraud Violations (Whistleblowers)
7. EDE – Computer/Online Services
8. EHC – Cybersecurity (**New Policy**)
9. GCD – Professional and Certificated Staff Hiring
10. GDC/GDCA/GDD – Classified Staff Recruiting/Posting of Vacancies/Hiring
11. IC/ICA – School Year/School Calendar
12. IGAE – Health Education
13. IGAH/IGAI – Family Life Education/Sex Education
14. IGD – Cocurricular and Extracurricular Activities
15. IGDJ – Interscholastic Athletics
16. JECBC – Admission of Students from State-Chartered, Non-Chartered or Home Education
17. JED – Student Absences and Excuses
18. JEDA – Truancy
19. JEDC – Religious Expression Days (**New Policy**)
20. JHG – Reporting Child Abuse and Mandatory Training

Revision Notes:

- Language with a ~~line drawn through it~~ is language to be removed.
- Language in **bold-type** is language to be added.

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

- First reading – November 4, 2024
- Second reading – November 25, 2024
- Third reading and adoption – December 9, 2024



| | |
|---------|--|
| Book | Policy Manual |
| Section | Section A: Foundations And Basic Commitments |
| Title | Political Commitments |
| Code | ACC |
| Status | |

New 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~~ **positive behavior support** 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

Legal

[ORC 3319.614](#)

DRAFT



| | |
|---------------------|---|
| Book | Policy Manual |
| Section | Section B: School Board Governance And Operations |
| Title | Copy of Minutes |
| Code | BDDG |
| Status | |
| 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 **regular 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 **regular 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 | Section D: Fiscal Management |
| Title | Copy of Bidding Requirements |
| Code | DJC |
| Status | |
| 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 \$2530,000, 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~~ **Chief Operating Officer** 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.

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|-------|---|
| Legal | ORC 153.50 through 153.56 |
| | ORC 9.314 |
| | ORC 3313.372 |
| | ORC 3313.373 |
| | ORC 3313.46 |
| | ORC 3319.04 |

[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](#)

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| | |
|---------------------|--|
| Book | Policy Manual |
| Section | Section D: Fiscal Management |
| Title | Copy of Deposit of Public Funds (Cash Collection Points) |
| Code | DM |
| Status | |
| 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. **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

[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 | Section E: Support Services |
| Title | Copy of First Aid |
| Code | EBBA |
| Status | |
| 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.

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.

CROSS REFS.: Emergency Medical Authorization Form
Staff Handbooks

Legal

[ORC 2305.23](#)

[ORC 3301.56](#)

[ORC 3301.68](#)

[ORC 3313.6021](#)

[ORC 3313.6023](#)

[ORC 3313.712](#)

[ORC 3313.717](#)

[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](#)

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| | |
|--------------|---|
| Book | Policy Manual |
| Section | Section E: Support Services |
| Title | Copy of Protection for Reporting Safety and Fraud Violations (Whistleblowers) |
| Code | EBCE |
| Status | |
| 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. **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 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.

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](#)

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| | |
|---------------------|--|
| Book | Policy Manual |
| Section | Section E: Support Services |
| Title | Copy of Computer/Online Services |
| Code | EDE |
| Status | |
| 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.

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.

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 \(Zero Tolerance\)](#)

[JFCF - Hazing and Bullying \(Harassment, Intimidation and Dating Violence\)](#)



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

New Policy

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. **Written procedures, measures,** and training to prevent payment re-redirect 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](#)

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|---------------------|--|
| Book | Policy Manual |
| Section | Section G: Personnel |
| Title | Copy of Professional and Certificated Staff Hiring |
| Code | GCD |
| Status | |
| 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~~ **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.

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

[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](#)

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|---------------------|---|
| Book | Policy Manual |
| Section | Section G: Personnel |
| Title | Copy of Classified Staff Recruiting/Posting of Vacancies/Hiring |
| Code | GDC/GDCA/GDD |
| Status | |
| 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 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.

