



Revere Board of Education

Board Work Session Agenda

May 13, 2025 at 5:30pm

Revere Administration Building

3496 Everett Road

Richfield , OH, 44286



Revere Board of Education / Work Session

Agenda / May 13, 2025 / 5:30pm

I. CALL TO ORDER

II. ROLL CALL

Kasha Brackett
Hayden Hajdu
Keith Malick
Natalie Rainey
Courtney Stein

III. PRESENTATIONS

No presentations at this time.

IV. BOARD OF EDUCATION'S AGENDA

1. Board Discussion / Revised and New Policies (no action)

Board of Education Discussion regarding revised and new policies as detailed in Attachment B-1. The first reading will take place during the regular Board of Education meeting scheduled for May 20, 2025.

Revised:

- 1.09 / Officers of the Board of Education
- 4.01 / Employment of Substitute Teaching Staff
- 6.05 / Inter-District Open Enrollment
- 6.06 / Enrollment of Resident and Nonresident, Homeless, and Foreign Exchange students
- 6.26 / Dangerous Weapons in the Schools, Bomb Threats, and Violent Conduct
- 6.60 / Seizure Safety
- 7.16 / Extracurricular Activities
- 7.26 / College Credit Plus
- 8.05 / Cash in School Buildings
- 8.10 / Uniform Federal Grant Guidance
- 8.13 / Procurement with Federal Grants and Funds
- 8.19 / Inventory and Disposition of Equipment Obtained with Federal Awards
- 9.14 / Food Sale Standards and Services

New:
9.39 / Parents' Bill of Rights

V. TREASURER'S AGENDA - Mr. Berdine

No items at this time.

VI. SUPERINTENDENT'S AGENDA - Mr. White

1. Resignation for Retirement (certificated)

It is recommended that the Board of Education accept the following resignation for retirement:

Marty Cingle / Teacher / Revere Middle School /
Effective: End of 2024-2025 School Year

VII. INFORMATION/DISCUSSION ITEMS

Review draft agenda for the May 20, 2025 regular meeting.

VIII. ADJOURNMENT

IX. EXECUTIVE SESSION

-Personnel: To discuss the employment of a public employee;

-Preparing for, conducting or reviewing negotiations or bargaining sessions with employees.

NEW DOCUMENT

Attachment B-1

OFFICERS OF THE BOARD OF EDUCATION

The officers of the Board of Education shall consist of a President and a Vice-President.

The President

The duties of the President shall be to preside at all meetings of the Board, to preserve order, and enforce rules of procedure. The President shall have all the rights and privileges of any Board member, including those of making or seconding motions, voting on all actions of the Board, and participating in discussions and deliberations. The President shall sign all bonds, notes, agreements, deeds and leases, and such other instruments as directed by the Board, and all proceedings of the Board after they have been approved by the Board. ~~The President shall be the custodian of the official bond of the Treasurer, which bond shall be recorded in the minutes of the Board signed by the President.~~

In addition to the duties prescribed by law or by the rules of the Board, the President shall exercise such other powers which legally and properly appertain to his/her office or may be delegated to him/her by the Board.

The President shall be the representative of the Board at functions of a social nature, or at functions where the Board should be represented as a means of good public or school relationship. The President may delegate such duties to any other Board member or members.

The Vice-President

In case of the absence or disability of the President, the Vice-President shall perform all duties of the President until the President resumes office. In case of a vacancy in the office of the President, the Vice-President shall become President and shall serve until the next organizational meeting of the Board.

In case of a vacancy in the office of the Vice-President, the unexpired term shall be filled by a majority vote of the Board at the next regular meeting.

The President Pro Tempore

In case of the absence or disability of both the President and the Vice-President, a President Pro Tempore, to be chosen by majority vote of the members present and voting, shall perform all duties of the President until the President or the Vice-President resumes his/her office.

In case of a vacancy in the office of both President and Vice-President, the remaining members of the Board shall fill the vacancies at their next regular meeting by majority of the members present and voting.

Adopted: _____ ~~August 1, 2017~~

EMPLOYMENT OF SUBSTITUTE TEACHING STAFF

The Superintendent shall maintain a list of qualified substitute teachers who may be called upon to replace regular teachers who may be absent. Such a list shall be provided to the principal of each school.

Insofar as possible, principals or designees will call on teachers on the substitute list for the subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the schools. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program. Substitute teachers should familiarize themselves with the main requirements of the course of study. If the substitute remains for a short period, it is better to improve understanding of processes already presented rather than to start a new one.

The Superintendent shall have full authority to assign substitute teachers to their areas of certification and competence.

A substitute employed on a day-to-day basis shall be entitled only to the wages approved by the Board of Education on a per diem basis and to no other benefits.

Unless the procedure has already been performed by another entity, the Superintendent shall conduct a criminal records check, in accordance with Ohio law, on a candidate for employment as a substitute teacher.

Pursuant to R.C. 3319.102, the Board may employ an individual who does not hold a post-secondary degree as a substitute teacher, provided that the individual also meets the following requirements:

1. The individual is a graduate of a high school.
2. The individual is at least 21 years of age.
3. The individual successfully completes a criminal records check as prescribed in R.C. 3319.39.

If the Board removes an individual from its list of eligible substitute teachers for the District because it has reasonably determined that the individual has committed an act that is unbecoming to the teaching profession, the Superintendent shall submit to the Superintendent of Public Instruction the individual's name, social security number, and a factual statement regarding the individual's misconduct in accordance with O.R.C. §3319.313.

LEGAL REFS: O.R.C. §§3319.08; 3319.10; 3319.102; **3319.313**

Adopted: _____ ~~December 12, 2023~~

INTER-DISTRICT OPEN ENROLLMENT

The Board of Education does not wish to participate in an open enrollment program for students from other districts and will not accept such students.

Armed Forces Exception

1. Eligibility

The Board shall permit any student who is not a native student of the District to enroll tuition-free in the District if both of the following apply:

- A. The student’s parent is an active duty (full-time) member of the U.S. armed forces stationed in Ohio; and**
- B. The student’s parent provides to the District a copy of the parent’s official written order verifying the parent’s status as an active duty member of the armed forces.**

2. Application Procedures

The deadline for submission of an armed forces open enrollment application is April 1st. Notification of a student and the superintendent of the applicable district whenever an armed forces open enrollment student’s application is approved shall occur by May 1st.

3. District Capacity Limits

The following capacity limits apply by grade level, school building, and education program:

The capacity limits for all other grade levels, school buildings, and education programs shall be the number of students that can be accommodated without increasing Board expenditures on employees, facilities, or equipment, as determined by the Superintendent.

All native students wishing to be enrolled in the District will be enrolled. Any armed forces open enrollment students previously enrolled in the District shall receive preference over first-time applicants for armed services open enrollment.

4. Appropriate Racial Balance

The District shall monitor its enrollment of armed forces open enrollment students to ensure that an appropriate racial balance is maintained in the District’s schools

and may object to the enrollment of a native student in an adjacent or other district in order to maintain an appropriate racial balance.

5. Denying Admission

Except as provided in O.R.C. §3313.982, the District shall not deny admission to an armed forces open enrollment applicant based on the following:

- A. Any requirement of academic ability, or any level of athletic, artistic, or other extracurricular skills;**
- B. Limitations on admitting applicants because of disability, except that the Board may refuse to admit a student receiving services under Chapter 3323 of the Ohio Revised Code if the services described in the student’s IEP are not available in the District;**
- C. A requirement that the student be proficient in the English language;**
- D. Rejection of any applicant because the student has been subject to disciplinary proceedings, except that if an applicant has been suspended or expelled by the student’s 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, the Board may deny admission of such applicant.**

6. Transportation

Armed forces open enrollment students shall receive transportation services under O.R.C. §3313.981 in the same manner as an “other district student.”

LEGAL REFS: O.R.C. §3313.98

Adopted: _____ ~~August 1, 2017~~

ENROLLMENT OF RESIDENT AND NONRESIDENT,
HOMELESS, AND FOREIGN EXCHANGE STUDENTS

A. General Policy:

Upon the recommendation of the Superintendent and approval of the Board of Education, and when space and other facilities are available, a nonresident student may attend the District's schools by paying the current state-established tuition rate and providing his/her own transportation. Permission for enrollment on a tuition basis will be granted only after parental conference with the Superintendent or designee and establishment of need. This privilege may be revoked if the student fails to follow the established rules and regulations.

B. Determination of Status:

It shall be the responsibility of each school principal to refer all students with nonresident parents, or where there is any question of residency, to the Superintendent for a decision as to his/her status as soon as it is known. The Board reserves the right to review requests for admission of tuition students on a case-by-case basis. Any nonresident student who is under suspension or expulsion from another school system must appear for a hearing in accordance with O.R.C. §3313.66 before a decision will be made regarding his/her admission for the duration of the suspension or expulsion.

C. Eligibility for Enrollment:

Students shall be eligible for enrollment in accordance with O.R.C. §3313.64 and O.R.C. §3301.60 if the student is a child in a military family as defined in the Interstate Compact on Educational Opportunity for Military Children.

D. Homeless Students

The Board will comply with the McKinney-Vento Homeless Assistance Act, 42 USC 11431 (the "McKinney-Vento Act") ensuring access to a free, appropriate education, including public preschool, to each homeless child or youth.

