



MEMORANDUM

DATE: May 21, 2026
TO: Board, Cabinet
FROM: Linda Fulco
SUBJECT: Policy Revisions Vol 44 No. 1 and Vol 44 No. 2

Please review the attached, proposed policy revisions. We are asking for the first reading to take place at the May 26, 2026 Board of Education Meeting and the second reading/adoption to take place at the June 25, 2026 Board of Education Meeting. Please let me know if you have any questions.

Vol 44 No. 1

PO 5200 – Attendance (Revised)

AG 5200 – Attendance (Revised)

Among the most significant changes implemented through HB 96 involve an overhaul of student attendance and truancy laws. Under the new law, truancy intervention plans are a thing of the past. Schools are no longer required to assign students to absence intervention teams, who are currently required to develop the truancy intervention plans. Instead, a district is required to establish at least one absence intervention team districtwide to work with students at risk of becoming chronically absent and their families to improve student attendance. Districts are also required to notify parents when a student misses a designated number of hours as determined by the board, which cannot be greater than five percent (5%) of the state's minimum hours of instruction. Truancy filings are also modified as follows. A district's attendance officer is required file a complaint in the juvenile court against any student who is habitually truant, which is defined as being absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year, unless the district determines that the student and the student's family are making satisfactory progress in improving the student's attendance at school. If no determination of progress is made, or if the school determines that the student and the student's family have ceased to continue making progress in improving the student's attendance, the attendance officer must proceed to file a complaint in juvenile court against the student. The complaint must allege that the child is unruly for being habitually truant, and the parent, guardian, or other person having care of the child has violated Revised Code 3321.38. The law states that districts are required to adopt a policy no later than July 1, 2026, which incorporates a number of elements and reflects the recent changes in the law. However, recall that HB 96 takes effect September 30, 2025. Presumably, the new provisions of truancy law take effect at that time, which leaves a gap between the effective date and the date by which a district must adopt a policy. NEOLA consulted with the DEW and elected to modify the policy for this release to incorporate all of the recent changes. School districts are therefore able to

DANA ADDIS, SUPERINTENDENT



implement the policy for the majority of the current school year. Other changes were also made to the policy. For instance, the legislature adopted a provision in HB 96 that permits a student to be excused from school for up to eight (8) hours to attend a driver's education course. The student is limited to being absent up to two (2) hours each day for up to four (4) days total. An absence cannot occur during a "core curriculum subject course." As with religious release time, this term is not further defined in the law. Additionally, the policy has been updated to reflect that school districts may no longer report truant students to the Registrar of Motor Vehicles.

Vol 44 No. 2

PO 3440/4440 – Job-Related Expenses (Revised)

These policies have been revised/drafted to address recent Auditor of State (ADS) Bulletin 2025-012 in response to the Ohio Ethics Commission Advisory Opinion 2025-02 (Frequent Flyer Miles, Other Rewards or Discount Programs). This opinion overruled previously-issued opinions, Advisory Opinion 91-010 and Informal Advisory Opinion 2003-INF -0224-I. The opinion revised restrictions on public officials and employees personally using rewards earned during official business, provided such rewards are earned the same manner as the general public, the rewards do not impose additional costs on the public office, and the airline, hotel, vendor, etc., are not selected in order to earn the reward points for themselves. The opinion calls for the District to adopt a policy regarding personal use of these rewards. The policy can be more restrictive than Ohio Ethics Law. Revisions to these policies and the new policy should be considered for adoption.

PO 6423 – Use of District Credit Card (Revised)

PO 6460 – Vendor Relations (Revised)

PO 6465 – Affinity, Rewards, or Other Discount Programs (New)

See Note on PO 3440/4440

PO 6215 – Cash Balance Reserve (Revised)

This policy is being revised to remove the reference to the "Five Year Forecast" and replacing it with "Fiscal Forecast."

PO 6220 – Budget Preparation (Revised)

This policy has been revised to delete reference to "five (5) year forecast" and to provide more detailed options regarding "cash balance reserve." Cash balance reserves have received a lot of attention in recent years. The legislature attempted to place a limit on reserves through the last biennium budget bill, although efforts ultimately failed. It is recommended that districts consider adoption of a policy to support their current practice. Revisions to this policy should be considered for adoption.

PO 6320 – Purchasing and Bidding (Revised)

This policy has been revised to reflect the expansion in O.R.C. 3313.46 to trigger the bidding process when the board "determines to build, repair, enlarge, improve, or demolish any building or other property, the cost of which will exceed" the threshold amount specified in O.R.C. 9.17. The language was changed in HB 96 to expand bidding requirements to real property improvements on school grounds, rather than those that occur to school buildings. The drafting note was revised to reflect the specific threshold amount for 2025. This revised policy should be adopted to maintain accurate policies.

PO 6325 – Procurement – Federal Grants/Funds (Revised)

This policy is revised to reflect revised threshold amounts for micro-purchases (not to exceed \$15,000), small purchases (not to exceed \$350,000), and price analysis requirement threshold (\$350,000 effective October 1, 2025). Revisions to this policy should be adopted in order to be consistent with Federal regulations.

PO 6425 – Use of District Tax Exempt Certificate (New)

This new policy is offered in response to Auditor of State (AOS) Bulletin 2025-013 regarding reimbursement of Sales Tax by the District. This policy, if selected, allows for reimbursement of officials/employees who have made lawful expenditures on behalf of the District using their own personal credit card or funds. The policy imposes appropriate controls and limits access to the District's tax-exempt certificate. This policy should be considered for adoption if the District chooses to allow for limited reimbursement of sales tax payments.

PO 7540.09 – Artificial Intelligence (AI) (Replacement)

This replacement policy includes the language from the Ohio Department of Education and Workforce Model Policy, a requirement of HB 96. The act requires the Department to develop a model policy on the use of artificial intelligence in schools by December 31, 2025, addressing appropriate use of artificial intelligence by students and staff for educational purposes. By July 1, 2026, each school district, community school, and STEM school must adopt an artificial intelligence policy. Districts and schools may choose to adopt the model policy created by the Department. Related policies (Policy 5500 - Student Code of Conduct, Policy 7540.03 Student Acceptable Use, and Policy 7540.04 Staff Acceptable Use) have been reviewed for compliance and consistency and do not appear to need any further revision at this time. This template includes the provisions of the Department's model policy and provides optional language for district to consider.

AG 8650 – Transportation by Alternative Vehicles (Revised)

This AG has been revised to reflect revisions made to Policy 8650 in compliance with HB 96, released in October 2025.

Book	Policy Manual
Section	Policies Adopted by the Board 6.15.26
Title	Copy of ATTENDANCE
Code	po5200*LMF
Status	
Adopted	August 12, 2009
Last Revised	May 12, 2025

5200 - **ATTENDANCE**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

A student in grades nine (9) through twelve (12) may be considered a full-time equivalent student provided the student is enrolled in at least five (5) credits of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an emancipated student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence. Because of this, Hudson City Schools will only accept ten (10) parent excusal notes per year for a student. After the ten (10) parent excusals have been exhausted, students need to bring in a doctor's note for additional absences. If there is no doctor documentation, these absences will remain unexcused and count toward truancy.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness
- B. appointment with a health care provider
- C. quarantine of the home
- D. death in the family
- E. college visitation (with required verification of time and date for the visit)
- F. religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty
- G. attendance at a driver's education course for up to two (2) hours on no more than four (4) days (limited to a total of eight (8) hours during the school year), provided that the absence does not occur during a core curriculum subject course
- H. up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction to participate in a District-approved enrichment or extracurricular activity
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. such good cause as may be acceptable to the Superintendent
- K. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status

L. absences due to a student being homeless

Any classroom assignment missed due to the absence shall be completed by the student.

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

Contacting the Parent/Guardian of an Absent Student

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

Excessive Absences

~~When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty eight (38) or more hours in one (1) school month, or sixty five (65) or more hours in a school year, that student is considered "excessively absent" from school. Religious expression days that have been approved by the Principal in accordance with this policy will not be considered for the purpose of determining whether a student is excessively absent. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.~~

A student may have an excused absence for medical reasons, such as personal illness or medical visit, subject to the following rules. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to a recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic. A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit.

~~The following "medical excuses" will not count toward a student's excessive absence hours: 1) personal illness; 2) illness in the family necessitating the presence of the child; 3) quarantine of the home; 4) health care provider appointments (doctor, dentist, mental health provider, etc.); 5) medically necessary leave for a pregnant student in accordance with Policy 5751; 6) death in the family; or 7) other set of circumstances the Superintendent deems on a case by case basis to be a good and sufficient cause for medical absence from school.~~

Attendance at a Driver's Education Course

The District will excuse a high school student from school to attend a driver's education course that is approved by the Director of Public Safety in accordance with Chapter 4508 of the Revised Code. The student may be absent for up to two (2) hours per day on no more than four (4) days during the school year (limited to a total of eight (8) hours), provided that the absence does not occur during a core curriculum subject course. **(X)** The Board deems all graded courses to be core curriculum including, but not limited to, courses that have State-approved learning standards. ~~END OF OPTION~~. Days missed do not need to be consecutive.

Students who miss school to attend a driver's education course are required to complete any missed classroom assignments.

Religious Expression Days

The Principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian. Religious expression days may be used to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

To receive accommodations for religious expression days, parents or guardians must submit written requests to the

Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. However, the Principal may verify the authenticity of a request by contacting the parent or guardian to confirm they signed it. The Principal may deny the request for religious expression days if the parent or guardian indicates that the signature is not authentic. Once the days have been approved, the Principal will ensure that each teacher schedules a time and date for alternative examinations or other academic requirements that conflict with the student's absence. Students may participate in interscholastic athletics or other extracurricular activities on days in which the student is absent for religious expression.

The District has adopted the following procedure for a student, parent, or guardian to notify the District of any grievance with regard to the implementation of this policy. A grievance must be submitted in writing to the Assistant Superintendent. The Assistant Superintendent will review the grievance and issue a written determination of whether the policy has been violated. The decision of the Assistant Superintendent is final and not subject to further appeal.

The District will notify parents and guardians annually about this policy and the procedures that they must follow to request accommodations for religious expression days.

The policy will be placed in a prominent location on the District's website and will include the contact information for an individual who can provide further information about the policy. The District will also publish a non-exhaustive list of major religious holidays, festivals, and religious observations as published by the State Superintendent for which an absence will not be unreasonably withheld or denied. The list will be provided whenever the policy is posted, printed, or distributed, and will be accompanied by a statement that declares the list is non-exhaustive and may not be used to deny accommodations to a student for a holiday, festival, or observation that is not included in the list. Nothing in this policy, and no inclusion or exclusion of a religious holiday or festival on the list posted by a District, shall preclude a student from full and reasonable accommodations for any sincerely held religious beliefs and practices with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system.

Parent Notification of Excessive Absences

When a student of compulsory school age is absent from school in excess of fifty (50) _____ (X) or more hours ~~[END OF OPTION]~~, the District or school shall notify the child's parent or guardian of the child's absences, in writing. ~~[DRAFTING NOTE: State law requires board policy to include procedures for notifying a student's parent, guardian, or custodian when the student has been absent from school for more than a designated number of hours. Districts must include a specific threshold, which cannot be greater than five percent (5%) of the state minimum number of hours required in the school year for the grade that the student attends. () Written notice will be sent within _____ () [ENTER AMOUNT] school days after the date of the absence that triggered the notice requirement. [END OF OPTIONAL SENTENCE] [DRAFTING NOTE: Prior to passage of HB 96 (effective September 30, 2025), districts were required to notify parents/guardians within seven (7) days of being absent for the designated number of hours. The revised statute does not require a district to provide notice within a specified timeframe. However, districts may elect to specify a timeframe with this option.]~~ At the same time written notice is given, any appropriate intervention strategy listed in this policy may be taken.

Habitually Truant

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

The District's attendance officer shall file a complaint in the juvenile court against any student who is habitually truant unless the District or the student's school determines that the student and the student's family are making satisfactory progress in improving the student's attendance at school. If no determination of progress is made, or if the school determines that the student and the student's family have ceased to continue making progress in improving the student's attendance, the attendance officer shall proceed to file a complaint in juvenile court against the student. The complaint will allege that the child is unruly for being habitually truant, and the parent, guardian, or other person having care of the child has violated Revised Code 3321.38.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, the student may further be adjudicated as a delinquent child.

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

As part of the absence intervention plan, the Principal may, in their discretion, contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G).

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three (3) meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail.

Tiered System of More Intensive Interventions and Supports

The District implements a tiered system of interventions and supports for students to increase attendance. The system is designed to provide resources to students and their families to address the root cause of student absences. More intensive interventions and support are provided to students with greater numbers of absences.

Intervention Strategies

The term "chronically absent" means that a student has missed at least ten percent (10%) of the minimum number of hours required in the school year. In order to address the attendance practices of students and prevent students from becoming chronically absent, the District will implement one (1) or more of the following intervention strategies: In order to address the attendance practices of a student who is habitually truant, the intervention team shall develop an intervention plan that provides the student and family with intervention strategies.

