

Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised - REQUIRING DISTRICT CUSTOMIZATION)
Title	**OSBA Sample** Released Time for Religious Instruction
Code	JEFB
Status	DRAFT

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

Released Time for Religious Instruction

The Board permits students to be released from school for religious instruction consistent with law. **The Board collaborates with a sponsoring entity of a released time for religious instruction program to identify a time to offer the course during the school day.** Absence during the school day for religious instruction is permitted, provided:

1. the student's parents or guardians submits a written request to the building principal **and consents to participation in the released time course in religious instruction;**
2. the **private sponsoring** entity providing instruction maintains attendance records and makes them available to the District; ~~and~~
3. **the sponsoring entity makes provisions for and assumes liability for the student and**
4. the student is not absent from core curriculum subject courses.

The District is not responsible for transportation to and from the place of instruction. **Transportation to and from the place of instruction, including transportation for students with disabilities, is the complete responsibility of the sponsoring entity, parent or student.** Regular classroom instruction missed as a result of a student's absence for religious instruction will not be made up and students assume responsibility for any missed schoolwork. Students are not considered absent from school while attending a released time course in religious instruction. The District does not aid, assist or enforce attendance in a religious instruction program. The District does not discriminate against students who participate in such program.

No public funds are expended and no public school personnel are involved in providing religious instruction. This policy ~~is not intended, and shall not be construed in any way, to associate the District with any faith or religious denomination.~~ **does not constitute an endorsement of any particular faith or religious denomination and shall not be interpreted as promoting, favoring or affiliating the District with any religious organization or belief system.**

The Board requires the sponsoring entity to provide verification on an annual basis to the District that it has:

1. **Requested the superintendent of the Bureau of Criminal Investigation to conduct a criminal records check with respect to any individual who serves as an instructor or volunteer of the sponsoring entity providing the religious instruction. If that individual does not present proof that the individual has been a resident of Ohio for the five-year period immediately prior to the date upon which the criminal records check is requested or does not provide evidence that within a five-year period the Superintendent has requested information about the individual from the FBI in a criminal records check, the sponsoring entity shall request that the Superintendent obtain information from the FBI as a part of the criminal records check for the individual.**
2. **Not permitted any individual to serve as an instructor or volunteer of the sponsoring entity providing the religious instruction if the individual has previously been convicted of or pleaded guilty to an offense described in Ohio Revised Code (RC) 3319.31(B)(2) or (C) or RC 3319.39(B)(1).**

Legal References

U.S. Constitution Amend. I

ORC 3313.20
ORC 3313.47
ORC 3313.6022
ORC 3313.6030
ORC 3321.04

Cross References

IGAC, Teaching About Religion
JED, Student Absences and Excuses
KJA, Distribution of Materials in the Schools

NOTE: House Bill 8 (2024) modifies Ohio Revised Code 3313.6022 now requiring all boards to adopt a policy for released time for religious instruction. If a board wants to require background checks of any individual who serves as an instructor or volunteer of the sponsoring entity providing the religious instruction, language must be included in policy requiring this and defining the parameters. Districts also may choose to add language to this policy authorizing high school students to earn elective credit toward graduation through released time courses, provided statutory requirements are met when evaluating the course for credit. The decision to award credit for a released time course of religious instruction must be neutral to, and cannot involve any test for religious content or denominational affiliation. Districts should work with board counsel to implement such programs.

Districts also should review Ohio Attorney General opinion 2019-015 on released time for religious instruction, which focuses on what a school district's policy may permit or prohibit, and the implementation of these policies.

The opinion analyzes and resolves several specific questions and scenarios. Districts are cautioned to keep in mind that these scenarios and questions are fact-specific and rely on certain assumptions. As the facts change, so may the answer. Districts should work with board counsel to assure legal compliance when implementing these policies.

THIS IS A REQUIRED POLICY

Legal

[U.S. Constitution Amend. I](#)

[ORC 3313.20](#)

[ORC 3313.47](#)

[ORC 3313.6022](#)

[ORC 3313.6030](#)

[ORC 3321.04](#)

Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Programs for Students With Disabilities
Code	IGBA
Status	DRAFT
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	12/14/2009, 06/13/2016

Programs for Students With Disabilities

All students with disabilities living within the District are identified, evaluated and placed in appropriate educational programs. This includes children for whom the District is the district of residence who are being held or have been court ordered to juvenile detention centers or children who have been committed to community correctional facilities. Additionally, all parentally placed private school children with disabilities who reside in a state other than Ohio and attend a private school within the District are located, identified and evaluated. Due process requirements, procedural safeguards and confidential treatment of information are adhered to as required by State and Federal law.

The Superintendent is expected to supervise all special education programs and to assign a member of the staff to coordinate efforts. The person designated is responsible for the identification of students with disabilities, the evaluation of disabilities and evaluation procedures, the design of Individualized Education Programs (IEP), plans and placement. All procedures are in accordance with State and Federal law.

The IEP determined for each identified student is developed in accordance with the student's individual needs. The plan provides for reevaluation of the student's needs, progress and effectiveness of the program being offered.

Although the District requires all students with disabilities to be tested, each student with a disability is considered individually relative to his/her participation in the District's educational and testing programs. Alternative assessments may be required. Students must make yearly gains toward closing the achievement gap as defined by the ~~State Board of Education~~ Ohio Department of Education and Workforce performance targets.

The Board, ~~by resolution,~~ directs the administration to comply with and follow the ~~Ohio Department of Education, Office of Exceptional Children's model special education policies and procedures.~~ Ohio Operating Standards for the Education of Children with Disabilities.

The Board, by resolution, adopts either the Ohio Department of Education and Workforce model special education policies and procedures or a locally developed model in compliance with the Ohio Operating Standards for the Education of Children with Disabilities.

Legal	Elementary and Secondary Education Act; 20 USC 1221 et seq.
	Individuals with Disabilities Education Act; 20 USC 1400 et seq.
	Rehabilitation Act; 29 USC 706(8)
	Rehabilitation Act; 29 USC 794
	Rehabilitation Act; 29 USC 794a
	504 Regulations 34 CFR 104

[504 Regulations 34 CFR 300.131](#)

[Americans with Disabilities Act; 42 USC 12101 et seq.](#)

State Department of Education Special Education Policies and Procedures, Free
Appropriate Public Education-101

[ORC 3313.50](#)

[ORC 3323.01 et seq.](#)

[ORC 3325.01 et seq.](#)

[OAC Chapter 3301-51](#)

[OAC 3301-55-01](#)

Cross References

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

[IGBJ - Title I Programs](#)

[IL - Testing Programs](#)

[JB - Equal Educational Opportunities](#)

[JGF - Discipline of Students With Disabilities](#)

[KBA - Public's Right to Know](#)

Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (New)
Title	Promoting Parental Involvement
Code	IGBLA
Status	DRAFT

Promoting Parental Involvement

The Board promotes parental involvement in the public school system. The Board directs the Superintendent/designee to develop procedures necessary to comply with the provisions of this policy. This policy is made publicly available and posted prominently on the District's website.

This policy does not prescribe all rights of parents or preempt or foreclose claims or remedies in support of parental rights that are available under the constitution, statutes or common law of Ohio.

This policy does not prohibit or limit the career and academic mentoring and counseling between teachers and students in the regular course of the school day.

Nothing in this policy requires disclosure or activity that is in conflict with or in violation of any of the following:

1. the Health Insurance Portability and Accountability Act (HIPAA) privacy rule;
2. Revised Code (RC) Chapter 3798;
3. RC 2317.02, 4732.19 or 5122.04;
4. the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g;
5. the Ohio Constitution, Article I, Section 10a and any laws enacted to implement that section, including RC 2930.07 and 2930.10;
6. a condition of bond;
7. a protection order or consent agreement issued pursuant to RC 2151.34, 2903.213, 2903.214, 2919.26 or 3113.31;
8. a condition of a community control sanction, post-release control sanction or parole;
9. a specific request for nondisclosure made pursuant to a criminal investigation or grand jury subpoena in which the student is the victim and a parent is the alleged perpetrator or
10. mandatory reporting under RC 2151.421.

Definitions

The following definitions apply for the implementation of this policy:

"Biological sex:" the biological indication of male and female, including sex chromosomes, naturally occurring sex hormones, gonads and unambiguous internal and external genitalia present at birth, without regard to an individual's psychological, chosen or subjective experience of gender.

"HIPAA privacy rule:" has the same meaning as in RC 3798.01.

"IEP:" has the same meaning as in RC 3323.01.

"Parent:" has the same meaning as in RC 3313.98.

"Sexuality content:" any oral or written instruction, presentation, image or description of sexual concepts or gender ideology provided in a classroom setting. This does not include instruction or presentations required by State law in sexually transmitted infection education, sexually transmitted infection education emphasizing abstinence, child sexual abuse prevention, sexual violence prevention education or incidental references to sexual concepts or gender ideology occurring outside of formal instruction or presentations on such topics, including references made during class participation and in schoolwork.

"Student's mental, emotional or physical health or well-being:" includes, at a minimum, a student's academic performance; any significant sickness or physical injury, or any psychological trauma suffered by a student; any harassment, intimidation or bullying, as defined by State law, by or against a student in violation of school district policy; any request by a student to identify as a gender that does not align with the student's biological sex; and exhibition of suicidal ideation or persistent symptoms of depression, or severe anxiety, or other mental health issues.