1. The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes -

a. Children and youth who are:

(1) Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as *doubled-up*);

(2) Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;

(3) Living in emergency or transitional shelters;

- (4) Abandoned in hospitals; or
 - (5) Awaiting foster care placement.
- b. Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
 - c. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - d. Migratory children who qualify as homeless because they are living in circumstances described above.

2. Specific Duties of the Board:

The Board shall ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless. Under the McKinney-Vento Act, the Board is responsible for fulfilling the following duties to homeless children and youths:

- a. Presuming that continuing the child's or youth's education in the school of origin is in the child's or youth's best interest, unless contrary to the request of the child or child's parent or guardian, or (in the case of an unaccompanied youth) the youth;
 - (1) Considering student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility or achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth;
 - (2) If, after conducting the best interest of the child or youth presumption and considering the student-centered factors in Paragraph 1 above, the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal.
- b. Providing for the immediate enrollment of a homeless child and the maintenance of student records for the child;
- c. Providing services comparable to what other students receive in the areas of transportation, Title I programs, children with disabilities, limited English proficiency, vocational and technical education, gifted and talented education, and school nutrition;

- d. Coordinating services to homeless children with other school districts, local social service agencies, and programs that assist homeless children and youth and their families;
- e. Establishing a local liaison for homeless children and youth; and
- f. Reviewing and revising policies to ensure that no policies act as barriers to the enrollment of homeless children and youths.

3. District Liaison for Homeless Children and Youth:

The liaison for homeless children and youth is the Director of Student Services. The liaison is responsible for ensuring that:

- a. Homeless children are identified by District personnel through outreach and coordination activities with other agencies;
- b. Homeless children are enrolled in and have a full and equal opportunity to succeed in District schools;
- c. Homeless children and their families have access to and receive educational services for which they are eligible and referrals for other appropriate services including health care, dental, mental health, and substance abuse services, housing services, and other appropriate services;
- d. Parents or guardians of homeless children are informed of the educational and related opportunities available to their children and a meaningful opportunity to participate in the education of their children;
- e. The liaison provides assistance to an unaccompanied youth with placement or enrollment decisions, considers their views, and notifies the unaccompanied youth of the right to appeal such decisions;
- f. Public notice of the educational rights of homeless children is disseminated in locations frequented by parents or guardians of such children, including areas where such children receive services, such as schools, family shelters, soup kitchens, and public libraries, in a manner and form understandable to the parents and guardians of such children;
- g. Parents or guardians of homeless children are fully informed of and assisted with accessing transportation services available to the child, including transportation to the child's school of origin;
- h. Disputes over enrollment decisions are resolved as quickly as possible after receiving notice of the dispute;
- i. District personnel providing services pursuant to this Board policy receive professional development and other support; and

j. Ensure that homeless children and youths are informed of their status as independent students under the Higher Education Act and that they may obtain assistance from the District to receive verification for the FAFSA.

4. Procedure for Enrollment Decisions and Dispute Resolution:

If the Superintendent or designee determines that the best interest of the child requires the child to be enrolled in a school other than the school of origin or the school requested by the parent or guardian, the Superintendent or designee shall provide a written explanation to the child's parent or guardian, including the right to appeal such determination to the liaison.

The liaison shall inform the parent or guardian that they can provide written or oral documentation to support their position. The liaison shall review the issue and documentation and issue a decision in writing to the parent or guardian.

If the dispute is not resolved, the liaison shall refer the dispute to the Department of Education and Workforce Homeless Consultant for the purpose of utilizing the resolution process on the state level.

E. Privacy

Information about a homeless child's or youth's living situation shall be treated as a student education record and shall not be deemed to be directory information.

F. Foreign Exchange Students

A non-immigrant student may be admitted into the United States in non-immigrant status under Section 101(a)(15)(F) of the Act, if

1. The student presents a SEVIS Form I-20 issued in his or her own name by a school approved by the Service for attendance by F-1 foreign students;
2. The student has documentary evidence of financial support in the amount indicated on the SEVIS Form I-20;
3. For students seeking initial admission only, the student intends to attend the school specified in the student's visa (or, where the student is exempt from the requirement for a visa, the school indicated on the SEVIS Form I-20 (or the Form I-20A-B/I-20ID); and
4. In the case of a student who intends to study at a public secondary school, the student has demonstrated that he or she has reimbursed the local educational agency that administers the school for the full, unsubsidized per capita cost of providing education at the school for the period of the student's attendance.

G. Senior Rule

Beginning with the 2019-2020 school year, a student enrolled in the District who completes his/her Junior year while living in the District, whose parents/guardians relocate to a residence outside of the District after completion of the Junior year, shall be permitted to remain enrolled in the District and complete their Senior year on a tuition-free basis. The Superintendent may permit the student to remain enrolled in the District on a tuition-free basis for additional semester(s) if the Superintendent determines that the student has faced personal hardships which have hindered his/her ability to graduate, but is making adequate progress towards graduation.

H. Children of District Employees

A child whose parent is a full-time employee of the District may be admitted to the schools of the District upon written request of the parent, in accordance with the applicable collective bargaining agreement. No child may be admitted under this paragraph after the first day of classes of any school year. The effective date of any amendment or repeal of this paragraph may not be prior to the first day of the subsequent school year.

LEGAL REFS: O.R.C. §§3301.60; 3313.64

McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11421 *et seq.*
20 U.S.C. §6311

Adopted: _____ September 18, 2018

DANGEROUS WEAPONS IN THE SCHOOLS,
BOMB THREATS AND VIOLENT CONDUCT

The Board of Education is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, other dangerous weapons, bomb threats and violent conduct.

Firearms and Knives

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade or edge which is capable of causing serious bodily injury.

The Superintendent shall expel a student from school for a period of one year for bringing a firearm to a school operated by the Board or onto any other property owned or controlled by the Board, except that the expulsion may be reduced on a case-by-case basis in accordance with this policy.

The Superintendent may expel a student from school for a period of one year for bringing a firearm to an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the District. The Superintendent may reduce the expulsion on a case-by-case basis in accordance with this policy.

The Superintendent may expel a student from school for a period not to exceed one year for bringing a knife to a school operated by the Board, onto any other property owned or controlled by the Board, or to an interscholastic competition, an extra-curricular event, or any other program or activity sponsored by the District or in which the District is a participant, or for possessing a firearm or knife at a school, on any other property owned or controlled by the Board, or at an interscholastic competition, an extra-curricular event, or any other school program or activity, which firearm or knife was initially brought onto school property by another person. The Superintendent may extend the expulsion, as necessary, into the school year in which the incident that gives rise to the expulsion takes place.

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 or awareness of the perpetrator regarding possession of a firearm or knife.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county registrar and juvenile judge within two weeks of the suspension, expulsion or permanent exclusion.

Bomb Threats

The Superintendent is authorized to expel a student from school for a period not to exceed one year for 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. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Objects Indistinguishable from Firearms

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus if both of the following apply:

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that he/she possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by Ohio law and for purposes of this policy, an “object that is indistinguishable from a firearm” means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District’s student code of conduct and Ohio law.

Violent Conduct

The Superintendent may expel a student for a period of up to one year if the student commits an act at school, on any other property owned or controlled by the Board, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

1. would be a criminal offense if committed by an adult; and
2. results in serious physical harm to person(s) as defined in Revised Code Section 2901.01(A)(5), or to property as defined in Revised Code Section 2901.01(A)(6).

The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one year, on a case-by-case basis, for the following reasons:

1. for students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973, a recommendation from the group of persons knowledgeable of the student's educational needs; or
2. other extenuating circumstances.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

Imminent and Severe Endangerment to Health and Safety

A. Authorization to Expel

The Superintendent is authorized to expel a pupil from school for a period not to exceed one hundred eighty (180) school days for actions that the Superintendent determines pose imminent and severe endangerment to the health and safety of other pupils or school employees, even though the pupil's actions may not qualify for permanent exclusion under O.R.C. §3313.662. "Imminent and severe endangerment" means any of the following actions taken by a pupil:

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 a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in O.R.C. §2901.01(A)(5) or serious physical harm to property as defined in division O.R.C. §2901.01(A)(6) while the pupil 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 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;
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.

In making any expulsion determination under this section, the Superintendent shall comply with the due process procedures applicable to an expulsion.

B. Conditions for Reinstatement

Upon the expulsion of a pupil pursuant to this section, the Superintendent shall develop conditions for that pupil to satisfy prior to the pupil's reinstatement. The Superintendent shall provide a copy of these conditions in writing to the Board, the pupil, and the pupil's parent, guardian, or custodian at the beginning of the expulsion period. The conditions developed by the Superintendent shall comply with the following guidelines:

1. The pupil must complete an assessment by a psychiatrist, licensed psychologist, or licensed school psychologist, the results of which indicate that the pupil does not pose a danger to the pupil's self or to other pupils or school employees. The assessment may include recommendations for contingent conditions on the pupil's reinstatement.
2. The conditions must not entail a financial burden which the pupil and/or his/her parents, guardians, or custodians cannot reasonably meet.
3. The conditions should be directed toward improving those aspects of the pupil's attitudes and behavior that gave rise to the pupil's expulsion.