- A. () provide counseling to the student
- B. () request or require the student's parent to attend a parental involvement program
- C. () request or require a parent to attend a truancy prevention mediation program
- D. () take appropriate legal action
- E. () assign the student assignment to an alternative school [DRAFTING NOTE: If the District has established an alternative school, it must appear as an alternative intervention strategy.]
- F. (X) communication with the family [Other] _____
- G. student attendance check-ins

Students shall not be suspended, expelled, or otherwise prevented from attending school because of the student's absences. In the event that a student becomes habitually truant within twenty one (21) school days prior to the last day of instruction of a school year, the Principal may, in their discretion, assign a school official to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The absence intervention process shall commence upon the first day of instruction of the next school year.

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the sixty first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. ~~The student is habitually truant.~~
- B. ~~The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.~~
- C. ~~The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.~~

~~If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.~~

~~In the event that the sixty first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the absence intervention team may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.~~

Absence Intervention Team

The District will establish at least one (1) absence intervention team ("AIT") ~~(-) District wide~~ **(X)** in each school building **[END-OF-OPTION]**. The AIT will work with students at risk of becoming chronically absent and their families to improve the students' attendance. The Superintendent will develop administrative guidelines that address AIT membership, criteria for when the AIT will work with students and families, and strategies and resources that may be utilized by the AIT to improve school attendance.

Educational Program

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth-class misdemeanor if found guilty.

~~Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, the student will be considered habitually absent under R.C. 3321.12(b)(2). The Board authorizes the Superintendent to inform the student and the student's parents, guardian, or custodian of the record of absences without a legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive unexcused absences and habitually absent status.~~

~~If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, the student may further be adjudicated as a delinquent child.~~

~~The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:~~

- A. ~~when a notice that a student has been absent with or without legitimate excuse for thirty eight (38) or more hours in one (1) school month, or sixty five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;~~
- B. ~~when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty two (42) or more hours in one (1) school month, or seventy two (72) or more hours in a school year;~~
- C. ~~when a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;~~
- D. ~~when an absence intervention plan has been implemented for a child under this policy.~~

This policy was developed after consultation with the judge of the juvenile court of Summit County, with the parents, guardians, or other persons having care of the students attending school in the District, and with appropriate State and local agencies. **The policy aligns with District and school improvement plans developed pursuant to State and Federal law.**

Tracking Remote Attendance

Consistent with the District's remote learning plan (e.g., Blended Learning, Online Learning, etc.) the District will provide a variety of instruction models, including both teacher-led remote learning and self-directed remote learning.

Student attendance in teacher-led remote learning (synchronous web-based instruction) shall be tracked in the same manner as hourly, in-person instruction. Teachers shall determine hourly attendance by evidence of student login and logoff data.

In addition to the reasons listed at the beginning of this policy, absences from teacher-led remote learning (synchronous web-based instruction) may be considered excused under the following circumstances, with notice from a parent/guardian:

- A. temporary internet outage for individual students or households;
- B. unexpected technical difficulties for individual students or households, such as password resets or software upgrades occurring during a teacher-led remote learning lesson;
- C. computer/device malfunction;
- D. malfunction of a District-owned device for which the District is providing technical assistance, repair, or replacement.

Attendance in self-directed remote learning (asynchronous) shall be tracked by evidence of participation, which may include, but is not limited to:

- A. daily logins to learning management systems;
- B. daily interactions with the teacher to acknowledge attendance, which may include, but are not limited to, messages, emails, telephone calls, video chats, or other formats that enable teachers to engage with students; and
- C. assignment completion.

The teacher will determine the number of hours a typical student would take to complete an assignment and report those hours of attendance when the assignment is completed. A teacher may adjust the number of hours of attendance based on the length of time the student actually spent on the assignment, as reported by the student, parent, or other person with knowledge.

The Superintendent shall develop administrative guidelines.

Revised 10/12/09

Revised 6/13/11

Revised 3/26/12

Revised 4/25/16

Revised 5/22/17

Revised 9/24/18

Revised 9/10/20

Revised 10/25/21

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Legal

R.C. 2151.011, 3313.668, 3317.034, 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.191

R.C. 3321.22, 3321.38, 3323.041

A.C. 3301-35-03(G), 3301-47-01, 3301-69-02

Book	Administrative Guideline Manual
Section	Policies Adopted by the Board 6.15.26
Title	Copy of Copy of ATTENDANCE
Code	ag5200*LMF
Status	
Adopted	August 1, 2010
Last Revised	October 25, 2021

5200 - **ATTENDANCE**

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Absences for any reason, whether excused or unexcused, reduce instructional time and have an adverse impact on student learning.

Excusable Reasons for Absence

The District accepts only the following as reasonable excuses for time missed at school. Each absence shall be communicated to the school. The excuse shall be submitted to the principal and filed.

An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

A. Personal Illness

The principal may require a doctor's confirmation if the individuals/he deems it advisable.

B. Appointment with a Health Care Provider

C. Illness in the Family Necessitating the Presence of the Child

The principal may require a doctor's confirmation and an explanation as to why the child's absence was necessary.

D. Quarantine of the Home

This is limited to the length of the quarantine as fixed by the proper health officials.

E. Death in the Family

F. Necessary Work at Home Due to Absence or Incapacity of Parent(s)/Guardian(s)

Any absence arising because of this condition shall only apply to a child over fourteen (14) years of age and shall not extend for a period longer than five (5) days and can be renewed for five (5) additional days. At no time, shall such excuse permit a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. In such cases, the Superintendent or his/her designee may request a certificate of a physician attesting to the physical condition of the parent or guardian.

G. Religious Expression Days Observation or Celebration of a Bona Fide Religious Holiday

Religious expression days may be used to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. The Principal is authorized to approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian.

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. However, the Principal may verify the authenticity of a request by contacting the parent or guardian to confirm they signed it. The Principal may deny the request for religious expression days if the parent or guardian indicates that the signature is not authentic. Once the days have been approved, the Principal will ensure that each teacher schedules a time and date for alternative examinations or other academic requirements that conflict with the student's absence. Students may participate in interscholastic athletics or other extracurricular activities on days in which the student is absent for religious expression.

~~Any student shall be excused for the purpose of observing or celebrating a bona fide religious holiday consistent with his/her creed or belief.~~

H. Absence During the School Day for Professional Appointments

Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

1. high school students shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that ~~the student/s/he~~ reported promptly for the appointment;
2. the student shall report back to school after ~~the student's/his/her~~ appointment if school is still in session.

I. Enrichment or Extracurricular Activities

Out-of-state travel (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity.

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

J. Emergency or Other Set of Circumstances

The Superintendent shall determine whether the reason for the absence constitutes good and sufficient cause.

K. Medically Necessary Leave

A pregnant student will be considered on an excused absence for so long a period as is deemed medically necessary by the student's physician. Written confirmation by the physician may be required.

L. Attendance at a Driver's Education Course

The District will excuse a high school student from school to attend a driver's education course that is approved by the Director of Public Safety in accordance with Chapter 4508 of the Revised Code. The student may be absent for up to two (2) hours per day on no more than four (4) days during the school year (limited to a total of eight (8) hours), provided that the absence does not occur during a core curriculum subject course. Written documentation from the provider of the driver's education course is required. () The Board deems all graded courses to be core curriculum including, but not limited to, courses that have State-approved learning standards. **[END OF OPTION]**. Days missed do not need to be consecutive.

M. Service as Precinct Officer at a Primary, Special or General Election

Students selected as precinct officials shall be excused from school on the day of an election at which the student serves as a precinct official with appropriate documentation.

Absences that do **not** accumulate against this guideline include field trips and college visits.

Student Vacations During the School Year

Although discouraged, students are permitted to go on vacation during the school year. The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

If time missed is counted as an excused absence, missed work shall be made up in a manner as prescribed by the principal.

Documentation of Medical Excuses

A "medical excuse" includes: (1) personal illness; (2) illness in the family necessitating the presence of the child; (3) quarantine of the home; (4) health care provider appointments (doctor, dentist, mental health provider, etc.); (5) medically-necessary leave for a pregnant student in accordance with Policy 5751; (6) death in the family; or (7) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school. ~~[DRAFTING NOTE: Use the last option to permit an excused medical absence for student mental health (e.g., school phobia, anxiety, emotional disability) or for students whose chronic conditions could be impacted by a recognized pandemic/epidemic (COVID-19) or other causes. Document the reason for the medical excuse.]~~

A medical excuse for personal illness will be accepted in the form of doctor's note within **(X)** five (5) ~~()~~ ~~_____~~ ~~[ENTER AMOUNT] [END OF OPTION]~~ school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to **(X)** ten (10) ~~()~~ ~~_____~~ ~~[ENTER AMOUNT] [END OF OPTION]~~ medically excused absences without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended beyond **(X)** ten (10) ~~()~~ ~~_____~~ ~~[ENTER AMOUNT] [END OF OPTION]~~ days if the student or someone in the student's family is in quarantine due to recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

Recording Attendance

~~Attendance will be recorded as follows: The attendance officer shall file a complaint in the juvenile court against a student on the sixty first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:~~

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

Contacting the Parent/Guardian of an Absent Student

Within 120 minutes after the beginning of each school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse by:

- A. making a telephone call to the number on file for the parent, guardian, or other person having care of the student, and documenting the time the call was made;

If the parent, guardian, or other person having care of the student does not answer, the person making the call should attempt to leave a message.

- B. an automated telephone call via a system that includes verification that each call was actually placed, and either the call was answered by its intended recipient or a voice mail message was left by the automated system relaying the required information;
- C. a notification sent to the electronic mail address of the parent, guardian, or other person;
- D. a visit, in person, to the student's residence of record, and documentation of the visit.

The attendance officer or designee shall not attempt to contact the parent, guardian, or other person having care of a student if the parent, guardian, or other person having care of a student initiates a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day.

Excessive Absences

When a student of compulsory school age is absent from school in excess of fifty (50) _____ [ENTER AMOUNT] (X) or more hours, the District or school shall notify the child's parent or guardian of the child's absences, in writing. **[DRAFTING NOTE: State law requires board policy to include procedures for notifying a student's parent, guardian, or custodian when the student has been absent from school for more than a designated number of hours. Districts must include a specific threshold, which cannot be greater than five percent (5%) of the state minimum number of hours required in the school year for the grade that the student attends.]** Written notice will be sent within _____ () [ENTER AMOUNT] school days after the date of the absence that triggered the notice requirement. **[END OF OPTION] [DRAFTING NOTE: Prior to passage of HB 96 (effective September 30, 2025), districts were required to notify parents/guardians within seven (7) days of being absent for the designated number of hours. The revised statute does not require a district to provide notice within a specified timeframe. However, districts may elect to specify a timeframe with this option.]** At the same time written notice is given, any appropriate intervention strategy listed in policy and these guidelines may be taken.

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty eight (38) or more hours in one (1) school month, or sixty five (65) or more hours in a school year, that student is considered "excessively absent" from school. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A "medical excuse" that will not count toward excessive absence hours includes: 1) personal illness; 2) illness in the family necessitating the presence of the child; 3) quarantine of the home; 4) health care provider appointments (doctor, dentist, mental health provider, etc.); 5) medically necessary leave for a pregnant student in accordance with Policy 5751; 6) death in the family; or 7) other set of circumstances the Superintendent deems on a case by case basis to be a good and sufficient cause for medical absence from school.

A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or parent call in on the day of the absence due to illness or doctor's visit. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. For the 2020-2021 school year, medical excuse absences will be accepted through this process for students participating both in person and remotely. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

Habitual Truancy

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

The District's attendance officer shall file a complaint in the juvenile court against any student who is habitually truant unless the Principal determines that the student and the student's family are making satisfactory progress in improving the student's attendance at school. Notice of the Principal's determination will be sent to the attendance officer and placed in the student's file. If no determination of progress is made by the Principal, or if the Principal determines that the student and the student's family have ceased to continue making progress in improving the student's attendance, the attendance officer shall proceed to file a complaint in juvenile court against the student. The complaint will allege that the child is unruly for being habitually truant and the parent, guardian, or other person having care of the child has violated Revised Code 3321.38.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, the student may further be adjudicated as a delinquent child.

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian with written notice of the plan.

As part of the absence intervention plan, the Principal may, in his/her discretion contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G).

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three (3) meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, diligent efforts to reach the parent by telephone, email, or regular mail.

Tiered System of More Intensive Interventions and Supports

The District implements a tiered system of supports for students to increase attendance. The system is designed to provide resources to students and their families to address the root cause of student absences. More intensive interventions and support are provided to students with greater numbers of absences.

Intervention Strategies

The term "chronically absent" means that a student has missed at least ten percent (10%) of the minimum number of hours required in the school year. In order to address the attendance practices of students and prevent students from becoming chronically absent, the District will implement one (1) or more of the following intervention strategies: In order to address the attendance practices of a student who is habitually truant, the intervention team shall develop an intervention plan that provides the student and family with intervention strategies.

