Book	Policy Manual
Section	Section B: School Board Governance and Operations
Title	Copy of Minutes
Code	BDDG
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	10/08/2018

Minutes

~~**The minutes of the meetings of the Board constitute the written record of Board actions. The Treasurer records in the minutes of each meeting all actions taken by the Board.**~~

~~**Full and accurate minutes must contain sufficient facts and information to permit the public to understand and appreciate the rationale behind the Board's decisions.**~~

~~**A complete and accurate set of minutes shall be prepared and become a regular part of the monthly agenda. The Treasurer must make draft minutes available for public inspection. Following approval of the minutes by the Board at the next meeting, the 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.**~~

~~**The official minutes shall be bound and kept in the office of the Treasurer, who shall, after they have been approved by the Board, make them available to the public and news media. Copies are made available at cost during normal office hours.**~~

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

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

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

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

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

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

Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Data and Records Retention
Code	EHA
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	06/13/2016

~~Data and~~ District Records Commission, Records Retention and Disposal

All records[1] are the property of the District and are not removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the District Records Commission. Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred or destroyed unlawfully.

"Records" include any document, device or item, regardless of physical form or characteristic, including an electronic record (as defined in Ohio Revised Code Section (RC) 1306.01), created or received by or coming under the jurisdiction of the District that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District.

District Records Commission

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

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

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

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

Records Retention Schedule

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

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

Disposal of Records

Before public records are disposed of pursuant to an approved records retention schedule, the Commission verifies whether OHC requires a certificate of records disposal (RC-3 form) prior to disposal. If OHC has requested to review the records, the District will complete a certificate of records disposal and give OHC the opportunity for a period of 15 days to select for its custody such public records as it considers to be of continuing historical value. OHC may not review or select for its custody the records set forth in RC 149.381(E). If OHC has not requested to review the records, or if OHC has not responded within the statutory review period, the District disposes of the public records pursuant to its approved records retention schedule.

If the District discovers records that have never been properly scheduled on an RC-2 and are no longer created or were only created once and they no longer have any administrative, fiscal, legal, or historical value, the District will submit an application for the one-time disposal of these obsolete records (RC-1 form) to OHC for review. OHC will review the

application within a period of 60 days. During this time, OHC may select for its custody any records it considers to be of continuing historical value. After OHC has completed its review, it will forward the application to the Auditor of State for their approval or disapproval. The Auditor of State must approve or disapprove the application within 60 days.

~~**The District Records Commission is composed of the Board President, the Treasurer and the Superintendent and meets at least once every 12 months.**~~

~~**The function of the commission is to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the District. Records may be disposed of by the District pursuant to the procedure outlined below. The commission may at any time review any schedule it has previously approved and may revise that schedule, in accordance with State law.**~~

~~**The Superintendent designates a Records Officer in each department/building who is responsible for all aspects of records retention, including electronic mail, within that department/building.**~~

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

~~**Before public records are disposed of pursuant to an approved schedule, the District must inform OHC of the disposal of only the records that OHC has requested to see. OHC is given the opportunity for a period of 15 days to select for its custody such public records as it considers to be of continuing historical value.[2]**~~

~~**Electronic Mail and Social Media Content**~~

~~**Electronic mail sent or received by the Board and/or District employees and social media content may be considered a public record subject to public disclosure or inspection under the Open Meetings Act (Sunshine Law). If the electronic mail or social media content is the District's official record and meets the definition of a record as defined by State law, then the information must be retained in accordance with the District records retention schedule.**~~

~~**All Board and District electronic mail communications and social media content are monitored in accordance with the attached regulation to ensure that all electronic mail and social media public records are retained, archived and destroyed in compliance with State law.**~~

~~**District employees are subject to disciplinary action for violation of this policy and regulation.**~~

~~**1 Records include any document, device or item, regardless of physical form or characteristic, including an electronic record (as defined in Ohio Revised Code Section (RC) 1306.01), created or received by or coming under the jurisdiction of the District that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District, RC 149.011.**~~

~~**2 The Ohio History Connection may not review or select for its custody the records set forth in RC 149.381(E).**~~