C. Assessment of Student

One of the conditions developed by the Superintendent shall be an assessment to determine whether the pupil poses a danger to the pupil's self or to other pupils or school employees. The assessment shall be completed by a psychiatrist, licensed psychologist, or licensed school psychologist employed or contracted by the District. The psychiatrist, psychologist, or school psychologist shall be agreed upon by both the Superintendent and the pupil's parent, guardian, or custodian. If the psychiatrist, psychologist, or school psychologist is not employed or contracted by the District, the cost of the assessment shall be referred for payment to the pupil's health insurance. Any costs not covered by the pupil's health insurance shall be paid by the District. The District shall pay in full for an assessment completed by a

psychiatrist, psychologist, or school psychologist that is employed or contracted by the District. The assessment shall include a determination from the psychiatrist, psychologist, or school psychologist as to whether the pupil poses a danger to the pupil's self or to other pupils or school employees and may include recommendations for contingent conditions on the pupil's reinstatement.

D. Rehabilitation Determination

At the end of the expulsion period, the Superintendent shall assess the pupil and determine whether the pupil has shown sufficient rehabilitation to be reinstated. "Sufficient rehabilitation" means that a pupil has met all conditions for reinstatement set by the Superintendent and has been determined by the Superintendent to no longer pose a danger to the pupil's self or to other pupils or school employees. For an expulsion period of one hundred eighty (180) days or an extended expulsion period of ninety (90) days, the Superintendent shall make this determination in consultation with a multidisciplinary team selected by the Superintendent. The Superintendent shall take into consideration both the assessment by the psychiatrist, psychologist, or school psychologist and whether or not the pupil has met the conditions developed by the Superintendent at the beginning of the expulsion period.

Upon the assessment of a pupil, if the Superintendent determines that the pupil has shown sufficient rehabilitation, the Superintendent may reinstate that pupil. If the Superintendent determines that the pupil has not shown sufficient rehabilitation, the Superintendent may extend the expulsion for an additional period not to exceed ninety (90) school days.

E. Extension of Expulsion

If the Superintendent extends the expulsion period, the Superintendent shall develop conditions for that pupil to satisfy prior to that pupil's reinstatement, which may be the same as those developed for the original expulsion period. The Superintendent shall provide a copy of these conditions in writing to the Board, the pupil, and the pupil's parent, guardian, or custodian at the beginning of the extended expulsion period. At the end of the extended expulsion period, the Superintendent shall reassess the pupil in the manner described above and may reinstate the pupil or may extend the expulsion for another term, not to exceed ninety (90) school days, in the same manner as described above. There is no limit on the number of times the Superintendent may extend an expulsion.

F. Reducing an Expulsion or Extension Thereof

Prior to the end of the original expulsion period or of an extended expulsion period, if the pupil has met all of the conditions developed by the Superintendent at the beginning of the expulsion period, the Superintendent may reduce the expulsion, on a case-by-case basis, in accordance with the procedures established in this policy.

Prior to the end of the original expulsion period or of an extended expulsion period, the pupil or the pupil's parent, guardian, or custodian may request the Superintendent to complete an early assessment of the pupil. If requested, the Superintendent shall assess the pupil and make a determination as set forth above. In making the determination, the Superintendent shall comply with the procedures regarding the reduction of an expulsion period as set forth in this policy. A pupil or pupil's parent, guardian, or custodian may request one early assessment for the original expulsion period and for each extended expulsion period under this division.

G. Contingent Conditions for Reinstatement

The Superintendent may develop contingent conditions for a pupil's reinstatement, which may include the conditions developed for the original expulsion period and recommendations made by a psychiatrist, psychologist, or school psychologist in an assessment conducted under this policy. The Superintendent shall establish a duration under which a pupil must meet the contingent conditions that may extend to a pupil's graduation date. The Superintendent shall provide a copy of these conditions in writing to the Board, the pupil, and the pupil's parent, guardian, or custodian when the Superintendent makes a reinstatement determination. If a pupil fails to meet the contingent conditions, the Superintendent may revoke the pupil's reinstatement and establish an extended expulsion period.

H. Plan for Continued Education

Not later than fifteen (15) school days after the beginning of the original expulsion period or of any extended expulsion period for a pupil who does not have an individualized education program ("IEP"), or not later than ten (10) school days after the beginning of the original expulsion period or of any extended expulsion period for a pupil who has an IEP, the Superintendent, in consultation with the pupil, the pupil's parent, guardian, or custodian, and the pupil's IEP team, if the pupil has one, shall develop a plan for the continued education of the pupil, which may include education by the District in an alternative setting, 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 O.R.C. Chapter 3321. The Superintendent shall develop a list of alternative educational options for pupils who are expelled under this section.

I. Appealing the Superintendent's Determinations

The pupil or the pupil's parent, guardian, or custodian may appeal any determination made by the Superintendent under this section in the manner prescribed by O.R.C. §3313.66(E).

J. Records

The Board shall provide the Department of Education and Workforce records of each expulsion made under this section and any changes to a pupil's expulsion status. Such records shall not include a pupil's name. Such records shall include all of the following:

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

A district or school to which a pupil with an expulsion record under this section transfers may request such records from the District, which the District shall provide pursuant to O.R.C. §3319.321.

LEGAL REFS: O.R.C. §§3313.66; 3313.661

Adopted: _____ ~~March 19, 2019~~

SEIZURE SAFETY

- A. The school nurse, or another District employee if the District does not have a school nurse, acting in collaboration with a student's parents or guardian, shall create an individualized seizure action plan for each student enrolled in the District who has an active seizure disorder diagnosis. Such plan shall include all of the following components:
1. A written request signed by the parent, guardian, or other person having care or charge of the student, to have one or more drugs prescribed for a seizure disorder administered to the student;
 2. A written statement from the student's treating practitioner providing the drug information required by R.C. 3313.713(C)(2) for each drug prescribed to the student for a seizure disorder; and
 3. Any other component required by the state board of education.

A seizure action plan is effective only for the school year in which the written request was submitted, must be renewed at the beginning of each school year, and shall be maintained in the office of the school nurse or school administrator if the District does not employ a full-time school nurse.

- B. The school nurse, or a school administrator if the District does not employ a school nurse, shall notify a school employee, contractor, and volunteer in writing regarding the existence and content of each seizure action plan in force if the employee, contractor, or volunteer does any of the following:
1. Regularly interacts with the student;
 2. Has legitimate educational interest in the student or is responsible for the direct supervision of the student; or
 3. Is responsible for transportation of the student to and from school.

A school employee, contractor, or volunteer may administer to a student a prescribed drug that is designed to prevent the onset of a seizure or to alleviate the symptoms of a seizure if both of the following conditions are satisfied:

1. The individual has received a copy of the written approval issued by the student's physician; and
2. The individual has received training regarding the circumstances under which the drug is to be administered to the student and how the drug is to be administered to the student.

- C. The school nurse, or a school administrator if the District does not employ a school nurse, shall identify each individual who has received training in the administration of drugs prescribed for seizure disorders, and shall coordinate seizure disorder care at that school and ensure that all staff identified in Section B above are trained in the care of students with seizure disorders.
- D. A drug prescribed to a student with a seizure disorder shall be provided to the school nurse or another person at the school who is authorized to administer it to the student if the District does not employ a full-time school nurse. The drug shall be provided in the container in which it was dispensed by the prescriber or a licensed pharmacist. **Such drugs may be kept in an easily accessible location.**

E. Training

At least one employee at each school building, aside from a school nurse, must be trained on the implementation of seizure action plans every two (2) years. The District shall provide and arrange for the training, which shall be consistent with the requirements of R.C. 3313.7117. The training must include and be consistent with guidelines and best practices established by a nonprofit organization that supports the welfare of individuals with epilepsy and seizure disorders, such as the Epilepsy Alliance Ohio or Epilepsy Foundation of Ohio or other similar organizations as determined by the Ohio Department of Education, and address all of the following:

1. Recognizing the signs and symptoms of a seizure;
2. The appropriate treatment for a student who exhibits the symptoms of a seizure;
3. Administering drugs prescribed for seizure disorders, subject to R.C. 3313.713.

Such seizure training program shall not exceed one (1) hour and shall qualify as a professional development activity for the renewal of educator licenses, including activities approved by the District's professional development committee under R.C. 3319.22(F).

Each person employed as an administrator, guidance counselor, teacher, or bus driver must complete a minimum of one (1) hour of self-study training or in-person training on seizure disorders not later than October 3, 2023. Any such person employed after that date shall complete the training within ninety (90) days of employment. The training shall qualify as a professional development activity for the renewal of educator licenses, including activities approved by the District's professional development committee under R.C. 3319.22(F).

Student Possession of Seizure Prevention Drugs

A student enrolled in the District may possess a drug prescribed to the student designed to prevent the onset of a seizure or to alleviate the symptoms of a seizure at school or at any activity, event, or program sponsored by or in which the student's school is a participant if both of the following conditions are satisfied:

1. The student has the written approval of the student's physician 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 physician's written approval shall include at least all of the following information:
 - a. The student's name and address;
 - b. The name of the drug and the dosage, if any, to be administered;
 - c. The circumstances under which the drug is to be administered to the student;
 - d. How the drug is to be administered to the student;
 - e. Written instructions that outline procedures school personnel should follow in the event that the drug does not prevent the onset of a seizure or alleviate the symptoms of a seizure;
 - f. Any severe adverse reactions that may occur to the student for whom the drug is prescribed and that should be reported to the physician;
 - g. Any severe adverse reactions that may occur to another student for whom the drug is not prescribed, should such a student receive a dose of the drug;
 - h. At least one emergency telephone number for contacting the physician in an emergency;
 - i. At least one emergency telephone number for contacting the parent, guardian, or other person having care or charge of the student in an emergency;
 - j. Any other special instructions from the physician.