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require a parent to attend a truancy prevention mediation program
- D. take appropriate legal action
- E. assign the student to an alternative school **[Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.]**
- F. communication with the family
- G. student attendance check-ins

Any student who, due to a suspected physical or mental impairment, exceeds or may exceed the District's limit on excused absences may be referred to the Principal Director of Pupil Services **END OF OPTION** for evaluation to determine eligibility either under the Individuals with Disabilities Education Improvement Act ("IDEIA") or Section 504 of the Rehabilitation Act of 1973. Students may receive accommodation to support frequent absences due to a disability, and may be considered absent with a legitimate excuse of the absence is due to a documented disability.

Absence Intervention Team

The District will establish at least one (1) absence intervention team ("AIT") Districtwide in each school building **[END OF OPTION]**. The AIT will work with students at risk of becoming chronically absent and their families to improve the student's attendance.

Each AIT may include a representative from the child's building, teacher, school psychologist, counselor,

social worker, () one (1) or more representatives from public, nonprofit or private agencies that are equipped to provide assistance to students and their families to help reduce absences, () _____ . [END OF OPTIONS]
[DRAFTING NOTE: Schools must obtain written permission to release confidential information about a student to third parties, such as a representative of an outside agency who serve on an intervention team.]

Students who () receive written notice of excessive absences, () who miss _____ [ENTER AMOUNT] hours of school in a month, or _____ [ENTER AMOUNT] cumulative hours in a school year [END OF OPTION] will be referred to the AIT. The AIT will convene a meeting with the Parent/Guardian and, when appropriate, the student, to discuss reason(s) for the student's absence. The AIT will provide guidance and support utilizing available District and outside resources to support regular school attendance. A written plan may be developed by the AIT with input from the student and parent/guardian that sets goals and expectations for increasing student attendance.

Members of the District's AIT team(s) will be kept apprised of community resources available to support families and address needs that may be a barrier to regular school attendance.

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the 61st day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty two (42) or more hours in one (1) school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the absence intervention team may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered "habitually absent" under R.C. 3321.13(B)(2).

The Superintendent shall notify the student and his/her parents, guardian, or custodian, in writing, that the Superintendent will notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the child's unexcused absences and "habitually absent" status unless the student or his/her parents wish to challenge the record. They are to be notified that the absence information has been provided to the Superintendent, that as a result of that information the child's temporary driver instruction permit or driver's license will be suspended or the opportunity to obtain such a permit or license will be denied, and that they may appear in the Principal's office to challenge such information at a scheduled date and time which shall be no earlier than three (3) days or later than five (5) days after the date of the notification. The Principal may grant an extension, if requested by the child or the child's parent, guardian, or custodian.

Notification will be sent within two (2) weeks after the Superintendent receives the information or the conclusion of the hearing if the determination that the student did not have a legitimate excuse for the absences is upheld. The student's name, address, birth date, school, district, and attendance record shall be sent to the Juvenile Judge in writing and to the Registrar of Motor Vehicles, if appropriate in the manner designated by the Registrar.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the department, any of the following occurrences:

- A. when a notice that a student has been absent with or without legitimate excuse for thirty eight (38) or more hours in one school month, or sixty five (65) or more hours in a school year is submitted to a parent, guardian, or custodian;

- ~~B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty two (42) or more hours in one school month, or seventy two (72) or more hours in a school year;~~
- ~~C. when a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violates the court order regarding that adjudication;~~
- ~~D. when an absence intervention plan has been implemented for a child under this policy.~~

Encouraging Attendance

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task.

A professional staff member's responsibility must include, but not be limited to:

- A. providing meaningful learning experiences **every day**;

Therefore, a student who is absent from any given class period would be missing a significant component of the course.

- B. speaking frequently of the importance of students being in class, on time, ready to participate;
- C. keeping accurate attendance records tracked to the nearest full hour (excused vs. unexcused);
- D. requiring students to make up missed quizzes, tests, and other pertinent assignments before.

Students Leaving School During School Day

- A. No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.
- B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

Make-Up Opportunities

~~Students who are absent for approved religious expression days will not be subject to any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed. Students who miss school to attend a driver's education course, or an out-of-state enrichment or extracurricular activity, are required to complete any missed classroom assignments. A student may make up units of study with a properly licensed teacher if prior approval has been granted by the Principal. A student may make up units of study with a properly licensed teacher if prior approval has been granted by the principal.~~

- A. Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.
- B. Students may be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher upon his/her return to school. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed in accordance with AG 5610.

Tardiness

- A. Students not in homeroom or in class when the late bell rings are considered tardy and attendance shall be tracked and recorded to the nearest full hour.
- B. All students who are tardy to school must report to the principal's office to sign in.
- C. Teachers are to refer cases of chronic tardiness to the principal.

Tracking Remote Attendance

Consistent with the District's remote learning plan (e.g., Blended Learning, On-Line Learning, etc.) the District will provide a variety of instruction models, including both teacher-led remote learning and self-directed remote learning. While attendance will be monitored and collected at the student level, the tracking of attendance does not necessitate knowing what every student is doing at every moment with regard to the student's educational experience. Regardless of the way attendance is tracked, the District will convert to and report attendance in hour increments (i.e., while attendance may not be taken hourly in the remote learning setting, the attendance information collected will be reported in hourly increments for each student.

Student attendance in teacher-led remote learning (synchronous web-based instruction) shall be tracked in the same manner as hourly, in-person instruction. Teachers shall determine hourly attendance by evidence of student login and logoff data.

In addition to the reasons listed at the beginning of this guideline, absences from teacher-led remote learning (synchronous web-based instruction) may be considered excused under the following circumstances, with notice from a parent/guardian:

- A. temporary internet outage for individual students or households;
- B. temporary technical difficulties for individual students or households, such as password resets or software upgrades occurring during a teacher-led learning lesson;
- C. computer/device malfunction;
- D. malfunction of a District-owned device for which the District is providing technical assistance, repair, or replacement.

Attendance in self-directed remote learning (asynchronous) shall be tracked by evidence of participation, which may include, but is not limited to:

- A. daily logins to learning management systems;
- B. daily interactions with the teacher to acknowledge attendance, which may include, but are not limited to, messages, emails, telephone calls, video chats, or other formats that enable teachers to engage with students; and
- C. assignment completion.

The teacher will determine the number of hours a typical student would take to complete an assignment and report those hours of attendance when the assignment is completed. A teacher may adjust the number of hours of attendance based on the length of time the student actually spent on the assignment, as reported by the student, parent, or other person with knowledge.

If there is no evidence a student participated or engaged in any way in a remote learning activity, the student will be marked with an absence for the hours allotted for that remote learning activity.

Remote learning shall not be used to make up absences from in-school learning.

The District's efforts to foster student attendance in a remote learning setting will be guided by the following principles:

- A. It is critical to build and maintain strong relationships that can endure time and distance. To this end, the District will strive to (a) maintain updated contact information for students and parents, (b) engage in outreach opportunities to learn more about the student and/or family's digital access (including internet connectivity, and technology devices), and (c) establish meaningful communication that connects students, families, educators and, in some cases, other caring adults from the community.
- B. The District will balance its focus on consistent student attendance, including exposure and engagement in learning, with a priority on the health and safety of students, families, and educators.
- C. The District will seek to maintain frequent contact with students and families, connect students to appropriate resources, encourage student participation, and offer enriching, interesting and engaging learning opportunities.
- D. The District will use data to drive its decisions that are aimed at understanding successes and opportunities, supporting diverse learning styles, identifying solutions, and driving continuous improvement.
- E. The District will leverage community partnerships to strengthen its efforts to support student's attendance, exposure, and engagement in learning, and student's overall mental health and well-being.

- F. The District will employ a multi-tiered system of support to remove barriers that prevent students from participating and engaging in learning, mitigate negative learning experiences, address lack of engagement and misconceptions, and provide needed social-emotional supports.

Staff responsible for recording student's attendance in the District's student information system shall be afforded flexibility in situations where students have varied schedules throughout the week. Such flexibility is particularly important in circumstances where a family's schedule necessitates a student complete a majority of his/her remote work during the evening or over the weekend. Ultimately, staff are authorized to attribute attendance hours to specific days in the school's calendar for information system purposes and to determine which days will show any remote education-related absence. For example, in situations where the District is facing assignment completion into attendance and a student shows no participation in a remote education activity that should have taken three (3) hours for all students, the three (3) hours of absence do not have to be split across the five (5) days the student had to complete the assignment. To ease record-keeping and data entry, the staff may record all three (3) hours of absence on one (1) of the remote learning days provided for the assignment.

Revised 6/13/11

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Revised 9/24/18

Revised 9/10/20

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Book	Policy Manual
Section	Policies Adopted by the Board 5/26/26
Title	Copy of JOB-RELATED EXPENSES
Code	po3440*LMF
Status	Draft
Adopted	August 12, 2009

3440 - **JOB-RELATED EXPENSES**

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Superintendent. Pre-approval for estimated travel expenses by the Superintendent is required.

The Board may pay the expenses of professional staff members when they attend professional meetings (as defined in Policy 3243) with prior approval in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent. Job-related expenses incurred by the Superintendent shall be reimbursed in accordance with this policy and administrative guidelines when authorized by the Superintendent.

Professional staff members are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, supplemental insurance on rental cars, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

~~[] Accrual of personal frequent flyer miles, hotel "bonus points", credit card "rewards," or any other reward under similar affinity programs (including credit points or rewards directed to non-profit organizations) is strictly prohibited.~~

{OR

[X] Accrual and use of frequent flyer miles, credit card rewards, hotel points, or other rewards earned during official business in their personal life is permitted, provided that these rewards are earned the same way as members of the public would earn them; and they do not impose additional costs to the District. Such accrual and use shall be in accordance with Policy 6465 - Public Office Award Program.

{END OF OPTIONS}

This policy does not address every issue, exception, or contingency that may arise in the course of travel.

Book	Policy Manual
Section	Policies Adopted by the Board 5/26/26
Title	Copy of JOB-RELATED EXPENSES
Code	po4440*LMF
Status	Draft
Adopted	August 12, 2009

4440 - **JOB-RELATED EXPENSES**

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any classified staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Superintendent. Pre-approval for estimated travel expenses by the Superintendent is required.

The Board may pay the expenses of classified staff members when they attend meetings with prior approval in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

Classified staff members are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, supplemental insurance on rental cars, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

~~[] Accrual of personal frequent flyer miles, hotel "bonus points", credit card "rewards", or any other reward under similar affinity programs (including credit points or rewards directed to non-profit organizations) is strictly prohibited.~~

{OR

[X] Accrual and use of frequent flyer miles, credit card rewards, hotel points, or other rewards earned during official business in their personal life is permitted, provided that these rewards are earned the same way as members of the public would earn them; and they do not impose additional costs to the District. Such accrual and use shall be in accordance with Policy 6465 - Public Office Award Program.

{END OF OPTIONS}

This policy does not address every issue, exception, or contingency that may arise in the course of travel.

Book	Policy Manual
Section	Policies Adopted by the Board 5/26/26
Title	Copy of USE OF CREDIT CARDS
Code	po6423*LMF
Status	Draft
Adopted	August 12, 2009
Last Revised	April 25, 2022

6423 - USE OF CREDIT CARDS

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of District credit cards. The name of the District shall appear on each District credit card and check related to a credit card account held by the District. A "credit card account" shall include any bank-issued credit card account, store-issued credit card account, financial institution-issued credit card account, financial depository-issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or otherwise transact with the account, and any debit or gift card account related to the receipt of grant monies. The term expressly excludes any procurement card account, gasoline or telephone credit card account, or any other card account where merchant category codes are in place as a system of control for use of the account.

The authorization, handling, and use of credit cards have been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card. However, under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

~~DRAFTING NOTE: CHOOSE ONE (1) OF THE FOLLOWING OPTIONS~~

~~The District credit card may never be used for the personal gain of credit card rewards such as bonus points, frequent flyer miles, or any other affinity program reward permitted under any circumstances.~~

~~OR~~

X] Accrual and use of frequent flyer miles, credit card rewards, hotel points, or other rewards earned during official business is permitted, provided that these rewards are earned the same way as members of the public would earn them, and they do not impose additional costs to the District. Such accrual and use shall be in accordance with Policy 6465 - Public Office Award Program.

~~END OF OPTIONS~~

Use of credit cards in an unauthorized or illegal manner may result in revocation of credit card privileges, disciplinary action and/or, where appropriate, may require the user to pay any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase. Additionally, any officer or employee of the District who knowingly misuses a credit card account is guilty of the criminal offense of misuse of credit cards. Violations will be reported to the appropriate law enforcement authorities and any applicable licensure board(s).