Legal References

- ~~**Family Educational Rights and Privacy Act; 20 USC 1232g et seq.**~~
- ORC 9.01
- **ORC 121.22(F)**
- ORC 149.011
- ORC 149.35
- ORC 149.381
- ORC 149.41
- **ORC 1306.01(G)**
- ~~**ORC 149.43**~~
- ~~**ORC 3313.29**~~
- ~~**ORC 3319.321**~~
- ~~**ORC 3701.028**~~
- Ohio History Connection Form RC-1
- Ohio History Connection Form RC-2
- Ohio History Connection Form RC-3

Cross References

- DI - Fiscal Accounting and Reporting
- GBL - Personnel Records
- JO - Student Records
- KBA - Public's Right to Know

Book	Policy Manual
Section	Section J: Student
Title	Copy of Student Absences and Excuses
Code	JED
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	12/14/2009, 03/13/2017, 03/12/2018, 10/08/2018

Student Absences and Excuses

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

~~**The Board directs the Superintendent/designee to develop appropriate procedures for tracking student attendance based on the mode of learning. The District monitors daily absences for trends related to COVID-19.**~~

~~**Students will not be penalized for absences related to contracting COVID-19 or having to quarantine or isolate due to COVID-19 exposure/symptoms, regardless of whether the student is participating in-person, remotely or both.**~~

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

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

~~**Any limits that may be in place regarding the number of medical excuses that will be authorized without a doctor's note may be extended if the student or someone in the student's family is in quarantine due to COVID-19 or experiencing symptoms of COVID-19.**~~

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

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

8. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;

9. absences due to a student being homeless or~~;~~

10. ~~temporary internet outage for individual students or households;~~

11. ~~technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson;~~

12. ~~absence due to COVID-19 reasons that are not considered medically excused until alternative arrangements can be made or~~

13. as determined by the Superintendent.

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

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

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

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

Legal References

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

Cross References

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

Book	Policy Manual
Section	Section D: Fiscal Management
Title	Copy of Petty Cash Accounts
Code	DJB
Status	Draft
Adopted	June 11, 2007
Last Revised	November 23, 2020
Prior Revised Dates	10/08/2018, 06/22/2020

Petty Cash Accounts

The Board directs the Treasurer to create petty cash accounts ~~allowing certain administrators to make purchases within the District~~**when necessary for District operations**. Money **may**~~can~~ be drawn from accounts by check. The Treasurer designates who can use the accounts, the amount of money that may be placed in the accounts as well as the procedures and requirements for replenishing the accounts.

Account access is limited to only those individuals who have a job-related need to use these accounts. Any person using the accounts must ~~keep a written log, which is to be turned in each day~~**complete all required documentation**.

~~Annually, t~~**T**he Treasurer establishes the amount of money to be placed in the accounts. The Treasurer's approval is needed to replenish the accounts. No major purchases may be made from the accounts.

Any ~~administrator~~ **individual with access to the petty cash account** who ignores procedures and does not take prudent measures to ensure that proper security is maintained, may be held personally liable for losses.

Legal References
- ORC 9.22
- ORC 9.38
- ORC 3313.291
- ORC 3313.31
- ORC 3313.51

Cross References
- DM - Deposit of Public Funds (Cash Collection Points)

Book	Policy Manual
Section	Section D: Fiscal Management
Title	Copy of Deposit of Public Funds (Cash Collection Points)
Code	DM
Status	Draft
Adopted	June 11, 2007
Last Revised	November 23, 2020
Prior Revised Dates	06/22/2020

Deposit of Public Funds
(Cash Collection Points)

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

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

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

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

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

If the money collected:

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

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

Cash Acceptance at School Events

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

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

Legal References

- ORC 9.38
- ORC 3313.291
- **ORC 3313.5319**

Cross References

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

Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Data and Records Retention (Electronic Mail and Social Media Content)
Code	EHA-R
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020

RESCIND~~Data and Records Retention~~
~~(Electronic Mail and Social Media Content)~~

~~The Ohio Electronic Records Committee has established the following guidelines for managing electronic mail (email) and social media content.~~

~~Retention or disposition of email messages and social media content must be related to the information they contain or the purpose they serve. The content, transactional information and any attachments associated with the message are considered a record (if they meet State law criteria). Because the content of email messages and social media content may vary considerably, the content must be evaluated to determine the length of time messages and content must be retained.~~

~~Electronic Mail~~

~~There are two categories of email retention: non-record messages and official record messages.~~

