Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Protection for Reporting Safety and Fraud Violations (Whistleblowers)
Code	EBCE -E-1
Status	**Rescind**

RESCIND

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

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

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

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

~~US Mail: Ohio Auditor of State's Office~~
~~Special Investigations Unit~~
~~88 East Broad Street~~
~~P.O. Box 1140~~
~~Columbus, OH 43215~~

~~Web: www.ohioauditor.gov~~

Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Acknowledgement of Receipt of Auditor of State Fraud-Reporting System Information (Whistleblowers)
Code	EBCE -E-2
Status	**Rescind**

RESCIND

~~**Acknowledgement of Receipt of Auditor of State Fraud-Reporting System Information**~~

~~(Whistleblowers)~~

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

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

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

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

_____

~~Print Name, Title, and Department~~

_____ _____

~~Please Sign Name Date~~

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

This is the OSBA Sample policy.

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

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

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

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

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

_____	_____	_____
Name	Title	Department
_____	_____	
Signature	Date	

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

This is the OSBA Sample policy.

Religious Expression Days

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

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

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

1. The parent/guardian must provide the school principal with written notice of up to three specific dates for which alternative accommodations are requested within 14 days of the start of the school year, or within 14 days after the date of enrollment if transferring or enrolling into the District after the start of the school year.

2. The principal will approve the request without inquiry into the sincerity of the student's religious or spiritual belief system. The principal may contact the parent/guardian whose signature appears on the request to verify the request; if the parent/guardian disputes signing the request, the request may be denied.

3. If the approved absence creates a conflict, the principal requires the appropriate classroom teachers to schedule a date and time for an alternative examination or other academic requirement that may be before or after the originally scheduled time and date.

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

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

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

Further information about this policy can be provided by:

Title: **Superintendent**
Address: 901 Wildcat Lane, Delphos, OH 45833
Phone number: 419-692-2509
Email: see District website for email address

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	Issue 3 of 2024 September PDQ (New)
Title	**OSBA Sample** Political Commitments
Code	ACC
Status	From OSBA **Draft**

This is the OSBA Sample policy.

Political Commitments

In compliance with State law, the District will not:

1. solicit or require an employee, applicant for employment or applicant for academic admission to affirmatively ascribe to, or opine about, specific beliefs, affiliations, ideals or principles concerning political movements or ideology;

2. solicit or require a student to affirmatively ascribe to specific beliefs, affiliations, ideals or principles concerning political movements or ideology;

3. use statements of commitment to specific beliefs, affiliations, ideals or principles concerning political movements or ideology as part of the evaluation criteria for employees, applicants for employment or employees that are seeking career progression or benefits;

4. use statements of commitment to specific beliefs, affiliations, ideals or principles concerning political movements or ideology as part of the academic evaluation of students.

This policy does not prohibit, limit or restrict:

1. the District's authority to require a student or employee to comply with Federal or State law, including anti-discrimination laws, or to take action against a student or employee for violation of Federal or State law;

2. an educator's academic freedom;

3. an educator's ability to research or write publications about specific beliefs, affiliations, ideals or principles concerning political movements, ideology or social action;

4. the District's authority to consider an applicant for employment's scholarship, teaching or subject matter expertise in their given academic field;

5. the District's authority to offer an established character education program.

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

Legal References
ORC 3319.614

Cross References
AC - Nondiscrimination
GBG - Staff Participation in Political Activities
IB - Academic Freedom
INB - Teaching About Controversial Issues

Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Protection for Reporting Safety and Fraud Violations (Whistleblowers)
Code	EBCE-R
Status	**Draft**
Adopted	June 13, 2009
Last Revised	June 22, 2020

Protection for Reporting Safety and Fraud Violations
(Whistleblowers)

State law contains a number of provisions concerning the reporting of safety and fraud violations. The following regulation gives a brief overview of these provisions. Employees subject to the negotiated agreement also must follow the procedures outlined therein for reporting of safety violations.

1. **Safety Violations**

A. **Awareness and reporting of a violation**

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

B. **Not correcting the violation**

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

C. **Notifying the employee**

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

D. **Reporting fellow employees' violations**

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

E. **Retaliation**

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

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

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

i. removing or suspending the employee from employment;

ii. withholding from the employee salary increases or employee benefits to which the employee is otherwise entitled;

iii. transferring or reassigning the employee;

iv. denying the employee a promotion that otherwise would have been received or

v. reducing the employee in pay or position.

F. **Accuracy of reports**

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

G. **Legal remedies for retaliation**

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

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

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

2. **Fraud Violations**

A. **Reporting of a fraud violation**

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

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

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 who are responsible for processing any revenue or expenses of the District.