The Treasurer shall be responsible for the initial issuance, reissuance, and cancellation of District credit cards and shall maintain written procedures and all appropriate records and reports regarding the District's credit card account(s). Records and reports will be maintained and made available for review in accordance with this policy and State law.

All officers and employees are required to immediately report lost or stolen credit cards or notice of a possible data breach involving a District credit card to their immediate supervisor and the Treasurer. The Treasurer will notify the entity that issued the credit card and request cancellation of the lost or stolen card as soon as practicable.

The maximum limit for any credit card account shall be \$20,000.

Subject to the discretion of the Board and the approval of the Treasurer, credit cards may be used for eligible goods and services including:

- A. transportation reservations and expenses;
- B. conference registrations;
- C. hotel reservation guarantees and expenses;
- D. reasonable meal expenses (both in-town and out-of-town), including a maximum gratuity of twenty percent (20%), but excluding alcoholic beverages;
- E. purchases from vendors who do not accept purchase orders or vouchers, with prior approval from the Treasurer;
- F. safety and security reasons in connection with a student field trip, competition, and/or other activity or event, if monies are budgeted and deposited with the Treasurer in advance;
- G. other purchases approved by the Treasurer on a case-by-case basis.

Officers and employees are liable in person and upon official bond for any unauthorized use of credit cards and any officer or employee who suspects the loss, theft, or possibility of unauthorized use of a credit card must notify the Treasurer's Office immediately, who shall notify the Board.

The Board prohibits the use of debit card accounts except for the receipt of grant monies. Any officer or employee of the District who uses a debit card account for any other purpose is guilty of the criminal offense of misuse of credit cards.

Use of the District credit card for any cash withdrawal transaction is strictly prohibited.

The Treasurer/CFO shall retain general possession and control of the store credit card accounts or presentation instruments related to an account, such as credit cards and checks.

The Treasurer's Executive Assistant (T.E.A.) [someone other than the chief financial officer] shall retain general possession and control of the credit card account or presentation instruments related to an account, such as credit cards and checks. Accordingly, the Board shall appoint the T.E.A. to serve as the credit card compliance officer. The compliance officer shall review officers' and employees' use of credit card accounts under the policy at least once every six (6) months. The review shall identify the number of cards issued, the number of active cards issued, the cards' expiration dates, and the cards' credit limits. The compliance officer may not authorize an employee to use a credit card account.

The Superintendent shall develop administrative guidelines that specify those employees authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use. Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution. Violations will also be reported to the applicable licensure board(s).

The Board authorizes the following employees to use District credit cards:

- A. Superintendent
- B. Assistant Superintendent Curriculum and Instruction
- C. Treasurer/CFO
- D. Director of Human Resources
- E. Director of Pupil Services

- F. Director of Operations
- G. Director Community Education and Recreation
- H. Manager of Communications and Alumni Outreach
- I. Director of Six-District Compact
- J. Athletic Director
- K. Maintenance Supervisor
- L. New Dimensions Teacher
- M. French Club Advisor

Each request for use of a District credit card shall contain:

- A. authorization,
- B. signature.

Upon receipt of a District credit card, employees shall:

- A. inform merchants that the purchase is for "official School District business" and is not subject to State or local sales tax;

However, if the merchant fails to waive the tax, the employee shall pay it. For large purchases where the merchant refuses to waive the tax, the employee shall present a tax exemption form.
- B. maintain credit cards in a secure fashion and prevent unauthorized charges to the account;
- C. use reasonable care when making purchases online, refrain from providing the credit card number to unknown online merchants, and do not auto-save credit card number for any online account; **(this excludes district approved subscription charges that are automatically applied.)**
- D. maintain sufficient documentation of all purchases, including, but not limited to, charge receipts, original cash register slip or other detailed receipt, and invoices;
- E. provide documentation of all purchases to the Accounts Payable Department in a timely manner to ensure prompt payment;
- F. refrain from allowing anyone else to use the credit card or account number;
- G. refrain from splitting the costs of an invoice or purchase in order to circumvent the credit card process and established, pre-approved single purchase limits, monthly spending limits, and/or funds availability.

The officer or employee is liable in person and upon any official bond to reimburse the District the amount for which the officer or employee does not provide itemized receipts in accordance with the credit card policy described herein.

Employees shall include an original cash register slip or other detailed receipt (i.e., a receipt from a restaurant itemizing all purchases made), in addition to the receipt copy of all charges. In addition, employees shall include, shipping documents and receipts received with the merchandise.

Employees shall specify on the back of the receipt the following information:

- A. a brief description of the school-related purpose of the purchase
- B. the names and affiliation of each attendee if a purchase is made on behalf of a group of individuals
- C. verification that family members or other individuals having no school-related purpose for their attendance paid their own expenses

Failure to return District credit cards and/or receipts within the above-referenced time period may result in the suspension of credit card privileges and/or charges being deemed unrelated or unsubstantiated.

Employees shall be responsible for any and all unrelated or unsubstantiated purchases and shall be required to make full reimbursement to the District within thirty (30) business days.

If an employee reimburses the District for an unsupported purchase, it shall be documented in the monthly credit card reconciliation.

The Treasurer's Office will keep a record/activity log of all credit card uses and review and approve all purchases to verify that the expenses are incurred in connection with Board-approved or school-related activities, are for the benefit of the District, and serve a valid and proper public purpose prior to disbursing public funds for payment of such expenses.

Any and all reviews and approvals must be evidenced by the Supervisor's initials and/or signature.

In addition to evidencing review and approval of the purchase, the Treasurer's Office should immediately send all questionable items to the employee purchasing the item for explanation. These explanations shall be approved by the employee's immediate supervisor and the Treasurer prior to the payment of such expenses. If an employee reimburses the District for a questionable purchase, it shall be documented in the monthly credit card reconciliation.

Upon review and approval, all appropriate documentation shall be forwarded to the Supervisor.

Upon receipt of the appropriate documentation, credit card expenditures will be paid through the Treasurer's office.

The Treasurer's Office will monitor the credit card account(s) and reconcile all credit accounts on a monthly basis.

The Treasurer/CFO shall file a report with the Board annually, detailing all rewards received based on the use of District's credit card account.

Revised 2/26/18

Revised 10/22/18

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R.C. 2921.01, 2913.21, 3313.311

Book	Policy Manual
Section	Policies Adopted by the Board 5/26/26
Title	Copy of VENDOR RELATIONS
Code	po6460*LMF
Status	Draft
Adopted	March 10, 2025

6460 - **VENDOR RELATIONS**

The Board of Education shall not enter into a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any educational material of which the person is the author and which has been properly approved for use in the schools of this District.

Board members and school personnel shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or services. Furthermore, Board members and school personnel shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, Board members or school personnel who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the District, or a vendor with whom the District is doing business, whereby an individual board member or member of the school staff receives compensation in any form for services rendered.

Such compensation includes but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a Board member or member of the school staff receives such compensation, albeit unsolicited, from a vendor, the Board member or school staff member shall notify the Treasurer, in writing, that they received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at their earliest opportunity.

~~DRAFTING NOTE: CHOOSE ONE (1) OF THE OPTIONS BELOW~~

~~Employee accrual of personal frequent flyer miles, hotel "bonus points", credit card "rewards", or any other reward under such affinity programs (including credit points or rewards directed to non profit organizations) or other merchant "rewards" programs as a result of a District purchase is strictly prohibited.~~

~~OR~~

Employee accrual and use of frequent flyer miles, credit card rewards, hotel points, or other rewards earned during official business is permitted, provided that these rewards are earned the same way as members of the public would earn them; and they do not impose additional costs to the District. Such accrual and use shall be in accordance with Policy 6465 - Public Office Award Program.

~~END OF OPTIONS~~

Nothing herein shall prevent a school employee, who is not in a position to negotiate or authorize a contract with a vendor, from accepting a discount on goods purchased for personal use from a vendor with whom the Board does business (i.e., that has a contract with the Board) provided the vendor (a) extends the same discount to all of its customers and does not limit it to officials and employees of the District, (b) offers a uniform discount to all eligible school officials and employees, without limiting the offer to employees with official duties or responsibilities affecting the vendor's financial interest, and (c) does not offer the discount to school officials and employees in exchange for the performance of their public duties. Board members and/or school personnel who negotiate or authorize a vendor's contract are prohibited from accepting any discount offered by the vendor for their personal use. Such individuals also shall not suggest that the vendor offer an employee discount as part of the public contract.

All salespersons, regardless of the product, shall make contact with the Superintendent's office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with the policies of the Board on the basis of quality, price, and delivery with past service as a factor if all other considerations are equal.

Requirements for Certain Technology Provider Contracts

Any person or entity who contracts with a School District to provide a school-issued device for dedicated student use and creates, receives, or maintains education records pursuant or incidental to its contract with the District must meet certain requirements as outlined in State law. For the purpose of this policy, these individuals/entities are referred to as "technology providers." The term "technology provider" does not include a county board of developmental disabilities, educational service centers, information technology centers, assessment providers, curriculum providers, or a city, local, or exempted village school district that the District contracts with to provide school-issued devices to students unless otherwise indicated.

For the purpose of this policy, the term "school-issued device" includes hardware, software, devices, and accounts that the District or technology provider, at the direction of the District, provides to an individual student for dedicated student use.

As a condition of doing business with the District, technology providers who maintain education records as part of their contract to provide school-issued devices are required to comply with Chapter 1347 of the Revised Code to the same extent that the District is with regard to the collection, use, and protection of the records. Upon discovering that any of the District's education records are subject to a breach of security, a technology provider must promptly notify the District and provide all of the information that the District needs to notify individuals whose personal information has been compromised as required by R.C. 1347.12. All education records created, received, maintained, or disseminated by a technology provider remain the sole property of the District. Unless renewal of the contract is reasonably anticipated, all education records must be returned to the District or destroyed using industry-standard destruction protocols within ninety (90) days of the contract's expiration. Technology providers are prohibited from selling, sharing, or disseminating education records unless part of a valid delegation or assignment of its contract, or unless State law otherwise authorizes such action. Technology providers may not use education records for commercial purposes, including for marketing or advertising goods or services to students or parents. Technology providers may use education records which have been stripped of all personally identifiable information for the purposes of improvement, maintenance, development, support, or diagnosis of its site, services, or operations.

All contracts between the District and technology providers must ensure that appropriate industry-recognized security measures are used to safeguard education records. Contracts must also include provisions that technology providers will 1) only grant access to education records to those employees and contractors who need access to fulfill their official duties; and 2) will take measures to restrict unauthorized access of education records by employees and contractors.

By August 1st each school year, the District will provide parents and students with direct and timely notice by mail, electronic mail, or another method of direct communication of any contracts the District has with any provider of curriculum, testing, or assessment technology that affects a student's education records (including those entities which are not otherwise defined as technology providers under this policy). The notice will:

- A. identify each curriculum, testing, or assessment technology provider with access to education records;
- B. identify the education records affected by the curriculum, testing, or assessment provider contract;
- C. notify parents and students that they may request an opportunity to inspect a complete copy of any contract with a technology provider; and
- D. provide contact information for the school department or employee that a parent or student should direct any questions or concerns regarding any program or activity that allows curriculum, testing, or assessment technology provider access to a student's education records.

Criminal Background Checks

In accordance with State law, Policy 4121, and Policy 8142, a criminal background check is required of any non-teaching employee, including individuals employed by a private company/vendor under contract with the Board to provide essential school services, who will work within the District in a position which does not require a license issued by the State Board of Education, is not for the operation of a vehicle for student transportation, but does involve routine interaction with a child or regular responsibility for the care, custody, or control of a child.

Legal

R.C. 2909.33, 3319.321, 3319.325, 3319.326, 3319.391, 3319.392

Auditor's Bulletin 2000-006

Family Educational Rights and Privacy Act, 20 U.S.C. 1232g

Ohio Ethics Commission Opinion No. 2011-08 (effective Nov. 3, 2011)

Book	Policy Manual
Section	Policies Adopted by the Board 5/26/26
Title	Copy of Vol. 44, No. 2 - January 2026 New AFFINITY, REWARDS, OR OTHER DISCOUNT PROGRAMS
Code	po6465
Status	

New Policy - Vol. 44, No. 2

6465 - AFFINITY, REWARDS, OR OTHER DISCOUNT PROGRAMS

District officials or employees may use frequent flyer miles, credit card rewards, hotel points, or other rewards earned during official business in their personal life, provided that the rewards:

- A. are earned the same way as members of the public would earn them; and
- B. do not impose additional costs onto the District.

District officials and employees may only use such rewards in accordance with this policy, and:

- A. shall comply with the District's Conflict of Interest policies (Policy 3112/4112) and Ohio Ethics Commission Advisory Opinion 2025-02 to avoid violating criminal laws;
- B. are prohibited from choosing a hotel, airline, vendor, or service based on whether it provides frequent flyer miles, credit card rewards, hotel rewards, or other similar rewards program points, or in order to earn such rewards or points for their personal use;
- C. are prohibited from selecting an airline, hotel, car rental company, or other vendor to earn reward program points when the expenditure results in a higher cost to the District;
- D. are prohibited from earning and keeping rewards program points, credits, or other rewards for booking conference, event, or group travel for District staff;
- E. are required to select the lowest reasonable rate for District purchases/expenditures and are prohibited from paying additional costs to earn more rewards program points or credits; and
- F. shall comply with the District's internal controls (see Policy 6114), including internal monitoring mechanisms, in order to identify and mitigate risk on noncompliance.