"Age-appropriate content" and "developmentally appropriate content:" activities or items that are generally accepted as suitable for children of the same chronological age or level of maturity or that are determined to be developmentally appropriate for a child, based on the development of cognitive, emotional, physical and behavioral capacities that are typical for an age or age group.

Sexuality Content

The District ensures any sexuality content is age-appropriate and developmentally appropriate for the age of the student receiving the instruction, regardless of age or grade level. The District provides parents the opportunity to review instructional materials that include sexuality content prior to providing instruction or permitting third parties to do so on behalf of the District. Upon request of the parent a student is excused from instruction including sexuality content and is permitted to participate in an alternative assignment.

Instruction including sexuality content is not provided to students in kindergarten through third grade by the District or any third party acting on behalf of the district.

Student Health and Well-Being

The District promptly notifies a student's parent of any substantial change in the student's services, including counseling services, or monitoring related to their mental, emotional or physical health or well-being or the school's ability to provide them a safe and supportive learning environment. The parental notice reinforces the fundamental right of parents to make decisions regarding the upbringing and control of their children and that the District does not inhibit parental access to the student's education and health records maintained by the school.

Notice is provided through the methods the District generally communicates with parents including, but not limited to, email, phone call, letter or other direct forms of communication.

District personnel are prohibited from directly or indirectly encouraging a student to withhold information from a parent concerning the student's mental, emotional or physical health or well-being, or a change in related services or monitoring. District personnel are prohibited from discouraging or prohibiting parental notification of and involvement in decisions affecting a student's mental, emotional or physical health or well-being.

Parental Authorization for Student Health Care Services

The District obtains parental authorization before providing any type of health care services to students, including physical, mental and behavioral health care services and parents can choose whether to authorize the District to provide health care services. The Board directs the Superintendent to adopt procedures to obtain necessary authorization from parents, which may include but is not limited to whatever means the District generally obtains parental authorization.

At the beginning of each school year, the District notifies parents of each health care service offered at, or facilitated in cooperation with, their student's school and their option to withhold consent or decline any specified service. Parental consent to health care services does not waive the parent's right to access the student's educational or health records or to be notified about a change in the student's services or monitoring.

Prior to providing a health care service to a student, the District notifies parents whether the service is required to be provided by the District under State law and if other options for a student to access the service exist. This requirement can be satisfied by an annual notice to parents at the beginning of the school year.

Provisions related to parental authorization for student health care services do not apply to emergency situations, first aid, other unanticipated minor health care services or health care services provided pursuant to a student's IEP or section 504 plan.

Concerns and Appeals Procedure

A parent may file a written concern with a school principal or assistant principal regarding a topic addressed in this policy, which must be resolved within 30 days after receipt. Written concerns received by a school principal or assistant principal about this policy are investigated fully and fairly. Anonymous written concerns may not be investigated.

A parent may appeal a principal's or assistant principal's decision to the Superintendent. If a parent appeals a principal's or assistant principal's decision, the Superintendent/designee must conduct a hearing on the decision. Based on the findings of that hearing, the Superintendent decides whether to affirm the principal's or assistant principal's decision. If the Superintendent does not affirm the decision, they determine the resolution to the parent's concern.

A parent may appeal the Superintendent's decision to the Board. If a parent appeals the Superintendent's decision, the Board must review the Superintendent's decision and, if the Board determines it necessary, hold a hearing on the Superintendent's decision. Based on the findings of that hearing, the Board decides whether to affirm the Superintendent's decision. If the Board does not affirm the decision, it determines a new resolution to the parent's concern.

Nothing in this procedure prevents a parent from contacting a member of the Board regarding the parent's concerns with the operation of a school under its supervision.

The Board directs the Superintendent/designee to develop procedures to ensure prompt and fair attention to written concerns about this policy. The District notifies parents of their right to file a written concern by whatever means the District generally communicates with parents including, but not limited to, email, phone call or other direct forms of communication.

Legal References

- Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g
- Health Insurance Portability and Accountability Act (HIPAA)
- Ohio Constitution, Article I, Section 10a
- ORC 2151.421
- ORC 2317.02
- ORC Chapter 2903
- ORC 2919.26
- ORC Chapter 2930
- ORC 3113.31
- ORC 3313.473
- ORC 3313.60
- ORC 3313.6011
- ORC 3313.666
- ORC 3313.98
- ORC 3314.0310
- ORC 3323.01
- ORC 3326.091
- ORC Chapter 3798
- ORC 4732.19
- ORC 5122.04

Cross References

- IGAE, Health Education
- IGAH/IGAI, Family Life Education/Sex Education
- IGBL, Parent and Family Involvement in Education
- JHC, Student Health Services and Requirements
- JHCA, Physical Examinations of Students
- JHF, Student Safety

NOTE: House Bill 8 (2024) enacted Revised Code (RC) 3313.473, which created the "Parents' Bill of Rights," requiring districts to adopt a policy promoting parental involvement in the public school system.

Under RC 3313.473, schools are required to ensure instruction on sexuality content provided to students grades 3-12 is age-appropriate and developmentally appropriate and ensure instruction on sexuality content is not provided to students grades K-3. The provision also creates requirements related to parental right to review and opt out of sexuality content,

parental notification requirements related to student health services, parental right to opt out of specified student health services, parental right to file written concerns, procedures for addressing written concerns and more.

THIS IS A REQUIRED POLICY

Legal

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

[Health Insurance Portability and Accountability Act \(HIPPA\).](#)

[Ohio Constitution Art I, Section 10a](#)

[ORC 2151.421](#)

[ORC 2317.02](#)

[ORC Chapter 2903](#)

[ORC 2919.26](#)

[ORC Chapter 2930](#)

[ORC 3113.31](#)

[ORC 3313.473](#)

[ORC 3313.60](#)

[ORC 3313.6011](#)

[ORC 3313.666](#)

[ORC 3313.98](#)

[ORC 3314.0310](#)

[ORC 3323.01](#)

[ORC 3326.091](#)

[ORC Chapter 3798](#)

[ORC 4732.19](#)

[ORC 5122.04](#)

Book	Policy Manual
Section	Section G: Personnel
Title	Copy of Staff-Student Relations
Code	GBH (Also JM)
Status	DRAFT
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	07/13/2009, 12/10/2018

Staff-Student Relations

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Soliciting, encouraging, engaging or consummating an inappropriate relationship with any student, minor or individual who was a student in the preceding 12 months is prohibited.
7. Staff members shall not use disparaging remarks, insults or sarcasm against students under any circumstances.
8. Staff members shall maintain appropriate professional, emotional and social boundaries in the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.

11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships ~~but, instead, should refer the student to the appropriate individual or agency for assistance.~~
12. Staff members shall not willingly or knowingly violate any student confidentiality required by Federal or State law.
13. Staff members shall not groom a student or minor for the purpose of establishing an inappropriate emotional, romantic or sexual relationship.

Social Media

1. District staff are prohibited from posting data, documents, photographs or inappropriate information on any social media platform that might result in a disruption of classroom activity or that violates State or Federal law relating to staff and student privacy. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff are prohibited from providing personal social media passwords to students.
3. Fraternization between District staff and students via the internet, personal email accounts, text messaging, personal social media and other modes of virtual technology is also prohibited.
4. Access of personal social media during school hours is prohibited.

Violation of the prohibitions listed above may result in staff and/or student discipline in accordance with State law, Board policies and regulations, the staff and student codes of conduct and handbooks and/or staff negotiated agreements. Violations by staff also may be reported to the ~~Ohio Department~~ **State Board** of Education for further investigation. Nothing in this policy prohibits District staff and students from the use of educational websites and/or use of social media created for curricular, cocurricular or extracurricular purposes.

CROSS REFS.: Staff Handbooks
Student Handbooks

Legal

[ORC 3313.20](#)
[ORC 3319.31](#)
[ORC 3319.311](#)
[OAC Chapter 3301-73](#)

CONTRACT REF.: Teachers' Negotiated Agreement

Cross References

[GBCA - Staff Conflict of Interest](#)
[GBCB - Staff Conduct](#)
[GBI - Staff Gifts and Solicitations](#)
[IIBH - District Websites](#)
[JFC - Student Conduct \(Zero Tolerance\)](#)
[JG - Student Discipline](#)
[JHF - Student Safety](#)
[JHG - Reporting Child Abuse and Mandatory Training](#)
[JL - Student Gifts and Solicitations](#)
[JO - Student Records](#)
[KBA - Public's Right to Know](#)

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	November 25, 2024
Prior Revised Dates	06/22/2020, 08/26/2024

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.

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.

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 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 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 inside and outside of 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 sexually transmitted infection education.

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

Legal

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

[ORC 3313.60](#)

[ORC 3313.6011](#)

[OAC 3301-35-04](#)

Cross References

[IGAE - Health Education](#)

Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Guidance Program
Code	IJ
Status	DRAFT
Adopted	June 11, 2007
Last Revised	June 22, 2020

Guidance Program

The Board views guidance as helping students understand themselves relative to their abilities, aptitudes, interests, attitudes, strengths and limitations. This process is meant to assist students in the development of their potential and their decisions relating to personal, educational and career matters.