2. The school principal and, if a school nurse is assigned to the student's school building, the school nurse, have received copies of the written approval(s).

LEGAL REFS: R.C. 3313.7117

Adopted: _____ ~~December 12, 2023~~

EXTRACURRICULAR ACTIVITIES

The Board of Education believes that student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board believes that school citizenship, as reflected in student activities, is a measure of the achievement of important school goals. The Board recognizes that the greatest values to be derived from both curricular and extracurricular student school activities occur when such activities are developed and encouraged through participation among, or the knowledge of, the student body, interested members in the community, and school staff.

The Board further believes that any program of student activities should:

- A. Require all student participation to be on a voluntary basis;
- B. Require that student activity funds should be used for purposes which benefit the student body of the school;
- C. Require that the management of student activity funds be the direct responsibility of the advisor in conjunction with the Treasurer's office and the building principal; and
- D. Permit the formation of student clubs, and other student groups organized to promote or pursue specialized athletic, social service, social activities, arts, and government.

District-Sponsored Activities

The Superintendent shall ensure that the planning, conduct, and evaluation of all extracurricular activities are in compliance with equal opportunity law and Board policies. Students are to be informed of all extracurricular activities and the requirements for participation.

Professional staff members may be employed as advisors by means of a supplemental contract based on the recommendation of the Superintendent and subject to the approval of the Board.

District-Sanctioned Activities

In addition to extracurricular activities it sponsors, the Board may, from time to time, choose to permit certain activities which are not part of the regular extracurricular program of the District but which can benefit those students who wish to participate. Although permitting an activity, the Board:

- A. Will not assume any responsibility for its planning, conduct, or evaluation;
- B. Will not provide other resources.

The Board may make facilities available in accordance with its policy governing the use of school facilities.

No organization may use the name of the District or any other name which would associate the activity with the District without the consent of the Board. Requests for such consent must be submitted to the Superintendent and receive his/her recommendation prior to consideration by the Board.

Loss of Instructional Time

Approved student activities that require the loss of instructional time shall be kept to a minimum. District personnel shall not schedule activities at times that interfere with classroom instruction unless it is reasonably necessary. The Superintendent or designee may approve such activities if in his/her judgment:

- A. The benefits of the activity cannot be obtained within the scheduled instructional program.
- B. The activity contributes to the development of important skills or interests of the students involved.
- C. The total length of time does not impair the curricular achievement of the students involved.
- D. The students are given the opportunity and the responsibility for making up work.
- E. The experiences cannot be obtained outside of regular school hours.

The Superintendent or designee shall review and may approve requests for student participation in activities scheduled during the school day by organizations and agencies other than those of the Board. Consideration shall be given to the activity as it relates to the learning experiences of students.

Pursuant to O.R.C. §3301.60, the District shall facilitate the opportunity for students who are children of military families who have transferred from another state (the “sending state”) to be included in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

“Extracurricular Activity” Defined

Pursuant to O.R.C. §3313.537, an “extracurricular activity” is a student activity program that the District operates which is not included as a graded course of study, including an interscholastic

extracurricular activity that the District sponsors or participates in and that has participants from more than one school or school district.

Participation of Chartered or Nonchartered Nonpublic School Students

If a student who is enrolled in a chartered or nonchartered nonpublic school, is enrolled in a community school established under Chapter 3314 of the Ohio Revised Code, or is enrolled in a science, technology, engineering, and mathematics (“STEM”) school established under Chapter 3326 of the Ohio Revised Code, would otherwise be entitled to attend school in the District pursuant to O.R.C. §§3313.64 or 3313.65, the Superintendent shall afford such student the opportunity to participate in those extracurricular activities that the student’s chartered or nonchartered nonpublic school does not offer. The opportunity to participate shall be offered at the District school to which the student would otherwise be assigned by the Superintendent under O.R.C. §3319.01 during the school year.

The Superintendent may afford any student enrolled in a chartered or nonchartered nonpublic school, a community school, or a STEM school, who is not entitled to attend school in the District under O.R.C. §§3313.64 or 3313.65, the opportunity to participate in an extracurricular activity offered by the District, if the nonpublic school in which the student is enrolled does not offer the extracurricular activity and either of the following apply:

- (1) The extracurricular activity is not interscholastic athletics or interscholastic contests or competition in music, drama, or forensics.
- (2) The extracurricular activity is in an interscholastic athletic or interscholastic contest or competition in music, drama, or forensics. In order to participate, the student shall seek to participate at either the school district in which the student’s nonpublic school is located or the school district in which the student is entitled to attend school under O.R.C. §3313.64 or §3313.65, so long as the chosen district offers the extracurricular activity.

If the student seeks to participate at the school district in which the student’s nonpublic school is located, both of the following shall apply.

- (a) The superintendent of the school district in which the student is entitled to attend school must certify that the student has not participated in any extracurricular activity that is in an interscholastic athletic or interscholastic contest or competition in music, drama, or forensics at that school district during that school year. If the student has participated in such an extracurricular activity at that school district during the school year, the student shall be ineligible to participate in the extracurricular activity at the school district in which the student’s nonpublic school is located for that school year.

- (b) The superintendent of the school district in which the student is entitled to attend school and the superintendent of the school district in which the student is seeking to participate must mutually agree, in writing, to allow the student to participate in the extracurricular activity at the school district in which the student's nonpublic school is located.

Chartered or nonchartered nonpublic school students, community school students, and STEM school students afforded the opportunity to participate in any of the District's extracurricular activities must be of the appropriate age and grade level, as determined by the Superintendent, for the school that offers the extracurricular activity. Such students must fulfill the same academic, nonacademic, and financial requirements as any other participant in the District's extracurricular activities.

No student who is enrolled in the District shall be denied the opportunity to participate in interscholastic athletics offered solely because the student is participating or has participated in the college credit plus program under Chapter 3365 of the Ohio Revised Code, so long as the student fulfills all other academic, nonacademic, and financial requirements that are not related to participation in the program.

Additionally, no student who is enrolled in a community school, STEM school, or nonpublic school or who is receiving home instruction shall be denied the opportunity to participate in interscholastic athletics at the District school in which the student is entitled to attend school under O.R.C. §3313.64 or §3313.65 solely because of participation in the college credit plus program, so long as the student meets the applicable requirements under O.R.C. §3313.537, §3313.5311, or §3313.5312 and fulfills all other academic, nonacademic, and financial requirements that are not related to participation in the program.

Foreign Student Participation in Interscholastic Athletics

Any student from a country or province outside the United States, who attends school in the District, shall be permitted to participate in interscholastic athletics at that school on the same basis as students who are residents of Ohio, so long as the student holds an F-1 visa issued by the U.S. Department of State. Such a student shall not be denied the opportunity to participate in interscholastic athletics solely because the student's parents do not reside in this state

Transfer Students

The same rules for participation in interscholastic athletics shall apply to students transferring into the District, regardless of the whether the student is transferring from a public or non-public school.

Participation in Interscholastic Athletics By Unenrolled Student Victims

The Superintendent may afford any home-educated student or any student enrolled in a community school, a STEM school, a chartered nonpublic school, or a nonchartered nonpublic school, or a different school district, regardless of whether such student resides within the District, the opportunity to participate in interscholastic athletics at a District school if the student was subject to any of the following by a school official, employee, or volunteer or another student from the district or school in which the student is enrolled or the district in which the student is participating in interscholastic athletics:

1. Harassment, intimidation, or bullying;
2. An offense of violence or importuning (R.C. 2907.07) (or an attempt to commit either), for which the school official, employee or volunteer, or another student has been either of the following:
 - a. Charged with, indicted for, convicted of, or pled guilty to committing;
 - b. Alleged to be or is adjudicated a delinquent child for committing.
3. Conduct by a school official, employee, or volunteer that violates the licensure code of professional conduct for Ohio educators developed by the state board of education.

To participate in interscholastic athletics under this section, a student who is not a home-educated student must be of the appropriate age and grade level, as determined by the Superintendent, for the school at which the student participates in interscholastic athletics and must fulfill the same academic, nonacademic, and financial requirements as any other participant.

LEGAL REFS.: O.R.C. §§3301.60; 3313.53; 3313.5311; **3313.5313**; 3313.5314; 3313.5316;
3313.537

Adopted: _____ ~~December 17, 2019~~

COLLEGE CREDIT PLUS PROGRAM

A secondary grade student who is a resident of this state may enroll at a college, on a full- or part-time basis, and complete nonsectarian, nonremedial courses for high school and college credit. This arrangement is known as the College Credit Plus Program (“Program”). Upon successful completion of college-level, nonremedial coursework applicable to at least one degree or professional certification at a partnering college, such student shall receive transcribed credit from the college, except for an advanced placement course or international baccalaureate diploma course, as described in O.R.C. §3313.6013(A)(2) and (3).