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

B. Retaliation

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

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

i. removing or suspending the employee from employment;

ii. withholding from the employee salary increases or employee benefits to which the employee is otherwise entitled;

iii. transferring or reassigning the employee;

iv. denying the employee a promotion that otherwise would have been received or

v. reducing the employee in pay or position.

i. **C. Legal remedies for retaliation**

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

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

Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Protection for Reporting Safety and Fraud Violations (Whistleblowers)
Code	EBCE
Status	**Draft**
Adopted	July 13, 2009
Last Revised	June 22, 2020

Protection for Reporting Safety and Fraud Violations
(Whistleblowers)

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

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

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

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

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/Safety Plans Handbook

Legal ORC 117.103

ORC 124.341

ORC 4113.52

CONTRACT REF.: Teachers' Negotiated Agreement

Cross References

EB - Safety Program

EBC - Emergency Management and Safety Plans

Book	Policy Manual
Section	Section J: Student
Title	Copy of Student Absences and Excuses
Code	JED
Status	**Draft**
Adopted	June 11, 2007
Last Revised	May 20, 2024
Prior Revised Dates	12/14/2009, 03/13/2017, 03/12/2018, 10/08/2018, 06/22/2020

Student Absences and Excuses

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

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

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

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

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 truly held religious beliefs of the student or the student's family;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. pre-enlistment reporting to military enlistment processing station;
7. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
8. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
9. absences due to a student being homeless or

10. as determined by the Superintendent.

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

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

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

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

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

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

Legal

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 J: Student
Title	Copy of Truancy
Code	JEDA
Status	**Draft**
Adopted	June 11, 2007
Last Revised	July 29, 2024
Prior Revised Dates	03/13/2017, 12/11/2017, 06/11/2018, 06/22/2020

Truancy

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

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

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

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

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

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

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

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

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. notification to the registrar of motor vehicles or
6. taking appropriate legal action.

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

Absence Intervention Plan

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

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

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

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

Filing a Complaint with Juvenile Court

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

1. the student's absences have surpassed the threshold for a habitual truant;

2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and

3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

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

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

Legal

ORC 3313.663

ORC 3313.668

ORC 3321.03 through 3321.04

ORC 3321.07 through 3321.09

ORC 3321.19

ORC 3321.191

ORC 3321.22

ORC 3321.38

OAC 3301-47-01

Cross References

JED - Student Absences and Excuses

JEG - Exclusions and Exemptions From School Attendance

JK - Employment of Students

Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Minutes
Code	BDDG
Status	**Draft**
Adopted	June 11, 2007
Last Revised	May 20, 2024
Prior Revised Dates	10/08/2018, 06/22/2020

Minutes

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

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

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

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 I: Instruction
Title	Copy of School Year/School Calendar
Code	IC/ICA
Status	**Draft**
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	07/12/2010

School Year/School Calendar

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

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

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

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

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

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

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

Legal	ORC 3313.48 ORC 3313.62 ORC 3313.63 CONTRACT REF.: Teachers' Negotiated Agreement
Cross References	EBCD - Emergency Closings

Book	Policy Manual
Section	Section D: Fiscal Management
Title	Copy of Bidding Requirements
Code	DJC
Status	**Draft**
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	06/11/2018, 10/08/2018

Bidding Requirements

~~Contracts for construction or demolition of buildings or for any improvements or repairs that exceed $50,000 are let only after bids are solicited and received in compliance with law. However,~~
Contracts to build, repair, enlarge, improve or demolish any school building that exceed the threshold amount set out in State law, as published by the Director of Commerce, are let only after bids are solicited and received in compliance with law. All contracts to purchase school buses require competitive bidding prior to purchasing. Competitive bidding is not required in cases of urgent necessity or for the security and protection of school property.
I~~i~~f 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 $5,000 and not otherwise subject to required federal or state bidding requirements will be based on price quotations submitted by at least three vendors. These quotations are treated confidentially until the deadline for filing is past; thereafter, they are public information.

The Superintendent and/or Treasurer 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 Superintendent and/or Treasurer makes his/her recommendations to the Board. Upon approval by the Board, he/she processes purchase orders to those bidders awarded contracts and notifies the other bidders of the results of the bidding.

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

Legal	ORC 9.314
	ORC 153.01
	ORC 153.12 through 153.14
	ORC 153.50 through 153.56
	ORC 3313.372
	ORC 3313.373
	ORC 3313.46
	ORC 3319.04
	2 CFR Part 200
Cross References	DJ - Purchasing
	DJF - Purchasing Procedures
	ECF - Energy Conservation
	FA - Facilities Development Goals
	FEF - Construction Contracts Bidding and Awards

Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Cocurricular and Extracurricular Activities
Code	IGD
Status	**Draft**
Adopted	June 11, 2007
Last Revised	July 29, 2024
Prior Revised Dates	03/10/2008, 07/18/2008, 10/12/2009, 03/13/2017, 12/11/2017, 10/08/2018, 06/22/2020

Cocurricular and Extracurricular Activities

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

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

1. have educational value for students;

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

3. be managed in a professional manner.