Guidance is based upon these broad fundamental principles.

1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
2. Conditions are improvable. Equality of educational opportunity benefits the individual and society.
3. Guidance is a continual and developmental process.
4. Guidance does not propose to program an individual's course of action but rather tries to assist the individual in arriving at his/her own satisfactory solutions.
5. Guidance should assist the individual to understand his/her circumstances and opportunities and to plan his/her life in a satisfactory manner to serve himself/herself as well as society.

Guidance services include a wide variety of testing programs and interpretation of results to students, parents and staff. These programs assist students in developing good study habits and personal guidance, which is in keeping with the principles of human dignity and equality.

A written guidance plan is developed to provide systematic aid to students in kindergarten through 12th grade regarding educational, career, civic, personal and social concerns, including the harmful effects of drugs, alcohol and tobacco. This plan provides for appraisal of students' academic abilities, a variety of counseling opportunities and approaches, educational and career planning and, when necessary, appropriate referral. The plan is evaluated and submitted to the Board for adoption every three years.

The guidance department is responsible for assisting with implementation of the testing dimension of the educational program. The guidance staff further assists the instructional staff and administration in developing and implementing intervention programs to assist students to realize academic improvement.

Counseling services are provided by certificated/licensed school counselors. The District promptly notifies a student's parent of any substantial change in the student's services, including counseling services, or monitoring related to their mental, emotional or physical health or well-being or the school's ability to provide them a safe and supportive learning environment.

Legal [OAC 3301-35-04](#)
[OAC 3301-35-05](#)
[OAC 3301-35-06](#)

Cross References

[AFI - Evaluation of Educational Resources](#)

[IL - Testing Programs](#)

[JK - Employment of Students](#)

Book	Policy Manual
Section	Section J: Student
Title	Copy of Student Health Services and Requirements
Code	JHC
Status	DRAFT
Adopted	June 11, 2007
Last Revised	June 22, 2020

Student Health Services and Requirements

The Board recognizes the responsibility of the District to help protect the health of students. Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well-being. Student health services ensure continuity and create linkages between school, home and community service providers. The District's comprehensive school improvement plan, needs and resources determine the linkages. The principal is responsible for the administration of the health program in his/her school.

Of necessity, school health services must be limited to the prevention and detection of health problems, referral of problems through parents to the family physicians or community health agencies and emergency care.

Each school shall have on file for each student an emergency medical authorization form providing information from the parent(s) on how they wish the school to proceed in the event of a health emergency involving the student and authorization for the school in case emergency action must be taken.

Annually, the District will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

Parental Authorization for Student Health Care Services

The District obtains parental authorization before providing any type of health care services to students, including physical, mental and behavioral health care services and parents can choose whether to authorize the District to provide health care services. The Board directs the Superintendent to adopt procedures to obtain necessary authorization from parents, which may include but is not limited to whatever means the District generally obtains parental authorization.

At the beginning of each school year, the District notifies parents of each care service offered at, or facilitated in cooperation with, their student's school and their option to withhold consent or decline any specified service. Parental consent to health care services does not waive the parent's right to access the student's educational or health records or to be notified about a change in the student's services or monitoring.

The District notifies parents prior to providing a health care service to a student whether the service is required to be provided by the District under State law and if other options for a student to access the service exist. This requirement can be satisfied by an annual notice to parents at the beginning of the school year.

Provisions related to parental authorization for student health care services do not apply to emergency situations, first aid, other unanticipated minor health care services or health care services provided pursuant to a student's IEP or section 504 plan.

Concerns regarding this process are managed in accordance with applicable policies and procedures.

[Health Insurance Portability and Accountability Act; 29 USC 1181 et seq.,](#)
[42 USC 12101 et seq. \(1997\).](#)
[20 USC 1232g et seq.](#)
[20 USC Section 1400](#)
[20 USC 6301 et seq.](#)
[29 USC 794\(a\) \(1988\).](#)
[ORC 3313.50](#)
[ORC 3313.67 through 3313.73](#)
[OAC 3301-35-04](#)
[OAC 3301-35-06](#)

Cross References

[IGBA - Programs for Students With Disabilities](#)
[JED - Student Absences and Excuses](#)
[JHCB - Immunizations](#)
[JHCD - Administering Medicines to Students](#)
[JHG - Reporting Child Abuse and Mandatory Training](#)

Book	Policy Manual
Section	Section J: Student
Title	Copy of Physical Examinations of Students
Code	JHCA
Status	DRAFT
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	10/08/2018

Physical Examinations of Students

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

1. Kindergarten and first-grade students entering school for the first time must have a completed health record before being admitted to school.
2. Health records are requested for all students transferring into the District. If the previous school does not forward a record or if it is incomplete, it is the parents' responsibility to comply with health requirements for students.

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

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

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

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

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

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

Legal [Elementary and Secondary Education Act; 20 USC 1221 et seq.](#)
[ORC 3301.68](#)
[ORC 3313.50](#)
[ORC 3313.671](#)
[ORC 3313.673](#)
[ORC 3313.68](#)

[ORC 3313.73](#)

[ORC Chapter 3323](#)

Cross References

[JEC - School Admission](#)

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

[JHCB - Immunizations](#)

Book	Policy Manual
Section	Section J: Student
Title	Copy of Student Safety
Code	JHF
Status	DRAFT
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	07/12/2010

Student Safety

The Board believes that students have the right to be protected in all facets of the education program and directs the Superintendent/designee to develop and maintain a safety instruction program for all students. Safety instruction in the District includes:

1. establishing appropriate safety rules;
2. learning how to practice safety and prevent accidents;
3. learning how to safely use and properly care for tools and equipment so as to reduce the potential for accidents;
4. developing habits of good housekeeping, proper storage and handling of materials, and sanitation;
5. becoming familiar with personal protection devices and the proper clothing to be worn for safety purposes;
6. learning how to cooperate with others in the promotion and operation of a safety program in the schools, on school grounds and in school vehicles;
7. instructing students not to accept gifts or automobile rides from strangers. Students are also instructed to tell staff members, parents or law enforcement officials of any suspicious strangers in or around school property;
8. providing instruction in personal safety and assault prevention in grades kindergarten through 6. Upon the written request of a parent, a student shall be excused from such instruction and
9. providing age-appropriate instruction in dating violence prevention in grades 7-12.

In an attempt to further ensure student safety, staff members:

1. shall not send students on errands that would require the student to leave school property and/or drive a vehicle;
2. shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships ~~but, instead, should refer the student to the appropriate individual or agency for assistance;~~
3. shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background and
4. shall immediately report any suspected signs of child abuse or neglect.

In addition to instruction in safety, buildings are inspected annually to detect and remedy health and safety hazards. Staff members shall immediately report to the building administrator any accident or safety hazard he/she detects. The Superintendent is authorized and directed to develop appropriate means for the implementation of this policy.

Legal

[ORC 3313.60](#)
[ORC 3313.643](#)
[ORC 3313.96](#)
[ORC 3737.73](#)
[OAC 3301-35-06](#)

Cross References

[AFI - Evaluation of Educational Resources](#)
[EB - Safety Program](#)
[GBH \(Also JM\) - Staff-Student Relations](#)
[IGAE - Health Education](#)
[JEE - Student Attendance Accounting \(Missing and Absent Children\)](#)
[JFCF - Hazing and Bullying \(Harassment, Intimidation and Dating Violence\)](#)
[JFCH/JFCI - Alcohol Use by Students/Student Drug Abuse](#)
[JHG - Reporting Child Abuse and Mandatory Training](#)
[JHH - Notification About Sex Offenders](#)
[JO - Student Records](#)

Book	Policy Manual
Section	Section K: School-Community Relations
Title	Copy of Public's Right to Know
Code	KBA
Status	DRAFT
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	09/10/2007, 09/12/2016, 12/11/2017

Public's Right to Know

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of Districtwide interest is coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office during the hours when the administrative offices are open.

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

The District may ask that the identity of an individual requesting information and the reason the information is sought be in writing. The District first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released for profit-making purposes or when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure.

All records responsive to the request are made available in a reasonable period of time. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary. **An individual who is allegedly aggrieved by the failure of the District to promptly prepare the records for inspection or for any other failure of the District to respond to the request may file a complaint using the required form provided by the Clerk of Court of Claims**

with the District. Upon receipt of the complaint, the District has three business days to cure or otherwise address the alleged failure. After this three-business-day period, the allegedly aggrieved individual may pursue a legal remedy provided under law if the failure alleged in the complaint has not been cured or otherwise resolved to their satisfaction.

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of requests physically sent by mail or another delivery service to any one person may be limited to 10 a month unless the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes. If the District provides public records on a free and accessible website the number of requests delivered in a digital format to any one person may be limited to 10 a month unless the records requested are not provided on the website and the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule is maintained and readily available to the public in the central office.