Eligibility Restrictions

To be eligible to participate in the Program, a student must be in the ninth, tenth, eleventh, or twelfth grade, and must satisfy the following requirements:

1. The student or the student’s parent shall inform the principal, or equivalent, of the student’s school by the first day of April of the student’s intent to participate in the Program during the following school year. **A student who provides intent to participate before the first day of November may be approved to participate in the Program for the next semester or term only.** Any student who fails to provide the notification by the required date may not participate in the Program ~~during the following school year~~ without the written consent of the principal, or equivalent. If a student seeks consent from the principal after failing to provide notification by the required date, the principal shall notify the Department of Education and Workforce (“DEW”) of the student’s intent to participate within ten days of the date on which the student seeks consent. If the principal does not provide written consent, the student may appeal the principal’s decision to the Superintendent. Not later than 30 days after the notice of the appeal, the Superintendent shall hear the appeal and shall make a decision to either grant or deny that student’s participation in the Program. The decision of the Superintendent shall be final.
2. The student shall:
 - a. Apply to a public or a participating private college, or an eligible out-of-state college participating in the Program, in accordance with the college’s established procedures for admission, pursuant to O.R.C. §3365.05;

- b. Satisfy one of the following:
 - (i) Be remediation free, in accordance with one of the assessments established under O.R.C. §3345.061(F);
 - (ii) Meet an alternative remediation-free eligibility option, as defined by the Chancellor of Higher Education, in consultation with the Superintendent of Public Instruction, in rules adopted under O.R.C. §3365.02; or
 - (iii) Have participated in the Program prior to June 30, 2021 and qualified to participate in the Program by scoring within one standard error of measurement below the remediation-free threshold for one of the assessments established under O.R.C. §3345.061(F) satisfying one of the conditions specified under division (A)(1)(b)(ii)(I) or (II) of O.R.C. §3365.02 as those divisions existed prior to June 30, 2021.
 - (iv) Have a cumulative unweighted high school grade point average of at least 3.00.
 - (v) Have a cumulative unweighted high school grade point average of at least 2.75 but less than 3.00 and received an “A” or “B” grade in a relevant high school course, as defined under OAC 3333-1-65.14.
 - c. Meet the college’s and relevant academic program’s established standards for admission, enrollment, and course placement, including course-specific capacity limitations, pursuant to O.R.C. §3365.05.
3. The student shall elect at the time of enrollment to participate under either Option A or Option B of this paragraph for each course under the Program.
- a. OPTION A: The student may elect, at the time of enrollment, to be responsible for payment of all tuition and the cost of all textbooks, materials, and fees associated with the course. A student electing this option also shall elect, at the time of enrollment, whether to receive only college credit or high school credit and college credit for the course.
 - (i) The student may elect to receive only college credit for the course, in which case the Board shall not award high school credit to the student.

- (ii) The student may elect to receive both high school credit and college credit for the course. If the student successfully completes the course, the Board shall award the student high school credit, unless the student took the college courses during his or her expulsion from the District.
 - b. OPTION B: The student may elect, at the time of enrollment, for each course to have the college reimbursed under O.R.C. §3365.07. If the student successfully completes the course, the Board shall award the student high school credit, unless the student took the college courses during his or her expulsion from the District.
- 4. The student and the student’s parent shall sign a form, provided by the District, stating that they have received the counseling required under O.R.C. §3365.04(B) and that they understand the responsibilities they must assume in the Program. Counseling information shall include:
 - a. Program eligibility;
 - b. The process for granting academic credits;
 - c. Any necessary financial arrangements for tuition, textbooks, and fees;
 - d. Criteria for any transportation aid;
 - e. Available support services;
 - f. Scheduling;
 - g. Communicating the possible consequences and benefits of participation, including all of the following:
 - (i) The consequences of failing or not completing a course under the Program, including the effect on the student’s ability to complete the secondary school’s graduation requirements;
 - (ii) The effect of the grade attained in a course under the Program being included in the student’s grade point average;
 - (iii) The benefits to the student for successfully completing a course under the Program, including the ability to reduce the overall costs of, and the amount of time required for, a college education.

- h. The academic and social responsibilities of students and parents under the Program;
- i. Information about and encouragement to use the counseling services of the college in which the student intends to enroll;
- j. The standard packet of information for the Program developed by the chancellor of higher education pursuant to O.R.C. §3365.

Limitations on Enrollment

A student in grade nine may not enroll in courses for which the student elects to receive credit toward high school graduation for more than the equivalent of four academic school years. A student may not enroll in courses in which the student elects to receive credit toward high school graduation for more than the equivalent of:

1. Three academic school years, if the student so enrolls for the first time in grade ten;
2. Two academic school years, if the student so enrolls for the first time in grade eleven;
3. One academic school year, if the student so enrolls for the first time in grade twelve.

These restrictions shall be reduced proportionately for any such student who enrolls in the Program during the course of a school year.

Participation by Non-Secondary School Students

Students in grades seven and eight may participate in the Program if they meet the eligibility criteria required of secondary grade students for participation and shall be subject to the same requirements as secondary grade participants. For participating seventh and eighth grade students for whom a cumulative unweighted high school grade point average is not available to determine eligibility, the student is eligible if the student satisfies all other applicable requirements and has received an “A” or “B” grade in a relevant high school course, as defined under OAC 3333-1-65.14.

The parent or guardian of a seventh or eighth grade student participating in the Program shall be responsible for any transportation related to participation in the Program.

Academic Consequences of Expulsion

The Board may deny high school credit for post-secondary courses, any portion of which were taken during the period of an expulsion imposed by the Superintendent or Board. If a college withdraws its acceptance of an expelled student who elected to have the college reimbursed for each course under O.R.C. §3365.07, the Board shall not award high school credit for the college courses in which the student was enrolled at the time the college withdrew its acceptance.

Awarding Grades and Calculating Class Standing

The awarding of grades and the calculation of class standing for courses taken under the Program shall be equivalent to the District's policy for courses taken under an advanced standing program or for other courses designated as honors courses by the District.

Applicability of Credit

High school credit awarded for courses successfully completed under the Program shall count toward the graduation requirements and subject area requirements of the District. If a course comparable to one a student completed at a college is offered by the District, the Board shall award comparable credit for the course completed at the college. If no comparable course is offered by the District, the Board shall grant an appropriate number of elective credits to the participant.

Evidence of successful completion of each course and the high school credits awarded by the school shall be included in the student's record. The record shall indicate that the credits were earned as a participant under O.R.C. Chapter 3365 and shall include the name of the college at which the credits were earned.

Consequences of Withdrawal and Failure to Attain Passing Grades

If a college withdraws its acceptance of an expelled student who elected Option B, any reimbursement under O.R.C. §3365.07 for the student's attendance prior to the withdrawal shall be the same as would be paid for a student who voluntarily withdrew from the college at the same time in the term. If the withdrawal results in the college's receiving no reimbursement, the college or Board may require the student to return or pay for any textbooks and materials it provided the student free of charge.

If the Superintendent determines that the student has not attained a passing final grade in a college course in which the student enrolled under the Program, the Superintendent may seek reimbursement from the student or the student's parent for the amount of state funds paid to the college on behalf of the student for that college course. In accordance with O.R.C. §3313.642(C), the Board may withhold grades and credits received by the student for high

school courses taken by the student until the student or the student’s parent provides reimbursement.

Unless the student was expelled, the Superintendent shall not seek reimbursement from a student or a student’s parent if the student is identified as economically disadvantaged according to rules adopted by the DEW.

The District shall permit “children of military families,” as defined in O.R.C. §3301.60, participating in the Program, who must withdraw from school because of a permanent change of station order out of the state to transition from one military installation to another, to do either of the following:

1. Complete participation in the course the student is taking through the Program for the duration of the semester in which the student is enrolled in an online format, if possible; or
2. Withdraw from the course the student is taking through the Program without academic or financial penalty.

Underperforming Students

An “underperforming student” is a student who meets at least one of the following conditions:

1. Has a cumulative grade point average of lower than 2.0 in the college courses taken through the ~~college credit plus~~ Program;
2. Withdraws from, or receives no credit for, two (2) or more courses in the same term.

An “ineligible student” means a student who meets the definition of an underperforming student for two (2) consecutive terms of enrollment.

Probation

The District is responsible for placing an underperforming student on college credit plus (“CCP”) probation within the ~~CCP~~ Program. The District shall promptly notify the student, the student’s parent, and each institution of higher education in which the student is enrolled of the student’s status. The District shall advise the student and the student’s parent on requirements for continuing in the Program.

While a student is on CCP probation, the following shall apply:

1. The student shall enroll in no more than one college course in any term.

2. The student shall not enroll in a college course in the same subject as a college course in which the student earned a grade of “D” or “F” or for which the student received no credit.

If a student had registered for more than one college course for the next term prior to being placed on CCP probation, the student shall request each applicable institution of higher education to dis-enroll the student from courses as necessary to comply with OAC 3333-1-165.13(C)(2). If the student elects to remain enrolled in one course for the next term, the student shall notify the applicable institution of the course in which the student would like to remain enrolled. The institution will confirm the course enrollment and all course dis-enrollments in the pre-term notice of admission. In the event the student fails to dis-enroll from courses, the District shall promptly notify the student and the student’s parent that the student shall be responsible for paying all tuition, fees, and textbook costs for courses from which the student was required to dis-enroll and that the student shall be declared an ineligible student and dismissed from the Program for the next term.

If a student takes a college course after being placed on CCP probation and the course grade raises the student’s cumulative grade point average in the student’s college courses to a 2.0 or higher, the student shall be removed from CCP probation and may participate in the CCP Program without restrictions, unless the student again becomes subject to this rule. If the student takes a college course while on CCP probation and the course grade does not raise the student’s cumulative grade point average in the student’s college courses to a 2.0 or higher, the District will dismiss the student from the Program.

Dismissal

The District is responsible for dismissing an ineligible student from the ~~college credit plus~~ Program. The District shall promptly notify the student, the student’s parent, and each institution of higher education in which the student is enrolled of the student’s dismissal.