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. **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

[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](#)



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|---------------------|-------------------------------------|
| Book | Policy Manual |
| Section | Section I: Instruction |
| Title | Copy of School Year/School Calendar |
| Code | IC/ICA |
| Status | |
| 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. **The public hearing on the school calendar may be a separate, individual hearing or be part of another public hearing or Board meeting.**

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



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|---------------------|---|
| Book | Policy Manual |
| Section | Section I: Instruction |
| Title | Copy of Health Education |
| Code | IGAE |
| Status | |
| 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~~ **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) 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 **or opt-in** 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 [ORC 3313.60](#)
[ORC 3313.666](#)
[ORC 3319.073](#)
[OAC 3301-35-04](#)

[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](#)

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| | |
|---------------------|---|
| Book | Policy Manual |
| Section | Section I: Instruction |
| Title | Copy of Family Life Education/Sex Education |
| Code | IGAH/IGAI |
| Status | |
| 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 ~~veneral disease~~ **sexually transmitted infection** 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 ~~veneral disease~~ **sexually transmitted infection** education.

If the District or a school offers additional instruction in ~~veneral 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 [Elementary and Secondary Education Act; 20 USC 1221 et seq.](#)
[ORC 3313.60](#)
[ORC 3313.6011](#)

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| Book | Policy Manual |
| Section | Section I: Instruction |
| Title | Copy of Cocurricular and Extracurricular Activities |
| Code | IGD |
| Status | |
| 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 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.
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~~ **State Board** of Education and State law.
16. Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.
17. Students may be removed from extracurricular activities when their presence poses a continuing danger to persons or property or an ongoing threat of disruption. If a student is removed from extracurricular activities, such removal may include all extracurricular activities in which the student is involved.
18. Resident students enrolled in community schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.
19. Resident students attending STEM and STEAM schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.
20. Resident students attending a nonpublic school are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the extracurricular activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

21. Resident students receiving home education in accordance with State law are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same nonacademic and financial requirements as any other participant.
22. Prior to exclusion from participation, the student/parent will be given written notification of the intention to exclude and the reason(s) for the intended exclusion. The student will be afforded the opportunity to appear at an informal hearing to challenge the reason(s) for the intended exclusion. The informal hearing will be held with the coach, advisor designee or administrator. Within 24 hours following exclusion, a letter of notification will be sent to the parent or guardian specifying the reason for the student participant's exclusion from participation, the period of time for the exclusion and options, if any. The parent or guardian shall be notified by telephone, when possible, of the exclusion from participation.
23. The Intention to Exclude from Participation form will include the notification of the right of the student or his parent(s)/guardian(s) to appeal such action to the Extracurricular Appeal Committee in their respective buildings. The Appeal Committee will consist of two administrators and two teachers. The committee will be appointed and chaired by the building principal.

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

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

26. **Nonresident students may be authorized by the Superintendent to participate in an interscholastic athletic program offered by a school of the District if the student is a home educated student; 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.

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.

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](#)



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| Book | Policy Manual |
| Section | Section I: Instruction |
| Title | Copy of Interscholastic Athletics |
| Code | IGDJ |
| Status | |
| 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~~ **State Board** 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.

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.

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](#)



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|---------------------|---|
| Book | Policy Manual |
| Section | Section J: Student |
| Title | Copy of Admission of Students From State-Chartered, Non-Chartered or Home Education |
| Code | JECBC |
| Status | |
| 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 \(Grades 7-12\).](#)



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|---------------------|--|
| Book | Policy Manual |
| Section | Section J: Student |
| Title | Copy of Student Absences and Excuses |
| Code | JED |
| Status | |
| 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.

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. 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](#)



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|---------------------|--|
| Book | Policy Manual |
| Section | Section J: Student |
| Title | Copy of Truancy |
| Code | JEDA |
| Status | |
| 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~~ **Ohio Department of Education and Workforce** for the purpose of encouraging parental involvement in compelling the child's attendance at school.

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

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

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

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

Regarding habitual truants and excessively absent students, the Board 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. **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

[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](#)



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|---------|---------------------------|
| Book | Policy Manual |
| Section | Section J: Student |
| Title | Religious Expression Days |
| Code | JEDC |
| Status | |

New 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:

Title: **Director of Diversity, Equity and Inclusion**
Address: **2140 Atlas Street, Columbus, OH 43228**
Phone number: **(614) 921-7000**

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

Legal

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



| | |
|---------------------|---|
| Book | Policy Manual |
| Section | Section J: Student |
| Title | Copy of Reporting Child Abuse and Mandatory Training |
| Code | JHG |
| Status | |
| 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 Safety 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 **prevention promotion 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 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](#)

DRAFT