Legal

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

[ORC 121.22](#)

[ORC 149.011](#)

[ORC 149.35](#)

[ORC 149.381](#)

[ORC 149.41](#)

[ORC 149.43](#)

[ORC 3319.321](#)

[OAC 3301-35-03](#)

[OAC 3301-35-04](#)

Cross References

[BDC - Executive Sessions](#)

[BDDG - Minutes](#)

[EHA - District Records Commission, Records Retention and Disposal](#)

[GBL - Personnel Records](#)

[GBS - Health Insurance Portability and Accountability \(HIPPA\)](#)

[IGBA - Programs for Students With Disabilities](#)

[JO - Student Records](#)

[KA - School-Community Relations Goals](#)

[KKA - Recruiters in the Schools](#)

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	November 25, 2024
Prior Revised Dates	06/22/2020

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 may also use monitoring devices that, to the extent permitted by law, maintain a running log of internet activity 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 ~~student 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 ~~education educational~~ records pursuant or incidental to its contract with the District. "Technology provider" does not include a county board of developmental disabilities, educational service center, information technology center, assessment provider, curriculum provider, or city, local, exempted village or joint vocational school district that enters into a service contract with a school district that includes issuing school-issued devices to students.

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~~ in 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 or subpoena unless otherwise prohibited by State or Federal law;
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 access or monitoring of a student's school-issued device occurs due to any of the circumstances listed, a judicial warrant or subpoena, a missing or stolen device, or in response to a threat to life or safety and the school district initiates responsive action, 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.

A contract entered into between a school district and a county board of developmental disabilities, educational service center, joint vocational school district, another school district or an information technology center for services, including the general monitoring or access of school-issued devices, must indicate which entity is responsible for providing notice.

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 ~~education~~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](#)
[ORC 3319.325 through 3319.327](#)

Cross References

[AC - Nondiscrimination](#)
[ACA - Nondiscrimination on the Basis of Sex](#)
[ACAA - Sexual Harassment](#)
[GBCB - Staff Conduct](#)
[GBH \(Also JM\) - Staff-Student Relations](#)
[IB - Academic Freedom](#)
[IIA - Instructional Materials](#)
[IIBH - District Websites](#)
[JFC - Student Conduct \(Zero Tolerance\)](#)
[JFCF - Hazing and Bullying \(Harassment, Intimidation and Dating Violence\)](#)

Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Board Committees
Code	BCE
Status	DRAFT
Adopted	June 11, 2007
Last Revised	June 22, 2020

Board Committees

The Board may authorize the establishment of committees from among its membership as it finds such action necessary to study operations in specific areas and to make recommendations for Board action.

The following may govern the appointment and function of Board committees.

1. The committee is established through action of the Board.
2. The chairperson and members are named by the Board President.
3. The committee may make recommendations for Board action but may not act for the Board unless specifically authorized.
4. The Board President and the Superintendent are ex officio members of all committees.
5. No committee appointments extend beyond the ensuing annual organizational meeting, at which time the newly elected President has the privilege of making new appointments or reappointments. A committee may be dissolved at any time by a majority vote.
6. The Open Meetings Act (Sunshine Law) and its exceptions apply to Board meetings and Board-appointed committee and subcommittee meetings.

Board members may participate in committee meetings via video conference or other electronic technology in accordance with the following:

1. Board members are not compensated for attending committee meetings.
2. The Board member provides notification to the committee chair of their intent to participate virtually at least 48 hours before the meeting.
3. The Board provides notification of committee meetings held virtually in accordance with Board policies and procedures for notification of meetings. Notice must be provided at least 72 hours in advance of the meeting to the media who have requested notification and other parties required to be notified in a manner that the individual can determine the time, location and agenda and the manner by which the meeting will be conducted. In the event of an emergency, the Board immediately notifies the news media that have requested notification and other parties required to be notified of the time place and purpose of the meeting.
4. The public is provided access to the virtual meeting commensurate with the meeting or hearing is being conducted. Methods may include but not limited to livestreaming via the internet, cable or public access channels, or by any means of any other similar electronic technology.
5. The Board ensures the public can observe and hear the discussion and deliberations of all members of the meeting whether the Board members are participating in person or electronically.
6. Board members participating virtually must have sufficient internet or other electronic connection to allow them to be seen and heard clearly and must be visible at all times.
7. Any votes taken in the meeting are taken by roll call vote unless there is a motion for unanimous consent and the motion is not objected to by a Board member. If a vote is taken unanimously, the Board provides

the public with information on how members of the Board voted including any members who abstained from voting.

8. A virtual committee meeting is not held and a Board member cannot attend committee meeting virtually if any of the following apply:

A. the meeting involves a vote to approve a major nonroutine expenditure as determined by the Treasurer;

B. The meeting involves a vote to approve a significant hiring decision as determined by the Board;

C. The meeting involves a purpose to propose, approve or vote on a tax issue or tax increase or

D. If, upon notification of an upcoming meeting, and no later than 48 hours before the meeting the greater of at least 10% of the Board committee or at least two members of the committee, notify the chairperson that an item on the agenda must be acted on at a meeting conducted fully in person. Upon the chairperson's acknowledgement of receipt of notification, the Board committee takes action on the agenda item only in a meeting conducted fully in person.

Legal [ORC 121.22\(B\).](#)

Cross References [ABA \(Also KC\) - Community Involvement in Decision Making](#)
[ABB \(Also GBB\) - Staff Involvement in Decision Making](#)
[BCB - Board Officers](#)
[BCF - Advisory Committees to the Board](#)
[BCFA - Business Advisory Council to the Board](#)
[BDDG - Minutes](#)
[BDDH \(Also KD\) - Public Participation at Board Meetings](#)

Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of School Board Meetings
Code	BD
Status	DRAFT
Adopted	June 11, 2007
Last Revised	December 20, 2021
Prior Revised Dates	06/22/2020

School Board Meetings

The Board transacts all business at official meetings of the Board. These may be either regular or special meetings. At the organizational meeting, the Board shall fix the time for holding its regular meetings, which shall be held at least once every two months. Special meetings are called between the regularly scheduled meetings to consider specific topics.

All regular and special Board meetings and Board-appointed committee meetings are open to the public. All Board meetings are publicized and conducted in compliance with the Open Meetings Act (Sunshine Law). No action may be taken by the Board in executive session.

~~A member of the Board may participate in a Board meeting by means of a telephone or videoconference or by any means of communication by which all persons participating in the meeting are able to communicate with one another. A member of the Board who participates in this manner may not vote at the meeting and will not be counted for purposes of determining whether a quorum is present unless otherwise permitted by law.~~

Legal	ORC 121.22(B).
	ORC 121.22(C).
	ORC 3313.14
	ORC 3313.15
	ORC 3313.16

Cross References	BCA - Board Organizational Meeting
	BCE - Board Committees
	BDC - Executive Sessions
	BDDA - Notification of Meetings
	BDDF - Voting Method
	BDDH (Also KD) - Public Participation at Board Meetings
	BDDJ (Also KBCD) - Broadcasting and Taping of Board Meetings

Book	Policy Manual
Section	Section J: Student
Title	Copy of Student Expulsion
Code	JGE
Status	DRAFT
Adopted	June 11, 2007
Last Revised	August 26, 2024
Prior Revised Dates	12/10/2007, 03/13/2017, 10/08/2018, 06/22/2020

Student Expulsion

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. A student cannot be expelled from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 **school** days, but not more than one year, **unless otherwise permitted by law**. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to expelling a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

~~Beginning with the 2019-2020 academic year, the District will reduce the number of expulsions for non-serious offenses, as defined by State law, for students in grades pre-K through three in accordance with State law. Such expulsions will be eliminated by the 2021-2022 school year.~~

Expulsions for students in grades pre-K through three may only be issued for serious offenses in accordance with State law.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within ~~24 hours~~ **one school day** of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Permanent Exclusion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

Expulsions for Imminent and Severe Endangerment

The Board authorizes the Superintendent to expel a student for an initial period of up to 180 school days for actions that the Superintendent determines pose imminent and severe endangerment to the health and safety of other students or school employees, even though the student's actions may not qualify for permanent exclusion. When issuing expulsions under these provisions, the Superintendent complies with all other applicable requirements of this expulsion policy and State law including, but not limited to, notices and hearings.

"Imminent and severe endangerment" means any of the following actions taken by a student:

1. bringing a firearm to a school operated by the Board or any other property owned or controlled by the Board;
2. bringing a firearm to an interscholastic competition, extracurricular event, or any other program or activity sponsored by the District or in which the District is a participant;
3. bringing a knife capable of causing serious bodily injury to a school operated by the Board, any other property owned or controlled by the Board, or to an interscholastic competition, extracurricular event, or any other program or activity sponsored by the District or in which the District is a participant;
4. committing an act that is criminal offense when committed by an adult and that results in serious physical harm to persons or property while the student is at a school operated by the Board, any other property owned or controlled by the Board, or an interscholastic competition, extracurricular event, or any other program or activity sponsored by the school District or in which the District is a participant;
5. making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat or
6. making an articulated or verbalized threat, including a hit list, threatening manifesto, or social media post, that would lead a reasonable person to conclude that the pupil poses a serious threat.

The Superintendent develops conditions for the expelled student to satisfy prior to the student's reinstatement and provides a written copy of these conditions to the Board, the student and the student's parent, guardian or custodian at the beginning of the expulsion period. The conditions must include an assessment to determine whether the student poses a danger to the student's self or to other students or school employees. The assessment must be completed by a psychiatrist, licensed psychologist, or licensed school psychologist employed or contracted by the District and agreed upon by the student's parent and the Superintendent. Any applicable costs for the assessment are managed in accordance with law. The assessment must include a determination from the psychiatrist, psychologist, or school psychologist as to whether the student poses a danger to the student's self or to other students or school employees and may include recommendations for contingent conditions on the student's reinstatement. The conditions for reinstatement should be established in a manner so that satisfying the conditions demonstrates behavioral improvement compared to this initial assessment.