A student who has been dismissed from the CCP Program shall not take any college courses through the Program. If the student had registered for any college courses for the next term prior to being dismissed from the Program, the student shall request each applicable institution of higher education to dis-enroll the student from those courses. In the event the student fails to dis-enroll from courses as required by this paragraph, the District shall promptly notify the student and the student’s parent that the student shall be responsible for paying all tuition, fees, and textbook costs for courses from which the student was required to dis-enroll and that the student’s dismissal from the Program shall continue for an additional term.

Failure to make academic progress as defined in this policy will result in an extension of CCP dismissal.

After one term of CCP dismissal, a student may request that the District allow the student to participate in the CCP Program. The District shall review the student's full high school and college academic record to determine the student's academic progress. The District shall continue the student's dismissal, place the student on CCP probation, or allow the student to participate in the Program without restrictions in accordance with this policy. For purposes of this paragraph, summer shall count as a term of dismissal from the Program only if the student is enrolled in one or more high school courses during the summer.

Appeals

A student who is dismissed from the CCP Program, or is prohibited from taking a course in a subject may appeal the decision to the Superintendent. The Superintendent shall consider any extenuating circumstances separate from academic performance that may have affected the student's CCP status and may do any of the following:

1. Allow the student to participate in the Program without restrictions;
2. Allow the student to take a course otherwise prohibited by this policy;
3. Allow the student to participate in the Program on CCP probation;
4. Maintain the student's dismissal from the Program.

The student must request an appeal within five (5) business days after being notified of the CCP dismissal or the CCP probation that prohibits the student from taking a course in a particular subject. The District shall promptly notify any institution of higher education in which the student is enrolled that the student has requested an appeal. The Superintendent shall issue a decision on the student's appeal within ten (10) business days after the date the appeal is made. The decision shall be final. The District shall promptly notify any institution of higher education in which the student is enrolled of the decision.

LEGAL REF.: Ohio Revised Code Chapter 3365
OAC 3333-1-65.13

Adopted: _____ June 27, 2023

CASH IN SCHOOL BUILDINGS

All moneys collected shall be receipted, accounted for, and deposited with the Treasurer or properly designated depository every 24 hours. In the event that the person in charge of an activity is unable to deposit the money within 24 hours, the money shall be accounted for and deposited in the building safe of each school. If a safe is not available, then the money must be deposited in the fiscal office's safe. If the amount does not exceed \$1,000.00, the money can be held no longer than one (1) business day after receipt before being deposited. If the amount is more than \$1,000.00, or the money cannot be adequately safeguarded, it shall be deposited on the next business day following the date of receipt.

Tickets and Concessions

The District shall permit an individual to pay cash for a ticket to an athletic event, play, musical, or any other school-related event or activity that the District conducts, sponsors, or participates in and for which the District charges admission to attend. If the District does not accept cash payment from an individual who wishes to purchase a ticket to an event on the date of that event, the District shall grant that individual a free ticket if there are still tickets available and the individual demonstrates that the individual has enough cash to cover the full cost of the ticket.

The District shall not establish different prices for tickets for a school-affiliated event based on whether those tickets are purchased using cash or any other payment method, except that the school may charge a processing fee for any ticket purchased online or by credit card.

The District shall charge a student enrolled in any school participating in a school-affiliated event a ticket price that is less than the ticket price the school charges for an adult for the same event.

If the District offers concessions for sale at a school-affiliated event, it shall provide at least one location where an individual may pay cash for concessions and, if concessions are sold on multiple floors, at least one location on each floor that accepts cash payment.

LEGAL REFS.: O.R.C. §§9.38; 3313.5319

Adopted: _____ ~~December 12, 2023~~

UNIFORM FEDERAL GRANT GUIDANCE

This policy shall apply to the District's receipt and use of federal grant awards.

I. PAYMENT

The District shall minimize the time elapsing between the transfer of funds from the United States Treasury or a pass-through entity and the disbursement by the District, whether payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall make timely payments to contractors in accordance with relevant contract provisions.

Use of Resources Before Requesting Cash Advance Payments

To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.

Use of Banks and Other Institutions as Depositories of Advanced Payments

The District shall account for the receipt, obligation, and expenditure of funds. The District shall deposit and maintain advance payments of federal funds in insured accounts whenever possible. Advance payments of federal awards shall be maintained in interest-bearing accounts, unless the following apply:

1. The District receives less than \$250,000 in federal awards per year;
2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on federal cash balances;
3. The depository would require an average or minimum balance so high that it would not be feasible within the expected federal and non-federal cash resources;
or
4. A foreign government or banking system prohibits or precludes interest bearing accounts.

Interest earned amounts up to \$500 per year may be retained by the District for administrative expenses. Any additional interest earned on federal advance payments deposited in interest-bearing accounts shall be remitted annually to the Department of Health and Human Services

Payment Management System (PMS) through an electronic medium using either the Automated Clearing House (ACH) network or a Fedwire Funds Service payment.

For returning interest on federal awards paid through PMS, the Board shall:

1. Provide an explanation stating that the refund is for interest;
2. List the PMS Payee Account Number(s) (PANs);
3. List the federal award number(s) for which the interest was earned; and
4. Make returns payable to: Department of Health and Human Services.

For returning interest on federal awards not paid through PMS, the Board shall:

1. Provide an explanation stating that the refund is for interest;
2. Include the name of the awarding agency;
3. List the federal award number(s) for which the interest was earned; and
4. Make returns payable to: Department of Health and Human Services.

Submitted remittances shall comply with the requirements of 2 C.F.R. §200.305.

II. FINANCIAL MANAGEMENT

Direct and Indirect Costs

1. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program).

2. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost

objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, and accounting.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

- A. Administrative or clerical services are integral to a **federal award** ~~project or activity~~.
- B. Individuals involved can be specifically identified with **a federal award;** ~~and the project or activity~~.
- ~~C. Such costs are explicitly included in the budget or have the prior written approval of the federal awarding agency.~~
- ~~C.D.~~ The costs are not also recovered as indirect costs.

Where a federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Department of Education and Workforce or the pass-through entity.

Costs

Except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowed under federal awards:

1. Be necessary and reasonable for the performance of the federal award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the District.
4. Be accorded consistent treatment. A cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the federal award as an indirect cost.
5. Be determined in accordance with generally accepted accounting principles (GAAP), except as otherwise provided for in 2 C.F.R. §200.403.
6. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period.
7. Be adequately documented.

Financial Management System

The District's financial management system, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, shall be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award. The District's financial management system shall provide for the following:

1. Identification, in its accounts, of all federal awards received and expended and the federal programs under which they were received. Federal program and federal award identification must include, as applicable, the Assistance Listings, title and number, federal award identification number and year, name of the federal agency, and name of the pass-through entity, if any.
2. Accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the reporting requirements set forth in 2 C.F.R. §§200.328 and 200.329.
3. Records that identify adequately the source and application of funds for federally-funded activities. These records shall contain information pertaining to federal

awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

4. Effective control over, and accountability for, all funds, property, and other assets. The District shall adequately safeguard all assets and assure that they are used solely for authorized purposes.
5. Comparison of expenditures with budget amounts for each federal award.

III. COMPENSATION – PERSONAL COSTS

Compensation for personal services includes all remuneration, paid currently or accrued, for services of Board employees rendered during the period of performance under the federal award, including, but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, as set forth in 2 C.F.R. §200.431. Costs of compensation are allowable to the extent that they satisfy the specific requirements of 2 C.F.R. §200.430 and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policies of the District, as consistently applied to both federal and non-federal activities;
2. Follows an appointment made in accordance with the District's written policies and meets the requirements of federal statute, where applicable; and
3. Is determined and supported as provided in 2 C.F.R. §200.430(i), when applicable.

Compensation for employees engaged in work on federal awards will be ~~considered~~ reasonable to the extent that it is consistent with that paid for similar work in other activities of the District. In cases where the kinds of employees required for federal awards are not found in the other activities of the District, compensation will be considered reasonable to the extent that it is comparable to that paid for similar work in the labor market in which the District competes for the kind of employees involved.

Standards for Documentation of Personnel Expenses

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

1. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;

2. Be incorporated into the official records of the District;
3. Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
4. Encompass both federally assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records in accordance with the District's written policies;
5. Comply with the established accounting policies and practices of the District; and
6. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one federal award; a federal award and non-federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Relocation Costs

Relocation costs are costs incident to the permanent change of duty assignment (for an indefinite period or a stated period of not less than 12 months) of an existing employee or upon recruitment of a new employee. The Board does not permit the payment of relocation costs to any existing or new employee.

Whistleblower Protection

A Board employee will not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant. The Board will inform its employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712.

LEGAL REFS: 2 C.F.R. §§200.302; 200.303; 200.305; 200.327; 200.328; 200.403; 200.430; 200.431; 200.464

Adopted: _____ ~~December 12, 2023~~

PROCUREMENT WITH FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for with federal funds or District matching funds shall be made in accordance with all applicable federal, state, and local statutes and/or regulations, the terms and conditions of the federal grant, and Board policy.

The Superintendent shall maintain a procurement and contract administration system in accordance with the “Procurement Standards” set forth in §§2 C.F.R. 200.317-.327 for the administration and management of federal grants and federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District’s Uniform Grant Guidance Board policy.