Attorney General Bulletin 2025-012
Ohio Ethics Commission Opinion No. 2025-02

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Legal	Attorney General Bulletin 2025-012 Ohio Ethics Commission Opinion No. 2025-02
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Book	Policy Manual
Section	Policies Adopted by the Board 6.15.26
Title	Cash Balance Reserve
Code	po6215*LMF
Status	
Adopted	January 13, 2025

6215 - Cash Balance Reserve

The Board of Education is committed to sound fiscal management to ensure the District can consistently provide high-quality educational services and operational stability. To achieve this, the following policy establishes a comprehensive framework for maintaining and utilizing cash reserves:

A. Minimum Cash Reserve Requirement:

The District shall maintain a minimum unencumbered and unreserved cash balance equivalent to **one hundred twenty-ninety (12090) days of operating expenditures**. This benchmark ensures financial stability, supports uninterrupted operations, and provides a buffer against unforeseen financial challenges.

B. Purpose of Reserves:

The operating reserves are maintained to:

- Address unanticipated, non-recurring financial needs.
- Cover financial obligations during revenue timing gaps.
- Allow time for the District to adjust to changes in economic or legislative conditions that negatively impact revenue.

C. Financial Monitoring and Reporting:

- The Treasurer/CFO shall calculate the cash reserve benchmark annually, based on the prior year's General Fund expenditures, including transfers and advances, divided by 365 and multiplied by **12090**.
- The **fiscal rolling five-year** forecast shall reflect compliance with the **one hundred twenty-ninety (12090)** days benchmark for the current year and the next four (4) projected years.

If the Treasurer/CFO identifies that the cash reserve may fall below the ninety (90) days benchmark within the forecast period, they shall promptly report this to the Board and Superintendent.

4. Corrective Action Plan:

Upon notification of a potential shortfall in the cash reserve:

- The Superintendent and Treasurer/CFO will collaboratively develop and propose options to the Board to address the shortfall.
- A corrective action plan will be adopted by the Board before the next **fiscal five-year** forecast submission.

5. Strategic Plan Alignment:

The District affirms that all financial decisions regarding reserves must align with the strategic priorities and educational goals of the District, ensuring fiscal health while maintaining excellence in education.

This policy reflects the Board's commitment to responsible stewardship of taxpayer funds and ensures that the District remains financially secure while advancing its mission.

Book	Policy Manual
Section	Policies Adopted by the Board 5/26/26
Title	Copy of TAX BUDGET PREPARATION
Code	po6220*LMF
Status	Draft
Adopted	August 12, 2009
Last Revised	January 13, 2025

6220 - TAX BUDGET PREPARATION

The District's operation and educational plan is reflected in its budgets. Each year, the Board of Education will cause to have prepared and then review the General Fund as well as the other funds which comprise the tax budget.

The Board directs the Treasurer to present the tax budget to the Board prior to January 15th of each year. When presented to the Board for review and/or adoption, the tax budget shall indicate the information required by the State Auditor's Office.

The Board further directs the Treasurer/CFO to prepare the tax budget in compliance with the requirements of the Summit _____ County Auditor, the Ohio Revised Code, and the State Auditor's Office and file the budget with the designated county and state officials as required by law. With an affirmative vote of the majority of the County Budget Commission, including the County Auditor, the requirement that the Board adopt a tax budget may be waived. ~~With an affirmative vote of the majority of the County Budget Commission, including the County Auditor, the requirement that the Board of Education adopt a tax budget may be waived.~~ Therefore, the Board directs the Treasurer/CFO to prepare the tax budget in compliance with the requirements of the Summit County Auditor, the Ohio Revised Code, and the State Auditor's Office.

[DRAFTING NOTE: Choose OPTION 1 or OPTION 2 from the following two (2) options:]

[] [OPTION 1]

CASH-BALANCE RESERVE

The Treasurer/CFO may include in the budget a cash balance reserve for the following purpose(s):

- A. ~~() To stabilize the budget against cyclical changes in revenues and expenditures, the amount of which shall not exceed five percent (5%) of the revenue credited in the preceding fiscal year to the fund in which the account is established;~~
- B. ~~() To provide for the payment of claims and deductibles under an individual or joint self insurance program for the subdivision, if the subdivision is permitted by law to establish such a program (not more than one (1) reserve balance account may be established for this purpose);~~
- C. ~~() To provide for the payment of claims, assessments, and deductibles under a self insurance program, individual retrospective ratings plan, group rating plan, group retrospective rating plan, medical only program, deductible plan, or large deductible for workers' compensation (not more than one (1) reserve balance account may be established for this purpose);~~

The amount of the reserve shall be

~~() stipulated by Board resolution.~~

[OR]

~~() at least _____ percent (____%) [INSERT PERCENTAGE AMOUNT] of the General Fund.~~

[END OF OPTION 1]

[] [OPTION 2]**CASH BALANCE RESERVE**

The Board supports good stewardship of taxpayer dollars. To that end, the Board is committed to operating the District with fiscally sound management practices in accordance with state law. The Board directs the administration, teacher, and other school personnel in charge of making budgetary decisions and/or recommendations to responsibly manage operational costs while maintaining a high level of educational excellence within the District.

As part of its commitment to sound fiscal management, the Board affirms that tax levies shall be pursued and/or the District's finances otherwise managed to ensure a General Operating Fund unencumbered unreserved cash balance equivalent to at least _____ () **[INSERT NUMBER]** days of operating expenditures. The Board directs the Treasurer/CFO to maintain such a cash reserve.

Promptly upon receiving any indication that such cash balance may not be achieved within any year of the fiscal forecast, the Treasurer/CFO shall report such a finding to the Board. Upon such notification by the Treasurer/CFO, the Superintendent and Treasurer/CFO will prepare and propose options that the Board may consider to forestall such an eventuality.

[] Further, the Board believes the financial goals of the District should be in alignment with the District's strategic plan and instructional goals. When a General Operating Fund cash balance exceeds _____ () **[INSERT NUMBER]** days, the Superintendent may prepare a plan for the expenditure of the excess General Operating cash balance on one (1) or more of the major directives of the strategic plan. This plan must be approved by the Board and cannot result in the General Operating Fund cash balance falling below _____ () **[INSERT NUMBER]** days in any year of the rolling fiscal forecast. **[END OF OPTION]**

[END OF OPTION 2]

[END OF OPTIONS]

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R.C. 5705.13, 5705.28(A)(1), 5705.281, 5705.29, 5705.30

Book	Policy Manual
Section	Policies Adopted by the Board 5/26/26
Title	Copy of PURCHASING AND BIDDING
Code	po6320*LMF
Status	Draft
Adopted	August 12, 2009
Last Revised	January 13, 2025

6320 - **PURCHASING AND BIDDING**

Price Quotations for Items Not Required to be Competitively Bid and Bids

It is the policy of the Board of Education that the Director of Operations seek at least three (3) price quotations, unless fewer quotations are available, on purchases of any supplies, materials, and/or equipment costing more than \$50,000, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District or when the item is subject to formal bid. Standardized purchasing procedures of the District (AG 6320A) shall be followed when purchasing on the basis of price quotations from vendors.

Limitations

All purchases that are within the amount contained in the fund of the appropriation and were originally contemplated in the budgeting process may be made upon authorization of the Treasurer/CFO.

The Treasurer/CFO is authorized to adjust appropriations within a fund in order to make necessary purchases.

Then and Now Certificate

If the Treasurer/CFO can certify that both at the time of the purchase and at the time of certification, sufficient funds were available or in the process of collection, to the credit of the respective fund, properly appropriated and free from the previous encumbrance, the expenditure may be authorized. The Board may approve such payment within thirty (30) days from receipt of such a certificate.

Amounts of less than \$3,000 may be paid by the Treasurer/CFO upon completion of the "then and now" certificate, provided that the expenditure is otherwise lawful.

The Board shall be advised of all non-bid purchases when the amount exceeds the amount of the appropriation.

The Superintendent is authorized to make emergency purchases, without prior adjustment, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

"Blanket" Certificates

The Treasurer/CFO may issue "blanket" purchase orders (certificates) for a sum not exceeding an amount established by resolution of the Board against any specific line item account over a period of time, not to extend beyond the end of the fiscal year in which it is issued. Only one (1) "blanket" purchase order (certificate) may be outstanding at any one (1) particular time for any one (1) particular line-item appropriation.

"Super Blanket" Certificates

The Treasurer/CFO may issue "super blanket" purchase orders (certificates) for any amount for expenditures and contracts from a specific line-item appropriation account in a specified fund for most professional services, fuel, oil, food items, and any other specific recurring and reasonably predictable operating expense. Such a purchase order (certificate) shall not extend beyond the fiscal year.

Contracts for Development and Improvement of Facilities

All contemplated contracts for professional design services such as from an architect or for construction management shall be in accordance with R.C. 9.33 - 9.335, and R.C.153.65 - 153.71 as applicable, as well as any relevant provisions of the Ohio Administrative Code.

Competitive Bidding

When the Board determines to build, repair, enlarge, improve, or demolish **any building or other property** ~~a school building~~ the cost of which will exceed the amount to be determined and published by the Ohio Director of Commerce, or for the purchase (or lease-purchase) of school buses, the Director of Operations shall obtain competitive bids.

In accordance with the statute, the Board may elect to forego the bidding for contracts in any of the following situations if:

- A. the Board determines and declares by resolution adopted by two thirds (2/3's) of its members that any item is available and can be acquired only from a single source
- B. the Board declares by resolution adopted by two-thirds (2/3's) of its members that the installation, modification, and/or remodeling subject to contracting is involved in an energy conservation measure undertaken through an installment payment contract under R.C. 3313.372 or pursuant to R.C. 133.06(G)
- C. the Board finds and determines that an urgent necessity exists (as defined by statute) with respect to a particular improvement
- D. pursuant to R.C. 9.48, the Board participates in a joint purchasing program, operated by or through a national or State association of political subdivisions in which the Board is eligible for membership or through the Federal government or another political subdivision
- E. for the acquisition of educational materials used in teaching
- F. for the acquisition of computer software and/or computer hardware for instructional purposes
- G. improvements are related to the security and protection of school property
- H. supplies, services, or materials are to be purchased from a qualified nonprofit agency pursuant to Sections 4115.31 to 4115.35

The Superintendent shall verify that the specifications for any public improvement project for which bids are solicited do not require any bidder to:

- A. enter into agreements with labor organizations on said public improvement; or
- B. enter into an agreement that requires its employees to become members of or pay fees or dues to a labor organization as a condition of employment or continued employment.

Bidding shall be conducted in accordance with R.C. 3313.46 and related statutes.

Bids shall be sealed and shall be opened by the Treasurer and/or Director of Operations in the presence of at least one (1) witness.

Soliciting of Bids

The Board, by resolution, may award a bid to the lowest responsible bidder. For a bidder to be deemed responsible, the Board may request evidence from the bidder concerning:

- A. the experience (type of product or service being purchased, etc.) of the bidder;
- B. the financial condition;
- C. the conduct and performance on previous contracts (with the District or other agencies);
- D. the bidder's facilities;

- E. management skills;
- F. the ability to execute the contract properly;
- G. a signed affidavit affirming that neither the bidder nor any subcontractor has entered into an agreement with any labor organization regarding the public improvement project.

Awarding of Bids

The Board shall approve all contracts resulting from competitive bids prior to being awarded. The Board reserves the right to reject any or all bids.

In situations in which the Board has resolved to award a bid to the lowest responsible bidder and the low bidder does not meet the considerations specified above, the Board shall so notify the bidder, in writing, by certified mail.

Purchase of School Buses and Certain Other Motor Vehicles

The Board shall use competitive bidding to enter into an agreement for the purchase or lease-purchase of a school bus unless an exception to bidding applies. The term "school bus" includes any vehicle designed to carry more than nine (9) passengers excluding the driver. Bids shall indicate that prior to delivery the bus must comply with all applicable State laws and regulations, including the Ohio Pupil Transportation Operation and Safety Rules. No bid bonds will be required unless requested by the Board during the competitive bidding process. The Board is not required to use competitive bidding to rent or lease a school bus as long as the agreement does not include a provision for purchase of the bus.

For the purchase of motor vehicles other than school buses, the Board will follow the adopted procedures to obtain price quotations prior to purchase when applicable. Standardized purchasing procedures of the District shall be followed when purchasing a motor vehicle other than a school bus.