~~Non-Record Messages~~

~~Email messages that do not meet the criteria of the Ohio Revised Code definition of a record may be deleted at any time, unless they become part of some official record as a result of special circumstances. These items may be immediately deleted, or maintained in a "Non-Record" mail box and deleted later, just as you might trash the unwanted publications or promotional flyers.~~

~~Types of messages may include:~~

1. ~~Personal Correspondence: Any email not received or created in the course of state business may be deleted immediately since it is not an official record. Examples include, but are not limited to, the "Let's do lunch" (not a business lunch) or "Can I catch a ride home" type of note.~~

2. ~~Non-State Publications: Publications, promotional material from vendors and similar materials that are "publicly available" to anyone are not official records. In the electronic world, this includes list serve messages (other than those you post in your official capacity), unsolicited promotional material ("spam"), files copied or downloaded from internet sites, etc.~~

~~Official Record Messages~~

~~Email messages that meet the definition of a record in the Ohio Revised Code are official records and must be scheduled, retained and disposed of as such. These official records fall into the following categories:~~

1. ~~Transient Messages: This type of email has a very limited administrative value. Transient messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. The informal tone of transient messages might be compared to a communication that might take place during a telephone conversation or in an office hallway.~~

   ~~Transient Documents: Include telephone messages, drafts and other limited documents that serve to convey information of temporary importance in lieu of oral communication.~~

   ~~Retention: Until no longer of administrative value, then destroy~~

2. ~~Intermediate Messages: Email messages that have more significant administrative, legal and/or fiscal value but are not scheduled as transient or permanent should be categorized under other appropriate record series. These may include (but are not limited to):~~

A. ~~General Correspondence: Includes internal correspondence (e.g., letters, memos); also, correspondence from various individuals, companies and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative. (It does not attempt to influence District policy.)~~

~~Retention: One year, then destroy~~

B. ~~Routine Correspondence: Referral letters, requests for routine information or publications provided to the public by the District that are answered by standard form letters.~~

~~Retention: Six months, then destroy~~

C. ~~Monthly and Weekly Reports: Document status of ongoing projects and issues; advise supervisors of various events and issues.~~

~~Retention: One year, then destroy~~

D. ~~Minutes of Agency Staff Meetings: Minutes and supporting records documenting internal policy decisions.~~

~~Retention: Two years, then transfer to State Archives for their possible retention or destruction~~

3. ~~Permanent Messages: Email messages that have significant administrative, legal and/or fiscal value and are scheduled as permanent also should be categorized under the appropriate record series. These may include, but are not limited to:~~

A. ~~Executive Correspondence: Correspondence dealing with significant aspects of the administration of executive offices. Correspondence includes information concerning policies, program, fiscal and personnel matters.~~

~~Retention: Two years, then transfer to State Archives~~

B. ~~Departmental Policies and Procedures: Includes published reports, unpublished substantive reports and policy studies.~~

~~Retention: Retain until superseded, obsolete or replaced, then transfer to State Archives for their possible retention and destruction~~

~~Social Media Content~~

~~Social media content that meets the definition of a record as defined by State law is an official record of the District and must be scheduled, retained and disposed of as such. The District will work with stakeholders to determine the appropriate method for preserving content created through the use of social media. When determining whether social media content must be retained, the District will:~~

1. ~~Look beyond the electronic social medium and analyze the content to determine if the information meets the definition of a record as defined by State law that must be managed and kept in accordance with retention schedules.~~

2. ~~Determine whether the information or social media content is duplicated elsewhere:~~

A. ~~If the content or information is duplicated elsewhere, then the social media version will be considered a secondary copy and will not need to be maintained in accordance with the records retention schedule.~~

B. ~~When the official record becomes eligible for disposal, duplicate content maintained on social media will also be purged.~~

3. ~~Whenever possible, the District will make an effort to map the information value of the social media content to existing records retention schedules. If content is determined to have record value and cannot be mapped to an existing schedule, a new retention schedule will be created and approved.~~

~~*NOTE: The information in this regulation is based on guidance from the Ohio Electronic Records Commission. The guidelines for length of time that emails should be retained may vary from your local records retention schedule. Prior to approval of this regulation, confirm that the time lines in this*~~

~~*regulation are the same as the time lines in your approved records retention schedule. You may choose to remove the specific time frames listed from this regulation and leave this information in your records retention schedule*~~