Board employees, officers, and agents who have purchasing authority shall abide by the standards of conduct governing conflicts of interest and governing the actions of employees, officers, and agents engaged in the selection, award, and administration of contracts set forth in Board policy and Ohio Ethics Law. Specifically, no employee, officer, or agent of the District shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the District shall neither solicit nor accept gratuities, favors, or anything beyond nominal monetary value from contractors or parties to sub-agreements. Disciplinary action may be implemented for violations of this policy. No Federal appropriated funds shall be used to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

The District shall avoid acquisition of unnecessary or duplicative items. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. To foster greater economy and efficiency, the District may enter into state and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Contract Provisions

Procurement contracts shall, at a minimum, include the terms and conditions that are required by the applicable federal procurement regulations.

For spending related to the child nutrition program funds, contracts shall require the following clauses: termination for cause and convenience, contract work hours/safety standards, Davis Bacon Act provisions, rights to interventions made under a contract, debarment and suspension, and the Byrd Anti-Lobbying Amendment language for contracts worth \$100,000 or more. 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 and vendor shall comply with the Buy American Provision for all solicitations and contracts that involve the purchase of food, per USDA Regulations (7 CFR Part 250 and 7 CFR Part 210). The District and vendor shall utilize, to the maximum extent practicable, “domestic commodities and products,” which means an agricultural commodity that is produced in the United States, and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. This requirement shall be included in bid specifications; contract monitoring; and verifying cost and availability of domestic and nondomestic foods using data in the USDA Agricultural Marketing Service.

Administration

One or more District employees or contractors shall be delegated responsibility for the administration of all procurement contracts and for ensuring that the party awarded the contract satisfies the terms of the procurement contract, and shall ensure that all solicitations include, either verbatim, or by reference, the equal opportunity clause provided under 41 CFR 60-1.4(b) for contracts worth \$10,000 or more.

Competition

All procurement transactions shall be conducted in a manner that encourages full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding requirements;
3. Noncompetitive contracts to consultants that are on retainer contracts;
4. Noncompetitive pricing practices between firms or between affiliated companies;
5. Organizational conflicts of interest;

6. Specifying only a ‘brand name’ product instead of allowing for an “equal” product to be offered and describing the performance or other relevant requirements of the procurement;
7. Any arbitrary action in the procurement process.

The District shall not use statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except where an applicable federal statute expressly mandates or encourages a geographic preference. When the District is contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

If the District uses a pre-qualified list of persons, firms or products to acquire goods and services, such list shall include enough qualified sources as to ensure maximum open and free competition.

Solicitation Language

All solicitations must incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall utilize one of the following methods of procurement:

1. Micro-Purchases

The aggregate dollar amount does not exceed the threshold set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 or by the Office of Federal Financial Management, whichever is greater. To the extent practicable, the District will distribute such purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive bids if the Board considers the price reasonable based on research, experience, purchase history, or

other information and **maintains documents to support its conclusion documents it files accordingly.** Purchase cards ~~may~~ **can** be used **as a method of payment** for micro-purchases ~~if procedures are documented and approved by the Board.~~

2. **Simplified Acquisitions** ~~Small Purchases~~

The aggregate dollar amount **of the procurement transaction** exceeds the micro-purchase threshold but does not exceed the simplified acquisition threshold set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 and in accordance with 41 U.S.C. 1908 (2 C.F.R. §200.88). **Simplified acquisition** ~~Small purchase~~ procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold. **Simplified acquisition** ~~Small purchase~~ procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

3. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment requires competitive bidding under Ohio law or Board policy, and when the aggregate dollar amount exceeds the simplified acquisition threshold set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 and in accordance with 41 U.S.C. 1908 (2 C.F.R. §200.88).

In order for sealed bidding to be feasible, the following conditions shall be present:

- A. A complete, adequate, and realistic specification or purchase description is available;
- B. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- C. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- A. Bids shall be solicited in accordance with the provisions of state law and Board policy. Bids shall be solicited from an adequate number of qualified suppliers, providing them sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.

- B. The invitation for bids, ~~which will include product/contract specifications and pertinent attachments,~~ must define the items and/or services **with specific information, including any required specifications,** ~~required in order~~ for the bidder to properly respond.
- C. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- D. A firm fixed price contract **is awarded** ~~award will be made~~ in writing to the lowest responsive and responsible bidder. **When** ~~Where~~ specified in **the invitation for bids** ~~bidding documents,~~ factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts **must** ~~may~~ only be used to determine the low bid when **determined to be a valid factor based on prior experience** ~~prior experience indicates that such discounts are usually taken.~~
- E. The Board reserves the right to reject any or all bids for sound documented reason(s) **and will provide a justification for all bids rejected.**

4. Proposals

Used when conditions are not appropriate for using sealed bids. This procurement method may result in ~~Procurement by competitive proposal is normally conducted with more than one (1) source submitting an offer and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.~~

If this method is used, the following requirements apply:

- A. Requests for proposals **require public notice and** ~~shall be publicized and identify~~ all evaluation factors and their relative importance **must be identified.** Proposals shall be solicited from **multiple qualified entities.** **To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.** ~~an adequate number of sources. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.~~
- B. The District shall use its written **procedures** ~~method~~ for conducting technical evaluations ~~of the proposals received~~ and for making selections.
- C. Contracts shall be awarded to the responsible offeror whose proposal is most advantageous to the District, **considering** ~~with~~ price and other factors ~~considered.~~

- D. The District may use competitive proposal procedures for qualifications based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where **the** price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services **provided by** ~~though~~ A/E firms that are a potential source to perform the proposed effort.

5. Noncompetitive Proposals

There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be **used** ~~awarded~~ if one or more of the following circumstances applies:

- A. **The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold.**
- B.A. The **procurement transaction can only be fulfilled by** ~~item is available only from~~ a single source
- C.B. The public exigency or emergency for the requirement will not permit a delay resulting from **providing public notice of** ~~publicizing~~ a competitive solicitation
- D.C. **The Board requests in writing to use a noncompetitive procurement method, and the federal agency or pass-through entity provides written approval; or**

~~The federal awarding agency or pass through entity expressly authorizes a noncompetitive procurement in response to a written request from the District~~

- E.D. After **soliciting several** ~~solicitation of a number of~~ sources, competition is determined to be inadequate

Contract/Price Analysis

The District shall perform a cost or price analysis **for** ~~in connection with~~ every procurement **transaction, including contract modification,** ~~action~~ in excess of the Simplified Action Threshold established in 48 CFR Subpart 2.1, or by the Office of Federal Financial Management, whichever is greater, ~~including contract modifications~~. The method and degree of analysis **conducted depend** ~~is dependent~~ on the facts surrounding the particular procurement **transaction situation,** but the District shall come to an independent estimate prior to receiving bids or proposals.

~~When performing a cost analysis, the District shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.~~

Time and Materials Contracts

The District uses a time and materials type contract only after a determination that no other contract is suitable if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of (1) the actual costs of materials; and (2) direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The Board will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District. Consideration will be given to such matters as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts.

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. In accordance with 2 C.F.R. §180.300, for contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the federal government's System for Award Management; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor.

Bid Protest

The following procedure shall be used to resolve disputes relating to procurements.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request for Proposals (RFPs) or the individual bid specifications package, for resolution.

Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include but not be limited to rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis). **The District will maintain all federal award records for not less than three years from the date of submission of its final financial report. Records to be retained include but are not limited to financial records, supporting documentation, and statistical records.**

Contracting with Small *Businesses*, and Minority Businesses, Women's Business Enterprises, *Veteran-Owned Businesses*, and Labor Surplus Area Firms

When possible, the District should ensure that small businesses, veteran-owned businesses, and labor surplus area firms, as identified by the U.S. Department of Labor, are considered used, when possible. Such consideration means: ~~The District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms, as identified by the U.S. Department of Labor, are considered used, when possible. Affirmative steps will include:~~

1. **These business types are included** ~~Placing qualified small and minority businesses and women's business enterprises on solicitation lists;~~
2. **These business types** ~~Assuring that small and minority businesses and women's business enterprises are solicited whenever they are~~ **deemed eligible as** potential sources;
3. Dividing **procurement transactions into separate procurements** ~~total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by~~ **these business types** ~~small and minority businesses and women's business enterprises;~~
4. Establishing delivery schedules **that encourage participation by these business types** ~~where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;~~

5. Using ~~the services and assistance, as appropriate, of such~~ organizations **such** as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring **a contractor under a federal award to apply this section to subcontracts** ~~the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in Sections (1) through (5) above.~~

Recycled Materials

The District should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable.

LEGAL REFS.: 2 C.F.R. §§200.317 – .327

M-18-18, Implementing Statutory Changes to the Micro-Purchase and the Simplified Action Thresholds for Financial Assurance, Office of Federal Financial Management, June 20, 2018

Adopted: _____ ~~December 12, 2023~~

**INVENTORY AND DISPOSITION OF EQUIPMENT
OBTAINED WITH FEDERAL AWARDS**

For purposes of this Board Policy, the term “equipment” means tangible personal property (including information technology systems) having a useful life of more than one (1) year and a per-unit acquisition cost which equals or exceeds **Ten Thousand Dollars (\$10,000.00)**, which was acquired by the Board, in whole or in part, under a federal award.