At the end of the expulsion period, the Superintendent assess the student to determine whether the student has shown sufficient rehabilitation to be reinstated, meaning that the student has met all conditions for reinstatement set by the Superintendent and no longer pose a danger to the student's self or to other students or school employees. In making this determination, the Superintendent considers the required assessment made by the psychiatrist, psychologist, or school psychologist and whether the students has met the conditions developed by

the Superintendent at the beginning of the expulsion period. For an expulsion period of 180 school days or an extended expulsion period of 90 school days, the Superintendent makes this determination in consultation with a multidisciplinary team selected by the Superintendent.

If the Superintendent determines the student has shown sufficient rehabilitation, the Superintendent may reinstate the student.

If the Superintendent determines the student has not shown sufficient rehabilitation, the Superintendent may extend the expulsion of an additional period of up to 90 school days. If the Superintendent extends the expulsion, they must develop conditions for the student to satisfy prior to their reinstatement that may be the same as those developed for the original expulsion period. A written copy of these conditions is provided to the Board, the student and the student's parent, guardian or custodian at the beginning of the extended expulsion period. At the end of the extended expulsion period, the Superintendent reassesses the student in the same manner as was conducted at the end of the original expulsion period and may reinstate the student or extend the expulsion for an additional period of up to 90 school days. There is no limit on the number of times an expulsion can be extended in accordance with these procedures.

Reduction of Expulsion

Prior to the end of the original expulsion or of an extended expulsion, the Superintendent may reduce the expulsion on a case-by-case basis if they determine the student has met all the conditions developed by the Superintendent at the beginning of the expulsion period, in compliance with District policy regarding the reduction of an expulsion period. Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

Early Assessment

Prior to the end of the original expulsion or of an extended expulsion, the student or student's parent, guardian or custodian may request the Superintendent complete an early assessment of the student. If requested, the Superintendent must assess the student in the manner that would otherwise be conducted at the end of the expulsion period to determine whether the student has shown sufficient rehabilitation. A request for early assessment can be made once during the original expulsion period and once during every extended period.

Contingent Reinstatement

The Superintendent may develop contingent conditions for a student's reinstatement in the following circumstances:

1. when the assessment is made at the end of the original expulsion period and the Superintendent determines the student has shown sufficient rehabilitation to be reinstated;
2. when the Superintendent has determined during the expulsion period to reduce the expulsion or
3. when the parent has requested an early assessment and the Superintendent has determined that the student has shown sufficient rehabilitation to be reinstated.

The conditions may include the conditions developed for the original expulsion period and recommendations made by the psychiatrist, psychologist or school psychologist in their required assessment. The Superintendent establishes a duration under which the student must meet the contingent conditions that may extend to the student's graduation date. A written copy of these conditions is provided to the Board, the student and student's parent, guardian or custodian when the Superintendent makes the reinstatement decision. The conditions for reinstatement should be established in a manner so that satisfying the conditions demonstrates behavioral improvement compared to this initial assessment. If a student fails to meet the contingent conditions, the Superintendent may revoke the student's reinstatement and establish an extended expulsion period in the same manner as an extended expulsion would otherwise be issued.

Continued Educational Plan

The Superintendent develops a list of alternative educational options for students expelled under these provisions.

A plan for the continued education of a student expelled under these provisions who does not have an Individualized Education Plan (IEP) is developed within 15 school days after the beginning of the original expulsion or of any extended expulsion and within 10 school days of the original expulsion or of any extended expulsion for a student with an IEP. The plan is developed by the Superintendent in consultation with the student

and their parent, guardian or custodian and also includes the student's IEP team for a student with an IEP. The plan may include: education by the District in an alternative setting such as that which may be provided to a student who is otherwise expelled, including instruction at home; enrollment in another district or other type of public or nonpublic school; or any other form of instruction that complies with RC 3321.

Appeal

The student or the student's parent, guardian or custodian may appeal any expulsion determination made by the Superintendent under these provisions in the same manner as other expulsions are appealed as outlined in this policy.

Reporting

The Board directs the Superintendent to provide the Ohio Department of Education and Workforce with records of each expulsion made under these provisions and any changes to the student's expulsion status. The records must not include a student's name and must include the following:

1. the name of the student's school;
2. the reason for the student's expulsion;
3. the duration of the expulsion and any extension of the expulsion;
4. the total number of students expelled by the District in the school year as of the date of the report and
5. the student's age, gender, race and other demographic information.

Legal

[ORC Chapter 2506](#)

[ORC 3313.66](#)

[ORC 3313.661](#)

[ORC 3313.662](#)

[ORC 3313.668](#)

Cross References

[ECAB - Vandalism](#)

[IGCI - Community Service](#)

[JEGA - Permanent Exclusion](#)

[JFC - Student Conduct \(Zero Tolerance\)](#)

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

[JFCJ - Weapons in the Schools](#)

[JG - Student Discipline](#)

[JGD - Student Suspension](#)

[JGDA - Emergency Removal of Student](#)

Book	Policy Manual
Section	Section J: Student
Title	Copy of Administering Medicines to Students
Code	JHCD
Status	DRAFT
Adopted	June 11, 2007
Last Revised	July 29, 2024
Prior Revised Dates	06/09/2011, 12/08/2014, 06/22/2020

Administering Medicines to Students

Administering Prescription Drugs to Students

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. A prescription drug is a drug that is to be administered pursuant to the instructions of the prescriber, whether or not required by law to be sold only upon a prescription.
2. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
3. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The prescription drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication. Prescription medications must be brought to the school office by the parent/legal guardian or parent designee of at least 18 years of age.
4. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
5. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the prescription drug or other person licensed to prescribe medication.
6. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the prescription drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
7. No employee who is authorized by the Board to administer a prescribed prescription drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the prescription drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
8. ~~No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.~~

Administering Over-the-Counter Drugs to Students

An over-the counter drug is a drug that may be legally sold without a prescription and that is administered without the instruction of the prescriber.

Authorized employees may, in the course of their employment, administer over-the-counter drugs to students in accordance with procedures developed by the Superintendent/designee. Such procedures must at minimum require parental consent for administration.

These procedures for over-the-counter medications do not apply to the care given in the following situations; such as situations are managed in accordance with law and any applicable policies and procedures:

1. emergency care occurring at the scene of an emergency outside of a hospital, doctor's office, or other place having proper medical equipment;
2. emergency care administered by a physician, dentist, or nurse volunteering at a school athletic event;
3. emergency care provided in a school district pursuant to an emergency medical authorization submitted by a student's parent or guardian;
4. emergency use of epinephrine autoinjectors in a school district pursuant to a school policy regarding their use;
5. diabetes care provided in accordance with an order signed by a student's treating practitioner;
6. emergency use of inhalers in a school district pursuant to a school policy regarding their use and
7. emergency use of injectable or nasally administered glucagon in a school district pursuant to a school policy regarding its use.

Religious Convictions

No person employed by the Board is required to administer prescription or over-the-counter drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a prescription or over-the-counter drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine autoinjector (epipenEpiPen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epipenEpiPen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an epipenEpiPen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

Seizure Medication

If a student has an active seizure disorder diagnosis, the school nurse, or another school employee if the school does not employ a nurse, will create an individualized seizure action plan for that student in accordance with State law. The action plan must include information on how to administer prescribed seizure drugs to the student and school districts must

designate at least one employee in each school building aside from a school nurse to be trained every two years on implementing seizure action plans, including training in administering seizure drugs.

Prescription drugs prescribed for a seizure disorder that are to be administered to students may be kept in an easily accessible location.

Students are allowed to possess seizure medications at school or at any activity, event or program sponsored by or in which the student's school is a participant, if the student has the written approval of the student's physician containing all information required by law and, if the student is a minor, the written approval of the parent, guardian, or other person having care or charge of the student. The school principal and, if a school nurse is assigned to the student's school building, the school nurse, must receive copies of the written approvals.

Legal

[ORC 2305.23](#)

[ORC 2305.231](#)

[ORC 3313.64](#)

[ORC 3313.7112](#)

[ORC 3313.7117](#)

[ORC 3313.712](#)

[ORC 3313.713](#)

[ORC 3313.716](#)

[ORC 3313.718](#)

[ORC 3314.03](#)

[ORC 3314.141](#)

[OAC 3301-35-06](#)

Cross References

[EBBA - First Aid](#)

[JFCH/JFCI - Alcohol Use by Students/Student Drug Abuse](#)

Book	Policy Manual
Section	Section J: Student
Title	Copy of Administering Medicines to Students (General Regulation)
Code	JHCD-R-1
Status	DRAFT
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	06/09/2011

Administering ~~Medicines~~ Prescription Drugs to Students (General Regulation)

Students needing medication are encouraged to receive the medication at home, if possible.

Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care or charge of the student, that the **prescription** drug be administered to the student.
2. Each person designated to administer ~~medication~~ **prescription drug** receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:
 - A. the name and address of the student;
 - B. the school and class in which the student is enrolled;
 - C. the name of the **prescription** drug and the dosage to be administered;
 - D. the times or intervals at which each dosage of the **prescription** drug is to be administered;
 - E. the date on which the administration of the **prescription** drug is to begin;
 - F. the date on which the administration of the **prescription** drug is to cease;
 - G. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency and
 - H. special instructions for administration of the **prescription** drug, including sterile conditions and storage.
3. The parent(s) agree to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe medication as described above changes.
4. The person authorized to administer the **prescription** drug receives a copy of the statement described above.
5. The **prescription** drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional.

The person designated by the Board establishes a location in each school building for the storage of **prescription** drugs to be administered. Unless otherwise authorized by State law, all such **prescription** drugs shall be

stored in that location in a locked storage place. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

No person who has been authorized by the Board to administer a **prescription** drug and has a copy of the most recent statement which was given to him/her prior to administering the drug is liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes "gross negligence or wanton or reckless misconduct."

A person employed by the Board is not required to administer a prescribed drug to a student unless a Board regulation establishes a requirement; furthermore, the Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Board policy and regulations regarding dispensation of medication must be formally adopted by the Board and may be changed, modified or revised only by action of the Board.

Book	Policy Manual
Section	Section I: Instruction
Title	Copy of College Credit Plus
Code	IGCH-R (Also LEC-R)
Status	DRAFT
Adopted	June 11, 2007
Last Revised	June 24, 2024
Prior Revised Dates	06/13/2016, 06/22/2020, 12/20/2021, 10/24/2022, 06/26/2023

College Credit Plus

District Obligations

The District is required to notify all 6th through 11th grade students and their parents about the College Credit Plus (CCP) program through multiple, easily accessible resources by February 1 of each school year. The notice includes all information required by State law. The District promotes the CCP program on the District website, including details of current agreements with partnering colleges.

Students and/or parent(s) are required to submit written notice of intent to participate to the principal by April 1 ~~of the year in which the student wishes to enroll and may submit written notice as early as February 15~~ or November 1 of the student's intent to participate in the program in the next semester or term. Any student who provides notification by April 1 may be approved to participate in the program the next full school year. Any student who provides notification by November 1 may be approved to participate in the program for the next semester or term only. Failure to inform the principal of intent to participate by the April 1 or November 1 deadline shall result in the student having to secure written permission from the principal in order to participate in the program. If the principal denies a student's request for written permission, the student may appeal to the Superintendent. The Superintendent's decision is final.

The District holds an annual informational session between October 1 and February 15 to which partnering colleges located within 30 miles of the school (or the closest college if none are located within 30 miles) are invited. The informational session includes information on benefits and consequences of participation in CCP, and outlines any changes or additions to program requirements.

The District is required to provide counseling services to students prior to their participation in the program. Counseling services include but are not limited to:

1. program eligibility;
2. any necessary financial arrangements for tuition, textbooks and fees;
3. process of granting academic credits;
4. criteria for any transportation aid;
5. available support services;
6. scheduling;
7. the effect of the grade attained in the course being included in the student's grade-point average, if applicable;
8. consequences of failing or not completing a course under the program, including the effect on the student's ability to complete District graduation requirements;

9. benefits to the student of successfully completing a course under the program, including the ability to reduce the overall cost of, and the amount of time required for, a college education;
10. academic and social responsibilities of students and parents relative to this program;
11. information about and encouraging the use of college counseling services;
12. information about eligible courses;
13. information on CCP probation, dismissal and appeal procedures;
14. the standard program information packet developed by the Ohio Department of Higher Education (ODHE) and
15. the permission slip jointly developed by the Ohio Department of Education and Workforce (ODEW) and ODHE regarding the potential for mature subject matter in a course taken through CCP and information about the potential for mature subject matter in courses in which the student intends to enroll through CCP and that courses will not be modified based upon CCP enrollee participation regardless of where the course of instruction occurs.

The District develops both a 15-credit hour and a 30-credit hour model course pathway for courses offered under CCP in consultation with a partnering college. Each pathway must include courses, which once completed, apply to at least one degree or professional certification offered at the college. The pathways may be organized by desired major or career path, or may include various core courses required for a degree or professional certification by the college. The pathways are published among the school's official list of course offerings for participant selection. No participant is required to enroll only in courses included in a model pathway.

The District implements a policy for awarding grades and calculating class standing for CCP courses that is equivalent to the school's policy for other advanced standing programs or District-designated honors courses. Any grade weighting or class standing enhancements applicable to advanced standing programs or District-designated honors courses are similarly applied to CCP courses.

Student Enrollment

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college's and relevant academic program's established standards for admission, enrollment and course placement, including any course specific capacity limits. The student and his/her parent also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program. The student and his/her parent also must sign and include in their application to the college, the permission slip developed by ODEW and ODHE regarding the potential for mature subject matter in a course taken through CCP.

The student may opt to receive college credit only or both college and high school credit. The student must designate his/her choice at the time of enrollment.

Students may enroll only in eligible courses as defined in rules adopted by ODHE. Upon receipt of the notice of pre-term admission the student's secondary school verifies the student is enrolled in eligible courses. If the student is enrolled in ineligible courses the school notifies the student and their parent that they must withdraw from the ineligible course(s). Students failing to withdraw prior to the college's no-fault withdrawal date will be responsible for all tuition, fees and textbook costs for the course.

If a student completes an eligible college course, the Board shall award him/her appropriate credit toward high school graduation if, at the time of enrollment, he/she elects to receive credit for courses toward fulfilling the graduation requirements.

High school credit awarded for eligible courses successfully completed counts toward graduation requirements and subject area requirements.

1. The Board awards comparable credit for the eligible course(s) completed at the college.
2. If no comparable course is offered, the Board grants an appropriate number of elective credits.
3. Any disputes between the student and the Board regarding high school credits granted for a course may be appealed by the student to the Ohio Department of Education and Workforce (ODEW). ODEW's decision on these matters is final.

The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.

1. Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system CCP courses are treated in the same way as other advanced standing program or honors course.

Students of military families participating in CCP who must withdraw from the school because of a permanent change of station order out of state to transition from one military installation to another may:

1. complete the course for the semester in which the student is enrolled in an online format if possible, or
2. withdraw from the course without academic or financial penalty.

High School/College Enrollment

1. A student who enrolls in CCP for the first time in:
 - A. grades 7, 8 or 9 may receive credit toward high school graduation for up to the equivalent of four academic school years.
 - B. 10th grade may receive credit toward high school graduation for up to the equivalent of three academic school years.
 - C. 11th grade may receive credit toward high school graduation for up to the equivalent of two academic school years.
 - D. 12th grade may receive credit for up to the equivalent of one academic school year.
2. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.
3. For the purpose of this program, an academic year begins with the summer term. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.
4. College courses for which three semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.

Student Eligibility

Students wishing to participate in CCP must meet all statutory eligibility requirements. For purposes of these requirements, a "relevant high school course" is defined as a high school course that provides the appropriate academic foundation or career-technical education skills for the college course in which the student intends to enroll, as determined by the applicable institution of higher education. To be eligible, students must meet one of the following criteria:

1. be considered remediation-free on one of the Ohio Revised Code 3345.061(F) assessments;
2. have a cumulative unweighted high school grade point average (GPA) of at least 3.0;
3. have a cumulative unweighted high school GPA of at least 2.75 but less than 3.0 and received an "A" or "B" grade in a relevant high school course;
4. for participating seventh or eighth grade students without a cumulative unweighted high school GPA available, have received an A or B grade in a relevant high school course or
5. have participated in CCP prior to September 30, 2021 and scored within one standard error of measurement below the remediation-free threshold on one of the RC 3345.061(F) assessments and
 - A. have a cumulative high school grade point average (GPA) of at least 3.0 or for participating seventh or eighth grade students a cumulative GPA of 3.0 in the applicable grade level or
 - B. receive a recommendation from a school counselor, principal or career-technical program advisor.

Underperforming Students/CCP Probation

A student meeting at least one of the following is considered an underperforming student for purposes of CCP:

1. Cumulative GPA of less than 2.0 in college courses taken through CCP or
2. Withdraw from or receive no credit for two or more courses in the same term.

A student meeting the definition of an underperforming student for two consecutive terms of enrollment is considered an ineligible student.

The student's secondary school will place an underperforming student on CCP probation within the program and notify the student, parent and the college they are enrolled in of their status. The student may enroll in no more than one college course in any term when on CCP probation and cannot enroll in a college course in the same subject as a college course in which they received a grade of D or F or for which they received no credit. Students enrolled in impermissible courses who fail to dis-enroll prior to the college's no-fault withdrawal date are responsible for all costs associated with the course(s) and dismissed from CCP as an ineligible student.

If a student taking a permissible college course after placement on CCP probation and the course grade raises the student's cumulative college course GPA to 2.0 or higher the student is removed from CCP probation and may participate in CCP without restrictions unless they again meet the definition of an underperforming student. A student on CCP probation who does not raise their GPA to the required minimum through the course grade, is dismissed from CCP by the student's secondary school.

Students dismissed from the program are prohibited from taking any college courses through CCP and must dis-enroll for any college courses they may be registered for in the next term prior to the no-fault withdrawal date.