Lease-Purchase Agreements

Lease-purchase agreements entered into by the Board shall be in accordance with R.C. 3313.375. Such agreements shall be a series of one (1) year renewable lease terms totaling not more than thirty (30) years, after which time ownership is transferred to the Board if all obligations of the Board under the agreement have been satisfied.

Purchases from the State

In accordance with State law (R.C. 4115.31 - 4115.35), the Superintendent shall, in accordance with rules of the State committee for the purchase of products and services provided by persons with severe disabilities, procure products or services at the fair market price established by the committee from a qualified nonprofit agency for persons with severe disabilities, if the product or service is on the procurement list and is available within the period required by the District, notwithstanding any law requiring the purchase of products and services on a competitive bid basis.

Quantity Purchases

In order to promote efficiency and economy in the operation of the District, the Board requires that the Director of Operations periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid-basis to procure the lowest cost consistent with good quality.

Requirements

Before the Director of Operations places a purchase order, they shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the District. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- B. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;

- C. where the requisitioner has recommended a supplier, the Director of Operations may make alternate suggestions to the requisitioner if, in their judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order.

Employees may be held personally responsible for anything purchased without a properly-signed purchase order or authorization.

The Board may acquire equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase and the purchase complies with applicable law and Board policy.

Reverse Auctions

It is the policy of the Board to permit the use of a reverse auction to purchase services and supplies whenever it is determined that the reverse auction process will be advantageous to the District (e.g., result in cost savings to the District). To that end, vendors may submit proposals when competing to sell services and/or supplies in an open environment via the Internet. While the reverse auction process may be used to purchase supplies such as equipment, materials, tangible assets and insurance, the process may not be used to purchase real property or interests in real property. The process may also be used to purchase services such as the furnishing of labor, time, or effort by a person, provided such services do not involve the delivery of a specific end product other than a report, and are not being furnished in connection with an employment agreement or collective bargaining agreement and/or which are not subject to a competitive selection procedure required by law.

The Board will provide notice of the request for proposals and award contracts in accordance with the Superintendent's administrative guidelines.

Procurement - Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 CFR 80.36) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a compliance 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 this policy and administrative guidelines (AG 6320). (See Policy 6325)

Revised 3/26/12

Revised 1/10/13

Revised 2/26/18

Revised 10/22/18

Revised 10/28/19

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R.C. 9.25, 9.30, 9.31, 9.311, 9.312, 9.314, 125.04, 153.02, 153.12, 153.54, 2909.33, 3313.37

R.C. 3313.375, 3313.46, 3313.172, 3327.08, 4115.32 et. seq., 4116.02, 4116.03, 4511.76, 5705.41, 5705.45

A.C. 3301-83

Book	Policy Manual
Section	Policies Adopted by the Board 5/26/26
Title	Copy of PROCUREMENT - FEDERAL GRANTS/FUNDS
Code	po6325*LMF
Status	Draft
Adopted	December 12, 2016
Last Revised	January 13, 2025

6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for from 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, Board of Education policies, and administrative procedures.

The Superintendent shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326), including affirmative steps for small businesses, minority businesses, and women's business enterprises, veteran-owned businesses, and labor surplus area firms, for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight 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 documented general purchasing Policy 6320 and AG 6320A.

When required by Federal program legislation, all Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3113, and Policy 4113 – Conflict of Interest.

The District will avoid the acquisition of unnecessary or duplicative items. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. When appropriate, an analysis shall be made between leasing and purchasing property or equipment to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

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.

Competition

All procurement transactions under the Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that provides full and open competition and that is in accordance with 2 C.F.R. Part 200, good administrative practice, and sound business judgment. To ensure objective contractor performance and eliminate an unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids from competition for such procurements.

Examples of situations that may restrict competition include, but are not limited to:

- A. unreasonable requirements on firms for them to qualify to do business
- B. unnecessary experience and excessive bonding requirements
- C. noncompetitive pricing practices between firms or between affiliated companies
- D. noncompetitive contracts to consultants that are on retainer contracts

- E. organizational conflicts of interest
- F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement
- G. any arbitrary action in the procurement process

To the extent that the District uses a pre-qualified list of persons, firms, or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources to ensure maximum open and free competition.

The District shall require that all prequalified lists of persons, firms, or products which are used in procurement transactions are current and include enough qualified sources to provide maximum open competition. When establishing or amending prequalified lists, the District (or subrecipient) must consider objective factors that evaluate price and cost to maximize competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

To the extent consistent with established practices and legal requirements applicable to the recipient or subrecipient, this subpart does not prohibit recipients or subrecipients from developing written procedures for procurement transactions that incorporate a scoring mechanism that rewards bidders that commit to specific numbers and types of U.S. jobs, minimum compensation, benefits, on-the-job-training for employees making work products or providing services on a contract, and other worker protections. This subpart also does not prohibit recipients and subrecipients from making inquiries of bidders about these subjects and 2 C.F.R. Revisions 2024: Unofficial Comparison Version assessing the responses. Any scoring mechanism must be consistent with the U. S. Constitution, applicable Federal statutes and regulations, and the terms and conditions of the Federal award.

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures (in accordance with 2 C.F.R. 200.319(d)) that require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured. The description may include a statement of the property, equipment, or service to be procured. When necessary, the description must set forth those minimum essential characteristics and standards to which the property, equipment, or service shall conform. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to clearly and accurately describe the technical requirements, a "brand name or equivalent" description of features to provide procurement requirements may be used. The specific features of the named brand must be clearly stated and the District must identify any additional requirements which the offerors must fulfill and all other factors that will 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 have and use documented procedures, consistent with the standards described above, for the following methods of procurement:

A. Informal Procurement Methods

Informal procurement methods for small purchases expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when the value of the procurement transaction under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State. . The informal procurement methods include:

1. Micro-Purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed ~~\$15,000~~ \$10,000. To the extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable based on research, experience, purchase history, or other relevant information, and maintains documents to support its conclusion. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

An eligible District may self-certify a threshold of up to \$50,000 on an annual basis and must maintain

documentation to be made available to the Federal agency or pass-through entity and auditors in accordance with 2 C.F.R. 200.334. The self-certification, in accordance with 2 C.F.R. 200.334, must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

- a. a qualification as a low-risk auditee in accordance with the criteria in 2 C.F.R. 200.520;
- b. an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or
- c. for public institutions, a higher threshold is consistent with State law.

2. Small Purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of ~~\$350,000~~~~\$250,000~~. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations ("FAR"). When applicable, a lower simplified acquisition threshold used by the District must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. Formal Procurement Methods

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in 200.319 or non-competitive procurement. The formal methods of procurement are:

1. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than ~~\$350,000~~~~\$250,000~~ and when the Board determines to build, repair, enlarge, improve, or demolish ~~any building or other property~~~~a school building/facility~~, the cost of which will exceed ~~the amount to be determined and published by the Ohio Director of Commerce~~~~\$50,000~~. ~~[DRAFTING NOTE: the bidding threshold established in O.R.C. 9-17 for 2025 is \$77,250 for 2024 is \$75,000, and automatically increases each year by three percent (3%) thereafter].~~

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 have been identified 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 based on price.

When sealed bids are used, the following requirements apply:

- a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised. The invitation for bids must define that items or services with specific information, including any required specifications, for the bidder to properly respond.
- b. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- c. A firm fixed-price contract is awarded in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, factors such as discounts, transportation cost, and life cycle

costs shall be considered in determining which bid is lowest. Payment discounts must only be used to determine the low bid when the District determines they are a valid factor based on prior experience.

- d. The Board reserves the right to reject any or all bids but must document and provide a justification for all bids it rejects.

2. Proposals

Procurement by proposals is a method in which either a fixed-price or cost-reimbursement contract is awarded. This method is 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. **~~[DRAFTING NOTE: Federal law does not require a competitive proposal unless the procurement is for over \$250,000. The State/District may set a lower threshold for sealed bids and competitive proposals. Ohio law requires sealed bids when the Board seeks to build, repair, enlarge, improve, or demolish a school building/facility if the cost will exceed the amount to be determined and published by the Ohio Director of Commerce per R.C. 9.17 (see Policy 6320).]~~**

If this method is used, the following requirements apply:

- a. Requests for proposals require public notice and must identify all evaluation factors and their relative importance. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District must have written procedures for conducting technical evaluations and for making selections.
- d. Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the District considering price and other factors.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the competitors' qualifications are evaluated and the most qualified competitor 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 to procure A/E professional services. The method cannot be used to purchase other services provided by A/E firms that are a potential source to perform the proposed effort.

3. Noncompetitive Procurement

Procurement by noncompetitive proposals may be used only when one (1) or more of the following circumstances apply:

- a. the aggregate amount of the procurement transaction does not exceed the micro-purchase threshold;
- b. the procurement transaction can only be fulfilled by a single source;
- c. the public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
- d. the District requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or
- e. after soliciting several sources, competition is determined to be inadequate.

4. Noncompetitive Purchases Through Educational Service Centers (ESCs)

Under State law, the Board may enter into a contract with an educational service center ("ESC") that authorizes the ESC to make purchases for supplies, materials, equipment, and services or the delivery of services on the District's behalf. These contracts promote operational efficiency and cost savings, and further enhance the educational experience for our students. Purchases made through such contracts are exempt from competitive bidding.

The District may apply for approval from the Department of Education and Workforce ("DEW") to use a

noncompetitive purchasing method to procure personnel-based services from an ESC only when the following criteria are met:

- a. the ESC posts a list of all services it provides, including costs of these services, on its website;
- b. the ESC has been designated as "high performing" by the DEW; and
- c. DEW as the pass-through state entity has determined that the ESC was substantially in compliance with all audit rules and guidelines during the most recent audit conducted by the Auditor of State.

The Treasurer/CFO will submit an application and any required documentation to DEW on the designated form requesting approval for use of a noncompetitive purchasing method for personnel services. Purchases will not be made until the application is approved. Notice of approval will be maintained by the Treasurer/CFO.

Domestic Preference for Procurement

The District should, to the extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards, contracts and purchase orders under the Federal award.

Procurement of Recovered Materials

The District must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended, 42 U.S.C. 6962. These requirements include:

- A. procuring only items designated in the guidelines of the Environmental Protection Agency ("EPA") at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000;
- B. procuring solid waste management services in a manner that maximizes energy and resource recovery; and
- C. establishing an affirmative procurement program for the procurement of recovered materials identified in the EPA guidelines.

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.

This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products.

Contract/Price Analysis

The District shall perform a cost or price analysis for every procurement transaction, including contract modifications, in excess of the Simplified Acquisition Threshold (currently ~~\$350,000~~ effective October 1, 2025 ~~\$250,000~~). The method and degree of analysis conducted depend on the facts surrounding the particular procurement transaction. For example, the District should consider potential workforce impacts in their analysis if the procurement transaction will displace public sector employees. However, as a starting point, the District must make independent estimates before receiving bids or proposals. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements. The District must not use the "cost plus a percentage of cost" and "percentage of construction costs" methods of contracting.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that the cost incurred or cost estimates included in negotiated prices would be allowable for the District according to cost principle requirements.

Time and Materials Contracts

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

Because 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 to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors that possess the ability to perform successfully under the terms and conditions of the proposed contract. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) public policy; (3) compliance; (4) proper classification of employees; (5) record of past performance; and (6) financial and technical resources.

The District shall not subcontract with or award subgrants to any person or company that is debarred or suspended. 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, which maintains a list of such debarred or suspended vendors, at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the agency.

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 are not necessarily limited, to the following: 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).

Records Retention

The District must retain all Federal award records for three (3) years from the date of submission of the final financial report, or as otherwise required pursuant to the Board-adopted records retention schedule, whichever is longer. For awards that are renewed quarterly or annually, the District must retain records for three (3) years from the date of submission of the quarterly or annual financial report, respectively, or as otherwise required pursuant to the Board-adopted records retention schedule, if longer. Records to be retained include, but are not limited to, financial records, supporting documentation, and statistical records. Other records retention requirements shall be in accordance with 2 C.F.R. 200.334 and the Board-adopted records retention schedule.

The District must collect, transmit, and store Federal award information in an open file, non-licensed, and machine-readable formats. The District may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.

Revised 10/22/18
Revised 10/28/19
Revised 1/7/21
Revised 4/25/22
Revised 8/14/23

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2 C.F.R. 200.317 - .326, Appendix II to Part 200

2 C.F.R. 200.520

R.C. 3313.843 - 3313.846

Book	Policy Manual
Section	Policies Adopted by the Board 5/26/26
Title	Copy of Vol. 44, No. 2 - January 2026 New USE OF DISTRICT TAX EXEMPT CERTIFICATE
Code	po6425*LMF
Status	

New Policy - Vol. 44, No. 2

6425 - USE OF DISTRICT TAX EXEMPT CERTIFICATE

In accordance with Ohio law, the District is exempt from payment of Ohio's retail sales tax. The District seeks to prevent waste by ensuring sales tax is not paid erroneously or unnecessarily due to its tax-exempt status.