Inventory

Until disposition occurs, all equipment shall be managed in accordance with the following requirements:

1. Records shall be maintained which include:
 - a. A description of the property;
 - b. A serial number or other identification number;
 - c. The source of funding for the property, including the federal award identification number;
 - d. The holder of title to the property;
 - e. The acquisition date;
 - f. The cost of the property;
 - g. The percentage of federal participation in the project costs for the federal award under which the property was acquired;
 - h. The location, use, and condition of the property; and
 - i. Any ultimate disposition data, including the date of disposal and sale price of the property.
2. A physical inventory of the property shall be taken, and the results reconciled with the property records at least once every two (2) years.
3. Safeguards to prevent loss, damage, or theft of the property shall be implemented and documented. Any loss, damage, or theft shall be investigated.
4. Maintenance procedures shall be implemented and documented to keep the property in good condition.
5. If the Board is authorized or required to sell the property, proper sales procedures, in compliance with law, shall be followed to ensure the highest possible return.

Disposition

When original or replacement equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, except as otherwise provided in federal statutes, regulations, or federal awarding agency disposition instructions, the Board shall request disposition instructions from the federal awarding agency if required by the terms and conditions of the federal award. Disposition of the equipment will be made as follows, in accordance with federal awarding agency disposition instructions:

1. Items of equipment with a current per unit fair market value of **Ten Thousand Dollars (\$10,000.00)** ~~Five Thousand Dollars (\$5,000.00)~~ or less may be retained, sold, or otherwise disposed of with no further responsibility to the federal awarding agency.
2. Unless prohibited by disposition instructions issued by the federal awarding agency per 2 C.F.R. §200.312(b), or if the federal awarding agency fails to provide requested disposition instructions within one hundred twenty (120) days, items of equipment with a current per-unit fair market value in excess of **Ten Thousand Dollars (\$10,000.00)** ~~Five Thousand Dollars (\$5,000.00)~~ may be retained by the Board or sold.
3. The Board may transfer title to the property to the federal government or to an eligible third party provided that, in such cases, the Board is entitled to compensation for its attributable percentage of the current fair market value of the property.
4. If the Board does not take appropriate disposition actions, the federal awarding agency may direct the Board to take disposition actions.
5. **When there is a residual inventory of unused supplies exceeding Ten Thousand Dollars (\$10,000.00) in aggregate value at the end of the period of performance, and the supplies are not needed for any other federal award, the Board may retain or sell the unused supplies.**

LEGAL REFS: 2 C.F.R. §§200.312; 200.313; **200.314**; 200.33

Adopted: _____ ~~October 18, 2022~~

FOOD SALE STANDARDS AND SERVICES

The Board of Education hereby adopts nutrition standards governing the types of food and beverages that may be sold on school premises and specifying the time and place for such approved food and beverages to be sold. In developing those standards, the Board has:

1. Considered the nutritional value of each food or beverage;
2. Consulted with a licensed dietitian, a registered dietetic technician, or a certified or credentialed school nutrition specialist who may be a Board employee, a consultant, or a volunteer; and
3. Consulted the USDA Dietary Guidelines for Americans and incorporate to the extent possible.

The nutrition standards shall be consistent with those established by federal law (42 U.S.C. §§1758, 1766, 1773, 1779, and any implementing regulations) and shall promote student health and reduce childhood obesity.

No food or beverage may be sold on school premises during the regular or extended school day except in accordance with the following standards:

- A. Decisions regarding the food to be sold shall be based on its potential to contribute significantly to the daily nutritional needs of children and to enhance the District's nutrition philosophy and nutrition education curriculum.
- B. The time of day and place for the sale of food to students shall be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules for schools within the District.
- C. No *a la carte* beverage may be sold on school premises except in accordance with the standards set forth in Section 3313.816 and 3313.817 of the Ohio Revised Code or regulations or guidelines adopted thereunder, or successor legislation, regulations, or guidelines.
- D. Vending machines shall not be placed in any classroom unless the classroom is also used to serve student meals. This does not apply to vending machines that sell only milk, reimbursable meals provided under the National School Lunch Program, or food and beverage items that are part of a reimbursable meal and are sold individually in the same portion size as found in the reimbursable meal.

Enforcement of Standards

The Board directs the Superintendent or his/her designee to ensure that District schools meet the nutrition standards adopted by the Board. The Superintendent or his/her designee shall prepare an annual report regarding compliance with these standards and make a presentation to the Board at one of its regular meetings. **The report shall be included in the District's consolidated school mandate report to the Ohio Department of Education and Workforce prescribed by O.R.C. §3301.68.** Copies of the report shall be made available to the public upon request.

During school hours, food sold in the schools or cafeteria must adhere to criteria established by the USDA as meeting the reimbursable meal criteria. Free and reduced-priced lunch and (when applicable) breakfast will be provided to students who cannot afford to pay the price of the meal.

Such food items will not come under this classification during:

- A. Athletic events;
- B. Special holiday programs; and
- C. Special events which do not supplement the regular lunch program.

This classification of food will not encompass regular employees, certificated or classified.

At least one employee who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver shall be present while students are being served food.

LEGAL REFS: 42 U.S.C. §1758b; O.R.C. §§3313.814; 3313.815; **3313.816; 3313.817**

Adopted: _____ **August 1, 2017**

PARENTS' BILL OF RIGHTS

This policy has been developed to promote parental involvement in the public school system. In furtherance of that objective, the District shall do the following:

1. Ensure that any sexuality content is age appropriate and developmentally appropriate for the age of the student receiving the instruction, regardless of the age or grade level of the student. Prior to providing instruction that includes sexuality content or permitting a third party to provide such instruction on behalf of the District, parents will be provided the opportunity to review any instructional material that includes sexuality content. Upon request of the student's parent, a student shall be excused from instruction that includes sexuality content and be permitted to participate in an alternative assignment. Neither the District nor any third party acting on behalf of the District shall provide instruction that includes sexuality content to students in grades kindergarten through three.
2. Promptly notify a student's parent in writing of any substantial change in the student's services, including counseling services, or monitoring related to the student's mental, emotional, or physical health or well-being or the school's ability to provide a safe and supportive learning environment for the student. Such written notice to parents shall reinforce the fundamental right of parents to make decisions regarding the upbringing and control of their children, and that the District shall not inhibit parental access to the student's education and health records maintained by the school.
3. Prohibit District personnel from directly or indirectly encouraging a student to withhold from a parent information 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.
4. Comply with the following procedure to obtain authorization from parents prior to providing any type of health care service to the student, including physical, mental, and behavioral health care services:
 - a. At the beginning of the school year, the District will notify 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 by supplying written notice to the School Nurse identifying the student by name and the specific service(s) declined or for which consent is withheld. If such written notice is not provided by a parent, all specified health care services are deemed authorized. Parental consent to health care services does not waive the parent's right to access the parent's student's educational or health records or to be notified about a change in the student's services or monitoring.

- b. Prior to providing a health care service to a student, the District will notify a parent 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 may be satisfied by an annual notice to parents at the beginning of the school year.

The foregoing procedure to obtain authorization from parents prior to providing any health care service does not apply in emergency situations, for first aid, or for other unanticipated minor health care services, or health care services provided pursuant to a student's IEP or the District's obligation under Section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

5. Permit a parent to file with a Principal or Assistant Principal a written concern regarding a topic addressed in this Board Policy/O.R.C. §3313.473, in accordance with the following process:
 - a. The District shall notify parents of their right to file a written concern.
 - b. The Principal or Assistant Principal will issue a written decision resolving such concerns within thirty (30) days after his/her receipt of the written concern.
 - c. A parent may appeal the Principal's or Assistant Principal's decision to the Superintendent by supplying the Superintendent with written notice of his/her appeal.
 - d. If a parent appeals the Principal's or Assistant Principal's decision, the Superintendent or a designee of the Superintendent shall conduct a hearing on the decision. Based on the findings of that hearing, the Superintendent shall decide whether to affirm the Principal's or Assistant Principal's decision. If the Superintendent does not affirm the decision, the Superintendent shall determine a resolution to the parent's concern.
 - e. A parent may appeal the Superintendent's decision to the Board by supplying the Treasurer with written notice of his/her appeal. The Board shall review the Superintendent's decision and, if the Board determines it necessary, hold a hearing on the decision and, based on that hearing, either affirm the Superintendent's decision or determine a new resolution to the parent's concern.

This policy shall be made publicly available and shall be prominently posted on the District's publicly accessible web site.

Definitions

1. “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.
2. “Sexuality Content” – any oral or written instruction, presentation, image, or description of sexual concepts or gender ideology provided in a classroom setting. “Sexuality Content” does not mean any of the following:
 - a. Instruction or presentations in sexually transmitted infection education, child sexual abuse prevention, and sexual violence prevention education provided under O.R.C. §3313.60(A)(5), O.R.C. §3314.0310, or O.R.C. §3326.091;
 - b. Instruction or presentations in sexually transmitted infection education emphasizing abstinence provided under O.R.C. §3313.6011;
 - c. 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.
3. “Student’s Mental, Emotional, or Physical Health or Well-Being” – includes, at a minimum, any of the following:
 - a. A student’s academic performance;
 - b. Any significant sickness or physical injury, or any psychological trauma suffered by a student;
 - c. Any harassment, intimidation, or bullying, as defined in O.R.C. §3313.666, by or against a student in violation of District policy;
 - d. Any request by a student to identify as a gender that does not align with the student’s biological sex;
 - e. Exhibition of suicidal ideation or persistent symptoms of depression, or severe anxiety, or other mental health issues.

4. “Age-Appropriate” 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.

LEGAL REFS: O.R.C. §3313.473

Adopted: _____