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

The following guidelines govern the student activity programs.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

19. Resident students receiving home education in accordance with State law are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same nonacademic and financial requirements as any other participant.
20. Nonresident students may be authorized by the Superintendent to participate in an interscholastic athletic program offered by a school of the District if the student is a home educated student; a student attending a nonpublic, community, STEM or STEAM school or a student otherwise enrolled in another district and the student was subject to any of the following by a school official, employee or volunteer, or by another student from the district or school where the student is enrolled or participating in athletics:

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

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

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

A student attending a nonpublic, community, STEM or STEAM school or otherwise enrolled in another district who meets these criteria must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

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

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

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

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

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

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

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

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

CROSS REFS.: Student Handbooks

Legal

ORC 3313.537
ORC 3313.5311
ORC 3313.5312
ORC 3313.5314
ORC 3313.58
ORC 3313.59
ORC 3313.664
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 Fundraising Activities

IGDG - Student Activities Funds Management

IGDJ - Interscholastic Athletics

IGDK - Interscholastic Extracurricular Eligibility

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

JED - Student Absences and Excuses

JFCJ - Weapons in the Schools

JGD - Student Suspension

JGDA - Emergency Removal of Student

JGE - Student Expulsion

JL - Student Gifts and Solicitations

JN - Student Fees, Fines and Charges

KGB - Public Conduct on District Property

KK - Visitors to the Schools

Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Interscholastic Athletics
Code	IGDJ
Status	**Draft**
Adopted	June 11, 2007
Last Revised	October 24, 2022
Prior Revised Dates	03/10/2008, 03/13/2017, 12/11/2017, 10/08/2018, 06/22/2020

Interscholastic Athletics

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CROSS REFS.: Student Handbooks

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

IGD - Cocurricular and Extracurricular Activities

IGDK - Interscholastic Extracurricular Eligibility

IKF - Graduation Requirements

JECBA - Admission of Exchange Students

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

JGD - Student Suspension

JGE - Student Expulsion

JN - Student Fees, Fines and Charges

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	May 20, 2024
Prior Revised Dates	06/22/2020, 11/23/2020

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 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
	ORC 3313.5319
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 - Relations With Support Organizations

Book	Policy Manual
Section	Section E: Support Services
Title	Copy of First Aid
Code	EBBA
Status	**Draft**
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	10/08/2018

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 an other 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 Program

EBBC - Bloodborne Pathogens

EBC - Emergency Management and Safety Plans

IGD - Cocurricular and Extracurricular Activities

JHCD - Administering Medicines to Students

Book	Policy Manual
Section	Section J: Student
Title	Copy of Reporting Child Abuse and Mandatory Training
Code	JHG
Status	**Draft**
Adopted	June 11, 2007
Last Revised	June 26, 2023
Prior Revised Dates	12/10/2007, 12/14/2010, 03/08/2010, 06/22/2020, 7/25/2022

Reporting Child Abuse and Mandatory Training

All employees of the District who know or have reasonable cause to suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered, is suffering or faces a threat of suffering any type of abuse or neglect are required to immediately report such information to the public children services agency or the local law enforcement agency. The employee making the report shall also notify the appropriate building administrator within 24 hours of filing the report.

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

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

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

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

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

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

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

Legal	ORC 2151.011
	ORC 2151.421
	ORC 3313.662

ORC 3313.666

ORC 3319.073

Cross References

EB - Safety Program

EBC - Emergency Management and Safety Plans

IGAE - Health Education

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

JHF - Student Safety

Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Computer/Online Services (Acceptable Use and Internet Safety)
Code	EDE
Status	**Draft**
Adopted	June 11, 2007
Last Revised	June 22, 2020

Computer/Online Services
(Acceptable Use and Internet Safety)

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

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

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

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

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

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

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

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

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;

2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and

3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

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

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

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
Cross References	AC - Nondiscrimination

ACA/ACAA - Nondiscrimination on the Basis of Sex/Sexual Harassment

GBCB - Staff Conduct

GBH (Also JM) - Staff-Student Relations

IB - Academic Freedom

IIA - Instructional Materials

IIBH - District Websites

JFC - Student Conduct (Zero Tolerance)

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

Book	Policy Manual
Section	Section G: Personnel
Title	Copy of Certified Staff Hiring
Code	GCD
Status	**Draft**
Adopted	June 11, 2007
Last Revised	December 20, 2021
Prior Revised Dates	06/11/2018, 10/08/2018, 06/22/2020

Certified Staff Hiring

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

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

The following guidelines are used in the selection of personnel.