Purchases of tangible personal property and selected services made by Federal, State, and local governmental employees are subject to the Ohio sales or use tax. The retail sales tax exemption is not transferable to an individual employee of the District. The exemption applies only when the purchase of goods or services is paid for by the District using its credit card or other authorized District account. Purchases directly made by and charged to the District are considered sales to a public office and are sales tax exempt even if the goods or services are picked up by an employee of the District. Any invoice or bill of sale/receipt should reflect that the purchaser is the District, and the District's credit card or account must be charged. Use of a sales tax-exempt certificate by officials or employees to make purchases for the District will be approved by the Superintendent in advance.

If a District official or employee uses a personal credit card or checking account to make purchases on behalf of the District, the tax-exempt certificate may not be used and sales tax must be paid at the point of sale. Purchases of up to a total amount of \$1,000 ~~_____ [ENTER AMOUNT]~~ made by a District official or employee using a personal credit card or checking account shall be reimbursed in accordance with Board policy and procedures, provided that the purchase is considered to be for a proper public purpose. ~~[DRAFTING NOTE: The Auditor of State recommends that Board policy include a provision that sets a reasonable maximum dollar threshold. Guidance issued in 2025 includes an example of \$500. Bulletin 2025-013]~~ If the amount of the purchase and sales tax exceeds this threshold, the purchase must be made using the District credit card or account and shall be exempt from sales tax.

If sales tax was erroneously charged by a vendor for a District purchase, the fiscal office will attempt to recover the tax at the point of sale, or file for a refund of the taxed amount with the Ohio Department of Taxation. Erroneous sales tax charges should be reported to the Treasurer promptly when discovered by the official or employee who made the purchase. Failure to adhere to this policy may result in the issuance of a Finding for Recovery.

R.C. 57393.02
Ohio Auditor of State Bulletin No. 2025-013

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Legal	R.C. 57393.02 Ohio Auditor of State Bulletin No. 2025-013
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Book	Policy Manual
Section	Policies Adopted by the Board 6.15.26
Title	Copy of Vol. 44, No. 2 - January 2026 Replacement ARTIFICIAL INTELLIGENCE ("AI")
Code	po7540.09*LMF
Status	
Adopted	May 12, 2025

Replacement Policy - Vol. 44, No. 2

7540.09 - **ARTIFICIAL INTELLIGENCE ("AI")**

] The Board of Education acknowledges the positive impact and transformative potential of Artificial Intelligence ("AI") in education and operations, emphasizing a balanced, people-centered approach. It supports the responsible and innovative use of AI in classrooms and professional settings, with the understanding that AI should enhance human interaction and instruction, not replace it, and all AI-driven decisions require human review. ~~[END OF OPTION]~~

Through this policy, the Board aims to prepare students for success, encourage innovation for classroom instruction, and embrace opportunities for operational efficiency, while providing for consistent expectations, standards, and approval processes for safe and responsible implementation and integration of AI.

] The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity. The ~~() Superintendent~~ Assistant Superintendent ~~[END OF INTERNAL OPTION]~~ is responsible for overseeing and ensuring compliance of this policy. ~~[END OF OPTION]~~

Definitions

Artificial Intelligence ("AI"): A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. Artificial intelligence systems use machine and human based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action. See 15 U.S.C. 9401, Sec. 3.

Generative AI: Any internet-based generative artificial intelligence program that makes use of large language model algorithms to make something new. AI used for auto-complete, minor text predictions, and/or grammar/spelling/punctuation suggestions, commonly found in most word-processing applications, is not considered generative AI. See A.C. 3342-3-01.8(B)(15).

AI tool: A software application that uses artificial intelligence technologies, like machine learning and natural language processing ("NLP"), to perform tasks that typically require human intelligence, such as understanding language, analyzing data, solving problems, and creating content, often by learning from patterns in large datasets to improve over time."

~~[DRAFTING NOTE: The following definitions are optional; you may select one (1), some, all, or none of them, as you deem appropriate to your district.]~~

~~[] Natural Language Processing ("NLP"): A field of artificial intelligence that focuses on enabling computers to understand, interpret, and respond to human language in a meaningful way. Examples of NLP include, but are not limited to, Grammarly, GPT-Based APIs, Google Cloud Natural Language AI, Microsoft Azure Text Analytics, IBM Watson NLP, Amazon Comprehend, etc.~~

~~[] Large Language Model ("LLM"): A sophisticated AI system trained on extensive text data to process and produce language; recognize patterns, grammar, and nuances. It can perform tasks like text generation, question answering, and language translation.~~

~~[] Algorithm: A set of rules or instructions guiding AI operations and decision making.~~

~~[] Personally Identifiable Data/Personal Data: Refers to any information that can directly or indirectly identify an individual including, but not limited to, names, addresses, student records, and health information.~~

~~[] Proprietary Information/Data: Refers to a broad category of non-public, sensitive, or confidential data belonging to the District, its staff, or its operations. This information is considered the District's. This information is generally protected from unauthorized disclosure or use.~~

~~[] Open AI ("Open Source AI"): AI models where the developers openly share the model's architecture, underlying code, and often the "weights" (the learned parameters of the model), and sometimes the training data. Open AI models accessed publicly present a high risk of data release, as data input is often used for AI tool training and can be publicly available. Open AI models may require the District to implement and manage its own wrapper or filtering layer. As a result, it is not recommended that Open AI tools/applications are used in districts due to the high potential of violating Federal and State laws. Open Source AI also produces less reliable content because it is accessing a pool of data that is not universally verified as accurate.~~

~~[] Closed AI ("Closed Source/Proprietary AI"): AI models where the developers obscure or protect the model's architecture, underlying code, training data, and weights. Users interact with the model via a restricted service. Closed AI may offer better, contractually guaranteed data security (e.g., "enterprise" versions), but its "black box" nature still requires a formal audit and contract. Closed AI developers typically manage these filters internally. Closed Source or Proprietary AI produces more reliable results because it is accessing data sources that are controlled and can be verified as accurate.~~

~~[END OF OPTIONAL DEFINITIONS]~~

AI LITERACY

The Board recognizes the importance of preparing students and educators for the successful integration of innovative technologies. To that end, the Board directs the administration to responsibly integrate AI by building AI literacy for all students and educators, including integration of AI into relevant curriculum, professional learning opportunities, and safe and responsible usage.

STAKEHOLDER ENGAGEMENT

The Superintendent shall establish an AI workgroup to inform AI policy and implementation. The workgroup should include educators who are representative of grade levels and departments, including special education and related services professionals, other relevant staff, Board members, and students, as well as external representatives such as local businesses and postsecondary institutions. Educators and staff should be given the opportunity to explore and gain experience with applications and integrated approaches to achieving the District's mission and priorities. The workgroup should regularly review new research and guidance and provide ongoing feedback to the Board.

Parents and community members should be informed through ongoing engagement about the skills students need for the future workforce and how AI is being used in the classroom. Educational resources may be provided to empower families to understand the potential risks associated with the unsupervised use of AI tools. Regular AI updates, including the use of tools and opportunities for feedback, shall be integrated into the existing family and community engagement strategy.

DATA PRIVACY AND SECURITY

The District is committed to protecting the privacy and security of all student and staff data. The adoption and implementation of any AI tool must adhere to existing data privacy and security policies that include, but are not limited to, Personally Identifiable Information ("PII"), FERPA, and any other relevant state of Ohio and Federal laws. **[X]** See Policy 8330 – Student Records; Policy 8350 - Confidentiality; and Policy 8351 - Security Breach of Confidential Databases. ~~[END OF OPTION]~~ AI tools should only access, store, or process data that is necessary, and must do so in a secure, transparent, and ethical manner. AI systems must be vetted to ensure they meet rigorous standards for data encryption, access control, and responsible data use.

Users must also follow the terms of service, including appropriate age limits.

PROCUREMENT AND EVALUATION OF AI TOOLS

The adoption of AI-enabled tools should be conducted in accordance with existing procurement policies and in alignment with the District's core values, goals, and priorities. Selection procedures must ensure that any AI tool adheres to data privacy and security policies. Evaluation of tools must also address alignment to instructional and operational goals, accessibility, and cost. All third-party vendors providing AI tools must comply with District standards and State and Federal law for data protection, ethical use, and accessibility.

~~[] The District approves the use of Closed AI tools only, that have been carefully reviewed, evaluated, and approved by () _____ [e.g., IT Director, Curriculum Director, or an AI Committee] for students and staff use.~~

[X] Before adopting any AI tool or system, the District will conduct a comprehensive risk assessment — evaluating data sources (including use of student Personally Identifiable Information), decision-making impacts on students, potential bias or disparate impact, and vendor compliance with privacy, security, and data retention laws — and verify all contracts include clear legal, ethical, and technical safeguards aligned with FERPA, IDEA, COPPA, PPR, relevant Ohio laws and regulations and guidance issued by the Ohio Department of Education and Workforce, and Board policies. AI systems must be reviewed to confirm they are nondiscriminatory, fully accessible, and do not compromise the rights or individualized support of students, particularly those protected under Federal and State civil rights laws.

~~[] Additionally, all AI tools used by the District must undergo a formal risk assessment by the IT department () and Legal Counsel [END OF OPTION] to review their Terms of Service and data handling practices to ensure compliance with all Federal and State privacy laws. The District prohibits users from inputting any student information, staff information, or confidential District data into any AI tool that does not have a formal, vetted contract that guarantees data privacy and non-use for training.~~

~~[END OF PROCUREMENT AND EVALUATION OF AI TOOLS OPTIONS]~~

ETHICAL USE OF AI

The Superintendent is charged with verifying that the design and implementation of AI is done in a safe and responsible manner that keeps people at the core of every AI-related decision. AI implementation should be human-centered and should empower students, educators, and communities. It is a tool to support learning and teaching, not a substitute for student effort or the role of the educator. Accordingly, users should critically analyze AI output, respect safeguards and rules, and be transparent about its use.

[X] District employees who use AI technologies must do so in ways consistent with institutional values, privacy standards, Family Educational Rights and Privacy Act ("FERPA"), Individuals with Disabilities Education Improvement Act ("IDEA"), copyright laws, and ethical principles, honesty, trustworthiness, and personal dignity of both employees and students.

[END OF OPTION]

~~[] The District is committed to transparency and accountability in AI use by informing teachers, students, and parents when AI influences decisions, clearly explaining how it works and what data it uses, assigning oversight to () _____, [END OF INTERNAL OPTION] and conducting regular audits to evaluate accuracy, fairness, and impact on equity and student rights. [] The District will maintain a public AI Tool Inventory that lists every approved AI tool and includes a summary of its data handling and privacy features. [] The AI Tool Inventory will be posted on the District website. [END OPTIONS]~~

ACCEPTABLE USE

The District recognizes that responsible and appropriate uses of AI by students and educators will vary depending on the context including, but not limited to, grade level, subject, and/or the nature of the classroom activity or assignment.

Expectations for acceptable student uses should be clearly articulated by educators in alignment with policy and guided by the specific requirements for an assignment or activity. This includes specifying AI use expectations in course syllabi and assignment instructions when relevant. These expectations should clearly articulate the expectations of use, types of relevant assignments where AI use is acceptable, and the required format for references.

~~[] Students shall receive age-appropriate instruction about responsible AI use, digital citizenship, privacy, and the risks/limitations of AI prior to using AI. [END OF OPTION]~~

~~[] Students are expected to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools, and they should ask their teacher(s) when they have questions and/or need assistance. [END OF OPTION]~~

[X] As noted above, students may use AI tools for academic purposes when specifically and clearly permitted by their teacher(s). The use of AI must be properly disclosed and cited in accordance with the established guidelines and not be employed to undermine authentic learning or learning objectives for the course or assignment. **[END OF OPTION]**

[X] If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher(s). **[END OF OPTION]**

Educators should consider the impact on learning objectives and assessment of student learning when designing related instruction and classroom activities. No assignment shall require the use of a tool that is not provided by the District. AI tools approved for use should be clearly communicated.

~~[] Employees may integrate AI tools into their instruction at their discretion and should clearly define (), in writing, [END OF OPTION] the parameters for AI usage in the classroom by students using District-approved AI applications/tools. [END OF OPTION]~~

~~[] When using AI to create instructional materials, assessments, or feedback, employees shall maintain transparency by disclosing the role of AI in these processes. [DRAFTING NOTE: The Superintendent should provide employees with guidance concerning when (i.e., under what circumstances) they are required to maintain a history of the prompts they use to have the AI generate the content/output they intend to use with students and/or to perform their operational responsibilities. Additionally, boards of education may want to consult with their local legal counsel concerning the potential public record requirements and/or implications associated with keeping such information.] Employees must review and verify the accuracy and appropriateness of any AI-generated content. Employees are solely responsible for all AI-generated content that they use. [END OF OPTION]~~

~~[] Employees shall not input sensitive, confidential, personally identifiable, or proprietary information about students, colleagues, or institutional operations into AI systems that lack safeguards and policies to protect such data from being used in their training models, and if such information will be entered into an AI system, employees shall seek the approval of their () supervisor () Principal [END OF INTERNAL OPTION] before doing so. [END OF OPTION]~~

~~[] Employees may use AI tools to enhance workflows, such as drafting communications, analyzing data, or developing reports, provided the outputs are verified for accuracy and compliance with State and Board policies. The use of AI tools () (with the exception of AI-writing assistants such as Grammarly or Microsoft Editor, which are used solely to check for spelling, grammar, and punctuation errors, or to offer suggestions to improve clarity, conciseness, and style) [END OF INTERNAL OPTION] for such purposes should be disclosed when disseminating AI output. [END OF OPTION]~~

Expectations for educators, staff, and third-party use should align with District priorities. Educator use should be in alignment with the Licensure Code of Conduct for Ohio's Educators. Educators and staff must model appropriate acceptable use practices when using AI tools for instructional and operational uses.