Each secondary school establishes an academic progress policy defining the progress students must achieve to be reinstated in CCP on CCP probation. The policy must state that failure to make academic progress as defined in the policy will result in an extension of CCP dismissal. The policy also includes the procedures for a student to request an appeal of their CCP status.

A student may request the secondary school allow the student to participate in CCP after one term of CCP dismissal. Summer term is not counted as a term of dismissal unless the student is enrolled in one or more high school courses during the summer. Upon review of the student's academic progress through review of their full high school and college academic records the school will: continue the student's dismissal; place the student on CCP probation or allow the student to participate in CCP without restrictions in accordance with the school academic progress policy.

A student may appeal their status to the Superintendent within five business days of notification of CCP dismissal or prohibition from taking a college course in the same subject as a college course in which they received a grade of D or F or for which they received no credit. Upon consideration of any extenuating circumstances separate from academic performance that may have affected the student's CCP status the Superintendent will issue a decision within 10 business days after the appeal is made and may:

1. allow the student to participate in the program without restrictions;
2. allow the student to take a course in the subject area in which they received a grade of D or F or for which they received no credit;
3. allow the student to participate in CCP on CCP probation or
4. maintain the student's dismissal from the program.

The Superintendent's decision is final.

If the decision is to continue the student's dismissal and the student is enrolled in a college, the student's college will allow the student to withdraw from all courses in which the student is enrolled without penalty and the student's secondary school shall not be required to pay for those courses. If the Superintendent fails to issue a decision on the appeal within the required timeframe and the student is enrolled in a college, the college will allow the student to withdraw from all impermissible courses without penalty and, if the decision on the appeal is made after the institution's prescribed no-fault withdrawal date, the student's secondary school shall pay for those courses.

Summer Term Eligibility

A student who is scheduled or anticipated to graduate from high school may not participate in CCP for any term beginning after the student's scheduled or anticipated graduation date or in any course offered at a college during a summer term that begins during the student's last quarter of high school.

Financial Responsibilities

1. If a student elects to enroll for college credit only (Option A), the student is responsible for all costs associated with the course.
2. If a student elects to enroll for the combination high school/college credit (Option B), the District is responsible for all costs associated with the eligible course at a public college/ university. Students participating in CCP under Option B at a private college may be charged tuition and/or fees unless they are economically disadvantaged.
3. If a student fails a CCP course, the student or parent(s) may be responsible for all costs associated with the course. The District may not seek reimbursement from a student who fails a course if he/she is economically disadvantaged, unless the student has been expelled.
4. Students enrolled for the combination of high school/college credit are not eligible for financial aid from the college.
5. Upon parental application and determination of need an eligible student, as defined by State law, enrolling for the combination of high school and college credit in the program may receive full or partial reimbursement for the necessary costs of transportation between the secondary school that he/she attends and the college/ university in which he/she is enrolled.

Other Considerations

1. A student enrolled in the program follows the District attendance policy, as well as the District code of conduct, for curricular and extracurricular activities. These policies and codes are applicable during the time the student is attending high school and is on school property for any class or activity.
2. If a student is expelled from the District, the Board will deny high school credit for college courses taken during the period of the student's expulsion.

The Superintendent must send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the Board has denied high school credit for postsecondary education courses taken during the expulsion. If the expulsion period is extended, the Superintendent must notify the college of the extension. The college may withdraw its acceptance of a student who has been expelled. Unless otherwise authorized by State law, the expelled student is ineligible to enroll in a college under CCP for subsequent college terms during the expulsion period.

3. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment. Adjustments to individual schedules may be made by the school administration.
4. The District will not deny students the opportunity to participate in extracurricular activities because of their participation in CCP. The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. Courses used for eligibility determination may be a combination of high school and college courses. Students also must meet any additional District eligibility requirements.

Book	Policy Manual
Section	Section J: Student
Title	Copy of Interdistrict Open Enrollment
Code	JECBB
Status	DRAFT
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	03/08/2010, 10/08/2018

Interdistrict Open Enrollment

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

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

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

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

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

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

[ORC 3313.98](#)

[ORC 3313.983](#)

[ORC Chapter 3327](#)

[OAC 3301-48-02](#)

Cross References

[IGDJ - Interscholastic Athletics](#)

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	November 25, 2024
Prior Revised Dates	12/10/2007, 12/14/2010, 03/08/2010, 06/22/2020, 07/25/2022, 06/26/2023

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, 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~~ **may be** 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 3313.6023](#)

[ORC 3313.662](#)

[ORC 3313.666](#)

[ORC 3319.073](#)

Cross References

[EB - Safety Program](#)

[EBBA - First Aid](#)

[EBC - Emergency Management and Safety Plans](#)

[IGAE - Health Education](#)

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

[JHF - Student Safety](#)

Book	Policy Manual
Section	Section D: Fiscal Management
Title	Copy of Administration of Federal Grant Funds
Code	DECA
Status	DRAFT
Adopted	June 11, 2018
Last Revised	December 20, 2021
Prior Revised Dates	10/08/2018, 06/22/2020

Administration of Federal Grant Funds

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the Ohio Department of Education and Workforce (ODEW) or other applicable pass-through entity.

The Board directs the Treasurer to develop, monitor, and enforce effective financial management systems and other documented internal controls over federal awards that provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of Federal law and regulation, including the Uniform Guidance issued by the U.S. Office of Management and Budget (OMB) and any applicable state requirements, and shall be based on best practices.

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award.

The financial management systems and documented internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes and
5. comparison of expenditures against budget.

In addition, written procedures must be established for cash management and for determining the allowability of costs, as required by the Uniform Guidance.

The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information and other types of information the District considers sensitive consistent with State and Federal law.

At a minimum, the financial management systems and internal controls will address the following areas:

1. Allowability

Costs charged by the school system to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the Uniform Guidance, including how charges made to the grant for personnel are to be determined. Costs will be charged to a federal grant only when the cost is:

- A. reasonable and necessary for the program;

B. in compliance with applicable laws, regulations, and grant terms;

C. allocable to the grant;

D. adequately documented and

E. consistent with District policies and procedures that apply to both federally-funded and non-federally funded activities.

Internal controls will be sufficient to provide reasonable assurance that charges to federal awards for personnel expenses are accurate, allowable, and properly allocated and documented.

Controls include time and effort reporting in accordance with Uniform Guidance and the requirements of ODEW or other applicable pass-through-entity. Records are sufficient to verify that time spent and compensation (including salary and benefits) are allocable to the fund.

2. Cash Management and Fund Control

Payment methods must be established in writing that minimize the time elapsed between the drawdown of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of ODEW or other applicable pass-through-entity.

3. Procurement

~~Prior to July 1, 2018, the District followed the requirements outlined in previous OMB guidance. Effective July 1, 2018 a~~ All purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. The District performs a cost and price analysis for every procurement over the established simplified acquisition threshold.

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

~~The District takes all necessary affirmative steps to assure that~~ When possible, the District ensures that small businesses, minority businesses, women's business enterprises, veteran owned businesses, and labor surplus area firms are used when possible. The affirmative steps taken include: considered in accordance with the following: ~~The District also complies with all Buy American provisions where applicable.~~

~~Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.~~

A. placing ~~qualified small and minority businesses and women's business enterprises~~ these business types on solicitation lists;

B. ~~ensuring that small and minority businesses and women's business enterprises are solicited~~ soliciting these business types whenever they are deemed eligible as potential sources;

C. dividing ~~total requirements, when economically feasible,~~ procurement transactions into separate procurements into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises these business types;

D. establishing delivery schedules, ~~where the requirement permits, that encourage participation by small and minority businesses and women's business enterprises~~ (for example the percentage of an order to be delivered by a given date of each month), that encourages participation by these business types;

E. ~~using the services and assistance, as appropriate, of~~ utilizing organizations such as the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce, and

F. requiring the prime contractor, if subcontracts are to be let, to take the ~~affirmative~~ steps listed above.

The District also complies with all Buy American provisions where applicable.

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

4. Conflict of Interest and Mandatory Disclosures

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, board member, or agent of the school system who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Treasurer. The Treasurer discloses in writing any potential conflict of interest to ODEW or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization, which employs or is about to employ any of those parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict will not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Employees, Board members, or agents of the District will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

The Treasurer promptly discloses in writing to ODEW or other applicable pass-through-entity in a timely manner all violations of Federal criminal law involving fraud, conflict of interest, bribery, or gratuities potentially affecting any federal award when there is credible evidence of a violation. The Treasurer fully addresses any such violations promptly and notifies the Board accordingly.

The District informs all employees in writing of whistleblower rights and protections under State and Federal law.

5. Equipment and Supplies Purchased with Federal Funds

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

6. Accountability and Certifications

All fiscal transactions must be approved by the Treasurer/designee who can attest that the expenditure is allowable and approved under the federal program. The Treasurer submits all required certifications.

7. Monitoring and Reporting Performance

The Treasurer will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District submits all reports as required by federal or state authorities.