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

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

Employment of Retired Administrators

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

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

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

Rehiring of Retirees

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

Legal

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 3323.06

OAC 3301-35-05

OAC 3301-35-06

OAC 3307.1-13-03

Cross References

AC - Nondiscrimination

ACA/ACAA - Nondiscrimination on the Basis of Sex/Sexual Harassment

ACB - Nondiscrimination on the Basis of Disability

GBA - Equal Opportunity Employment

GBQ - Criminal Records Check

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

Book	Policy Manual
Section	Section G: Personnel
Title	Copy of Noncertified Staff Recruiting/Posting of Vacancies/Hiring
Code	GDC/GDCA/GDD
Status	**Draft**
Adopted	June 11, 2007
Last Revised	August 26, 2024
Prior Revised Dates	06/11/2018, 06/22/2020

Noncertified Staff Recruiting/Posting of Vacancies/Hiring

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

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

The following guidelines are used in the selection of personnel:

1. There is no unlawful discrimination in the hiring process.
2. No candidate is hired without an interview and a criminal records check.
3. No candidate is hired prior to the District consulting the educator profile database maintained on the ~~Ohio Department~~ State Board of Education's (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 noncertified staff are made by the Superintendent, subject to confirmation by the Board. In making these appointments, the Superintendent carefully observes all pertinent laws and negotiated agreements, as well as any regulations that may be approved from time to time by the Board.

The Board fixes conditions of employment as well as wages, hours and other benefits for noncertified 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. Any retired employee from another district and hired by Delphos City Schools is considered a "retire/rehire" employee.

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 3319.39

ORC 3327.10

ORC 4141.29

OAC 3301-35-05

OAC 3301-35-06

OAC 3309-1-61

Cross References

AC - Nondiscrimination

ACA/ACAA - Nondiscrimination on the Basis of Sex/Sexual Harassment

ACB - Nondiscrimination on the Basis of Disability

GBA - Equal Opportunity Employment

GBQ - Criminal Records Check

GCD - Certified Staff Hiring

Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Health Education
Code	IGAE
Status	**Draft**
Adopted	June 11, 2007
Last Revised	June 26, 2023
Prior Revised Dates	03/08/2010, 03/16/2015, 06/22/2020, 12/20/2021

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 instruction in nutrition; drugs, alcohol and tobacco; including electronic smoking devices, ~~venereal disease~~sexually transmitted infections; annual developmentally appropriate child sexual abuse prevention (grades K-6); personal safety and assault prevention (grades K-6); developmentally appropriate dating violence prevention and sexual violence prevention; dating violence prevention (grades 7-12); prescription opioid abuse prevention and anatomical gifts (organ and tissue donation).

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

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

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

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

Legal	ORC 3313.60
	ORC 3313.666
	ORC 3319.073
	OAC 3301-35-04
	OAC 3301-35-06
Cross References	EB - Safety Program
	EBC - Emergency Management and Safety Plans
	EFG - Student Wellness Program

IGAF - Physical Education

IGAG - Drugs, Alcohol and Tobacco Education

IGAH/IGAI - Family Life Education/Sex Education

JFC - Student Conduct (Zero Tolerance)

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

JHF - Student Safety

JHG - Reporting Child Abuse and Mandatory Training

Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Family Life Education/Sex Education
Code	IGAH/IGAI
Status	**Draft**
Adopted	June 11, 2007
Last Revised	August 26, 2024
Prior Revised Dates	06/22/2020

Family Life Education/Sex Education

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

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

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

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

2. Teachers who provide age-appropriate instruction in family life/sex education have professional preparation in the subject area.

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

1. emphasize that abstinence from sexual activity is the only protection that is 100% effective against unwanted pregnancy, sexually transmitted disease and the sexual transmission of HIV;

2. stress that students should abstain from sexual activity until after marriage;

3. teach the potential physical, psychological, emotional, and social side effects of participating in sexual activity outside of marriage;

4. ~~teach that conceiving children out of wedlock is likely to have harmful consequences for the child, the child's parents, and society~~teach that conceiving children at an early age or outside of marriage increases the likelihood of hardship in life;

5. stress that sexually transmitted diseases are serious possible hazards of sexual activity;

6. advise students of the laws pertaining to financial responsibility of parents to children born ~~in~~inside and ~~out~~outside of ~~wedlock~~marriage;

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

8. emphasize adoption as an option for unintended pregnancies.

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

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

Legal	Elementary and Secondary Education Act; 20 USC 1221 et seq. ORC 3313.60 OAC 3301-35-04
Cross References	IGAE - Health Education