Use of tools that have not been approved is not permitted.

All users are expected to employ AI tools solely for educational and related operational purposes, upholding values of respect and academic integrity, and in alignment with other related Board policies. Using AI tools for bullying, harassment, and any form of intimidation is strictly prohibited and should be addressed in alignment with existing behavior and discipline policies. (X) See Policy 2240 – Controversial Issues; Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities; Policy 5136 – Personal Communication Devices; Policy 5500 – Student Conduct; Policy 5517 – Anti-Harassment; Policy 5517.01 – Bullying; Policy 7540.03 – Student Technology Acceptable Use and Safety; Policy 7540.04 – Staff Technology Acceptable Use and Safety. [END OF OPTION]

Students and staff with concerns regarding inappropriate use that violates Board policies and/or applicable state or federal laws should contact the Superintendent (X) or appropriate building administrators [END OF OPTION].

ACADEMIC INTEGRITY

The Board recognizes that the responsible use of AI requires the highest standards of academic integrity with clear expectations for students, educators, and staff regarding the ethical use of AI tools. AI-enabled tools may be used to support student work (such as brainstorming or feedback), but AI-generated work must not replace student work. Students are expected to complete assignments and assessments in a manner that reflects their own understanding and effort, critically analyze AI-generated content and not misrepresent it as original work, and use proper citations and references for AI-assisted work according to existing policies and expectations relevant to assignments (such as APA or MLA style formats).

The Superintendent shall specify procedures for investigating and addressing suspected misuse in alignment with existing academic integrity policies.

(X) A student's unauthorized use of AI tools will be considered a form of plagiarism, unauthorized collaboration, or misrepresentation of AI-generated content as original work, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Handbook or Policy 5500 – Student Code of

Conduct. ~~[END OF OPTION] [DRAFTING NOTE: Confirm the Board has adopted this policy if included in this policy]~~

~~[] Use of AI detection software to enforce academic integrity should be done in accordance with the knowledge that this software is not foolproof and that the disruptive nature of AI technologies in education can lead to considerable confusion regarding expectations for AI use. Employees should use AI detection ethically and as the starting point of an inquiry into a possible violation of academic integrity rather than as a definitive indication of student dishonesty. Employees must also disclose the use of AI software in course curricula. [END OF OPTION]~~

ACADEMIC ACCESSIBILITY

AI tools can be utilized to assist students with disabilities in accessing and understanding written materials. For example, text-to-speech software can help students with specific learning disabilities, visual impairments, or other disabilities in reading texts, and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material). Specific use of AI technologies beyond universal application for students with disabilities is best addressed in each student's Individual Education Plan ("IEP"). ~~[END OF OPTION]~~

EMPLOYEE TRAINING

Employees will receive training ~~() annually~~ periodically ~~[END OF INTERNAL OPTION]~~ to ensure adherence to this and other related policies, data privacy, student records, and allowable/approved AI tools in the District. ~~[END OF OPTION]~~

IMPLEMENTATION AND REVIEW

The Board , in partnership with the Superintendent's AI workgroup, ~~[END OF OPTION] [DRAFTING NOTE: Include the preceding optional language if the Superintendent was charged with establishing an AI workgroup, above.]~~ will monitor developments in AI technology and update policies to address emerging risks. This policy should be reviewed often for effectiveness; alignment to district, school, educator, and student needs; considerations of ongoing innovation; related data privacy and management policies; and impact on students, including learning outcomes.

OTHER CONSIDERATIONS

NON-ACADEMIC USE OF AI

Students and staff are prohibited from using AI to generate false or knowingly misleading representations of other students, staff, volunteers, or Board members that are reasonably interpreted as derogatory, threatening, or otherwise objectionable to a reasonable person, including by way of AI generated or manipulated visual or verbal depictions of any such individual, or the distribution of such depictions through any means, for example via social media, regardless of whether the distributor created the depictions themselves. This provision expressly prohibits the creation and/or distribution of Non-Consensual Intimate Imagery ("NCII"). This paragraph shall be implemented in a manner consistent with individuals' First Amendment rights.

~~[DRAFTING NOTE: National digital safety experts emphasize the importance of addressing issues related to Non-Consensual Intimate Imagery (NCII) in board policies—particularly as pertains to digital wellness and cyberbullying. The Center for Democracy & Technology has developed relevant resources that address this topic that you may want to review. In potential cases where NCII may be used for the purposes of sexual extortion, schools and districts should be aware of Braden's Law and consider how it may apply within existing local policies, as the law classifies sexual extortion as a felony offense in Ohio. If you have any questions concerning this issue, you should consult with your local legal counsel.]~~

ENFORCEMENT

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The Administration will refer any illegal acts to law enforcement. ~~[END OF OPTION]~~

QUESTIONS OR CONCERNS

Staff, parents, or members of the public who have questions or concerns regarding this policy or the use of AI in the District should contact the ~~() Superintendent~~ Assistant Superintendent. ~~[END OF INTERNAL OPTION]. [END OF OPTION]~~

NON-CONSENSUAL INTIMATE IMAGERY

National digital safety experts have emphasized the importance of addressing issues related to Non-Consensual Intimate Imagery ("NCII"), particularly in terms of local policies on digital wellness and cyberbullying. The Center for Democracy & Technology has created a model policy and related resources that districts and schools may want to consider incorporating into relevant local policies. In potential cases where NCII may be used for the purposes of sexual extortion, schools and districts should be aware of Braden’s Law and consider how it may apply within existing local policies, as the law classifies sexual extortion as a felony offense in Ohio.

A.C. 3342-3-01.8

R.C. 3301.24

Ohio’s AI in Education Coalition: AI Strategy

Ohio’s AI Toolkit: Guidance and Resources to Advance AI Readiness in Ohio Schools

[Cross References:

po5500 - STUDENT CONDUCT

po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

po7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

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Book	Administrative Guideline Manual
Section	Policies Adopted by the Board 6.15.26
Title	Copy of TRANSPORTATION BY VEHICLES OTHER THAN SCHOOL BUSES
Code	ag8650*LMF
Status	Draft
Adopted	August 1, 2010
Last Revised	May 30, 2024

8650 - TRANSPORTATION BY **ALTERNATIVE VEHICLES** ~~OTHER THAN SCHOOL BUSES~~

The following guidelines are established to implement Board of Education policy on the transportation of students by **alternative vehicles** ~~school vehicles other than school buses~~ (hereinafter, "school vehicles"). In addition to complying with the general transportation policies and guidelines, including the bus safety procedures and bus driver procedures, individuals are required to adhere to the following procedures:

A. Driver Qualifications

Drivers of school vehicles shall:

1. be twenty-one (21) years of age with a minimum of two (2) years of driving experience;
2. maintain a semi-annual driving record check with:
 - a. no more than six (6) points within the last twenty-four (24) months;
 - b. no convictions for driving while under the influence of alcohol and/or a controlled substance during the last ten (10) years (i.e., a violation of R.C. 4511.19);
 - c. **not received two (2) (or more) of the following serious traffic violations as defined in R.C. 4506.01 (II) during the last twenty-four (24) month period** ~~no more than one (1) of the following serious traffic violations as defined in R.C. 4506.01(DD)(1) through (DD) (7) during the last twenty four (24) months:~~
 1. a single charge of any speed in excess of the posted speed limit by fifteen (15) miles per hour or more;
 2. violation of R.C. 4511.20 (i.e., operation in willful or wanton disregard of the safety of persons or property) or R.C. 4511.201 (i.e., operation off street or highway in willful or wanton disregard of the safety of persons or property) or any similar ordinance or resolution, or of any similar law of another state or political subdivision of another state;
 3. violation of a law of this state or an ordinance or resolution relating to traffic control, other than a parking violation, or of any similar law of another state or political subdivision of another state, that results in a fatal accident;
 4. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license with the proper class or endorsement for the specific vehicle group being operated for the passengers or type of cargo being transported;

5. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license being in the person's possession;
 6. violation of R.C. 4511.33 (i.e., driving in marked lanes) or R.C. 4511.34 (i.e., space between moving vehicles) or any municipal ordinance or county or township resolution substantially similar to either of those sections, or any substantially similar law of another state or political subdivision of another state;
 7. violation while operating a commercial motor vehicle of a law of the state, any municipal ordinance, any county or township resolution, or any substantially similar law of another state or political subdivision or another state, which prohibits texting while driving or using a handheld mobile device (except when a person is texting or using a mobile device to contact law enforcement or other emergency services).
 8. violation of any other law of this state or ordinance or resolution relating to traffic control, other than a parking violation, that is determined to be a serious traffic violation by the United States Secretary of Transportation and the Director designates such by rule; and
- d. no railroad crossing violations during the last twelve (12) months as evidenced by a conviction, video, or a report by a railroad official;
 - e. not received any violations that render the bus driver uninsurable by the District's Fleet Insurance Carrier.

as verified by a driving record obtained through the Ohio Department of Education and Workforce (see also, Board Policy 8600.04 for bus driver certification requirements). A driver having any of the above-referenced violations will be disqualified from operating a school vehicle. The records obtained from the semi-annual records check will be maintained for a minimum of ten (10) years. **[DRAFTING NOTE: It is recommended that a District maintain the annual records check for ten (10) years because a conviction of Operating a Vehicle While Under the Influence has a ten (10) year look-back period.]**

3. hold a valid driver's license;
4. provide proof of financial responsibility or that the driver is insured by the Board to operate a school vehicle and/or school bus;
5. receive a satisfactory BCII report every six (6) years;

A satisfactory BCII report shall be required prior to the hiring of an individual as a new vehicle driver, along with an FBI background check (i.e., an FBI background check will also be required prior to hiring new employees (see Policy 4121 for criminal history record check requirements)). **All drivers shall be enrolled in the retained applicant fingerprint database. Satisfactory shall be defined by the standards in Ohio Administrative Code 3301-83-23.**

6. be physically qualified to drive a school vehicle (in the same manner as school bus drivers as determined by A.C. 3301-83-07);
- Drivers of school vehicles, who are employed by entities other than the District and not subject to DEW rules, must receive the certificate described by R.C. 3327.10(B) from the school administrator to contactor prior to being employed. These drivers also must have an annual physical performed in accordance with R.C. 3327.10(B). Any driver not employed by the School District who drives a bus or vehicle owned by the District must give satisfactory and sufficient bond.**
7. complete a four (4) hour minimum Ohio preservice driver curriculum (or other course approved by the Ohio Department of Education and Workforce);
 8. complete annual in-service training as required by the District. Failure to complete the required annual in-service training may result in the revocation of the school vehicle driver's certificate.

B. Vehicle Requirements

Each school vehicle shall meet the following requirements:

1. The school vehicle shall be equipped with safety equipment as follows: fire extinguisher; first-aid kit; body fluid cleanup kit; fuses and spare fuses; and emergency reflectors.
2. The school vehicle shall have a rooftop sign marked "School Transportation."
3. The name of the District shall be clearly marked on the side of the school vehicle.
4. Each school vehicle shall be inspected by a District mechanic at least twice a year. The inspection shall cover at the minimum all applicable requirements for the inspection of school buses, and periodic maintenance intervals must be established and implemented. Documentation and proof of such inspections and service procedures, in addition to all other required school vehicle records, shall be kept on file with the District's transportation department.
5. School vehicle drivers shall complete and document a daily pre-trip inspection prior to operating the school vehicle.
6. Loading school vehicles shall be in compliance with the passenger, weight, and other associated restrictions as identified by the original equipment manufacturer.

C. Vehicle Driver Procedures

1. Specific Responsibility:

Conduct pre-trip inspection of school vehicle prior to every trip.

2. Specific Performance Abilities:

- a. know the transportation policy as it pertains to the riding area of the School District;
- b. demonstrate knowledge of administrative guidelines as made by local, State, and Federal authorities;
- c. deal with behavioral characteristics of riders;
- d. administer disciplinary procedures in keeping with school policies;
- e. be alert and exercise good judgment concerning emergencies, disabled vehicles, and irregular special requests by parents of riders;
- f. know location of and be able to use and/or operate the emergency and first-aid equipment.