Legal

[ORC 9.314](#)

[ORC 117.101](#)

[ORC 117.43](#)

[ORC 3313.33](#)

[ORC 3313.46](#)

[ORC 3319.04](#)

[ORC 5705.39](#)

[ORC 5705.41](#)

[ORC 5705.412](#)

[2 CFR Part 200](#)

Cross References

[BBFA - Board Member Conflict of Interest](#)

[BCC - Qualifications and Duties of the Treasurer](#)

[DI - Fiscal Accounting and Reporting](#)

[DID - Inventories \(Fixed Assets\)](#)

[DJ - Purchasing](#)

[DJC - Bidding Requirements](#)

[DJF - Purchasing Procedures](#)

[DK - Payment Procedures](#)

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

[GBCA - Staff Conflict of Interest](#)

[IGBJ - Title I Programs](#)

Book	Policy Manual
Section	Section D: Fiscal Management
Title	Copy of Inventories (Fixed Assets)
Code	DID
Status	DRAFT
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	06/12/2017

Inventories (Fixed Assets)

The Board, as steward of this District's property, recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The District conducts a complete inventory every five years, by physical count, of all District-owned equipment and supplies. For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus or articles that retain shape and appearance with use, is nonexpendable and does not lose its identity when incorporated into a more complex unit. For the purpose of items purchased with federal funds, equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year with an acquisition cost of ~~\$5,000~~ **10,000** or more per unit.

This District maintains a fixed asset accounting system. The fixed asset system maintains sufficient information to permit:

1. preparation of year-end financial statements in accordance with generally accepted accounting principles (GAAP);
2. adequate insurance coverage and
3. control and accountability.

Each building and additions to buildings are identified by location or name and are described in detail (e.g., size, number of floors, square footage, type of construction, etc.) with the value shown for all individual structures.

Fixed equipment is inventoried by building, floor and room name or number; each item is to be listed individually. (Leased equipment that the District will eventually own must be inventoried.)

Movable equipment is inventoried by building, floor and room name or number; each item is to be listed individually. Any item that has a model number or serial number has that number noted in the description for full identification. All items assigned to a building are the building administrator's responsibility.

All equipment purchased, after the initial inventory, as capital outlay or replacement with a cost of \$1,500 or more and with an estimated useful life of five years or more is tagged and made part of the equipment inventory. For fixed asset reporting purposes, all equipment in excess of \$1,500 is used. Property records and inventory systems are sufficiently maintained to account for and track equipment acquired with federal funds.

A listing of all equipment is maintained for each building and department. This listing is updated annually by the close of the school year, or not later than the second Friday in June of each year. This updated listing is then submitted to the Treasurer's office for audit purposes.

A physical inventory of supplies is taken at the building level at the close of the school year, or not later than the second Friday in June of each year. This updated listing is then submitted to the Treasurer's office for audit purposes.

The Treasurer shall be assisted by principals, directors, supervisors and certified and noncertified staffs in the performance of this function.

Legal

[ORC 117.38](#)

[ORC 3313.20](#)

[ORC 3313.41](#)

[2 CFR Part 200](#)

Cross References

[DECA - Administration of Federal Grant Funds](#)

Book	Policy Manual
Section	Section D: Fiscal Management
Title	Copy of Purchasing Procedures
Code	DJF
Status	DRAFT
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	06/11/2018, 10/08/2018

Purchasing Procedures

Monies under the jurisdiction of the Board may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund. Therefore, no contract or purchase order for the expenditure of money will be made unless there is attached to it a certificate of the Treasurer certifying that the amount required to meet the contract or purchase order has been appropriated and is in the treasury, or is in the process of collection, and is free from previous encumbrance.

Any contract or purchase order issued without such a certificate attached is void, except as the law allows later issuance within 30 days of the certificate and except that, if the amount involved is less than \$3,000, the Treasurer may authorize it to be paid without the ratification or affirmation of the Board. Under certain conditions, the law also allows the Treasurer to issue blanket certification, subject to limitations of time and amount as set by law.

Purchasing procedures are designed to ensure the best possible price for the desired products and services. Procedures for purchasing are developed to require that all purchases are made on properly approved purchase orders and that, for items not put up for bid, price quotations are solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

~~Prior to July 1, 2018, the District followed the requirements outlined in previous OMB guidance. Effective July 1, 2018 a~~All purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

Legal

- [ORC 3313.46](#)
- [ORC 3327.08](#)
- [ORC 5705.41\(D\)\(1\)](#)
- [ORC 5705.412](#)
- [ORC 5705.44](#)
- [2 CFR Part 200](#)

Cross References

- [DECA - Administration of Federal Grant Funds](#)
- [DJ - Purchasing](#)
- [DJC - Bidding Requirements](#)

Book	Policy Manual
Section	Section D: Fiscal Management
Title	Copy of Purchasing Procedures
Code	DJF-R
Status	DRAFT
Adopted	June 11, 2007
Last Revised	December 20, 2021
Prior Revised Dates	6/11/2018, 10/8/2018, 06/22/2020

Purchasing Procedures

General

1. The Board designates the Superintendent as the purchasing agent.
2. No person may commit the District to a purchase without the appropriate certificate of the availability of funds.
3. The materials, equipment, supplies and/or services to be purchased are of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and the Superintendent.
4. It is the responsibility of the requisitioner to provide an adequate description of the item(s) purchased so that the purchasing agent may be able to prepare the specifications and to procure most expeditiously and economically the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.
5. No requisitioner shall knowingly restrict competition or otherwise preclude the most economical purchase of the required items.
6. When a low bidder proposes an alternate as equal to that specified, it is the responsibility of the Treasurer to determine whether the proposed substitution is, in fact, an equal. Such decision is based on his/her evaluation and that of the requisitioner. In the case of disagreement between the requisitioner and the Treasurer, either party may refer the matter to the Superintendent.

Requisitions

1. The District establishes a standardized requisition procedure to allow authorized representatives to submit requests for the purchase of materials and supplies.
2. The following are designated as "requisitioner"; that is, they are authorized to issue requisitions against stipulated segments of budgetary appropriations: the Superintendent, administrative assistants, directors, supervisors and building principals. Each requisitioner is responsible for limiting his/her requisitions to the appropriate amounts.
3. Only District-approved methods or forms are used for requisitioning.
4. A requisition, to be considered appropriate for processing, meets the following requirements:
 - A. contains adequate information and
 - B. is approved by and bears the signature of an authorized requisitioner.
5. All approved requisitions are submitted to the Treasurer.
6. After a purchase order has been issued by the Treasurer's office, the number of the purchase order is recorded on the requisition.

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

Purchase Orders

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

- A. a specification that adequately describes to the supplier the characteristics and the quality standards of the item required;
- B. a firm, quoted, net-delivered price, whenever possible (unit prices are shown);
- C. clear delivery instructions, including place and time;
- D. appropriate account code number or appropriation code and
- E. the Treasurer's certificate of available revenue and appropriation.

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

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

- A. whenever possible, a purchase order number should be given to the supplier and
- B. a confirming requisition is issued immediately, marked "confirmation" indicating the purchase order number, if one was given.

Federal Procurement

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

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

To determine which procurement method type is required, the District will look at the actual expenditures in the previous fiscal year.

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

Informal Procurement Methods

1. Micro-purchases are purchases up to \$10,000 and may be made in accordance with District purchasing procedures when the costs are reasonable based on research, experience, purchase history or other information and documents. To the maximum extent practicable, these purchases are distributed equitably among qualified suppliers.
2. ~~Small purchases~~ **Simplified acquisitions** are purchases between \$10,000 and \$250,000. Prior to authorizing the purchase, the District will try to obtain price rates or quotations from a minimum of two vendors or providers. The District will obtain these price rates or quotations including but not limited to the following methods: obtaining quotes verbally, in writing, using price listing on websites.

Formal Procurement Methods

1. Sealed bid procedures are used for firm fixed price contracts over \$250,000 and are used as the preferred method for construction ~~projects~~ **services**. Bids are solicited **through an invitation to bid** from an adequate number of known suppliers, which cannot be less than two responsible bidders. The District will solicit bids using the same process used for bidding projects using state funds. The contract will be awarded to the lowest responsive and responsible bidder. **The District documents and provides justification for all sealed bids rejected.**
2. Competitive proposals are used for all purchases over \$250,000 for which sealed bids are not appropriate and must be used for architectural or engineering services. Contracts entered into for competitive proposals may be fixed-price or cost-reimbursement. The District will publicize a request for proposal by using various advertising methods including but not limited to, radio, internet, newspapers. The District will evaluate proposals in order to award the contract to the most advantageous proposal when considering cost and other factors. The District will evaluate proposals through use of a locally developed score sheet.

3. Sole source procurement is used only when the goods or services are only available from a single source; a public exigency or emergency exists; there is inadequate competition and the applicable pass through entity approves this method.

Noncompetitive Procurement Methods

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

1. the aggregate amount does not exceed the established micro-purchase threshold;
2. the procurement transaction can only be fulfilled by a single source;
3. a public exigency or emergency exists that will not permit a delay resulting from providing public notice of competitive solicitation;
4. the applicable pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the District or
5. after soliciting several sources, competition is determined inadequate.

All solicitations:

1. Include clear and accurate description on the technical requirements for the material, product or service to be procured. This description sets forth the minimum and essential characteristics the material, product or service must meet.
2. Will not contain specifications that unduly restrict competition.
3. Identify all requirements offerors must fulfill and all other factors to be used in evaluating bids or proposals.

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

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

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

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