



Delphos City Schools
Board Policy Manual



Board Policy Manual

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Policy DJH: Credit Cards

Status: DRAFT

Original Adopted Date: 06/11/2007 | **Last Revised Date:** 06/22/2020 | **Last Reviewed Date:** 06/22/2020

The Board recognizes the efficiency and convenience afforded the day-to-day operation of the District through the use of credit cards under the supervision of the Treasurer. However, credit cards are not to be used to circumvent the general purchasing procedures required by State law and Board policies.

The Board authorizes the Treasurer to review available credit card accounts to determine which account and account provider best meets the needs of the District. The Treasurer will determine how many accounts, cards and checks are to be issued, and establish a process for credit card reissuance or cancellation.

1. The District name must appear on each card and/or check associated with the credit card account. The maximum credit card account limit is \$25,000. The Treasurer provides an annual report to the Board detailing all rewards received based on use of the credit card account.
2. All credit cards issued to and in the name of the District are held and supervised by the Treasurer and used only for purposes authorized by this policy. The Treasurer establishes a system for cards to be signed out for use by an authorized user.
3. Credit cards may only be used by the following individuals: employees or others associated with the District and authorized by the District Treasurer.
4. Credit cards may be used for District-related transportation, reservations and expenses, conference registrations and hotel reservation guarantees for the Board and staff. Such expenses are subject to the reimbursement limits established by the Board.
5. If monies are budgeted and deposited with the Treasurer in advance, credit cards may be used by school employees for student trips and competitions for safety and security reasons.
6. With prior approval of the Treasurer, credit cards may be used by school employees for school-related purchases from a vendor who does not accept purchase orders or vouchers.
7. Gratuities are permissible only when card use is for group purchases and the tip is automatically added to the bill.
8. All credit card statements are sent directly to the Treasurer's office. The Treasurer keeps a record of all credit card use.
9. Receipts and appropriate form(s) are to be turned in with the credit card to the Treasurer within three business days upon completion of approved use. Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the meeting. Failure to turn in receipts and appropriate form(s) to the Treasurer within the required timeframe may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases. Any late fees assessed to the District due to an employee failing to submit invoices and credit card receipts on a timely basis are the responsibility of the employee.
10. All authorized users must immediately report loss or theft of the District credit card to the Treasurer who will immediately contact the credit card issuer.

The Board recognizes that credit card convenience fees assessed by vendors or service providers may be unavoidable and recognizes these as a normal cost of business. When feasible, alternative payment methods that do not include such convenience fees should be utilized to minimize costs. The Board directs the Treasurer to establish policies and procedures clearly outlining the following:

1. situations where convenience fees are justified due to operational necessity, efficiency or timing considerations;
2. circumstances where alternative payment methods should be required or prioritized and

3. thresholds, approvals, or documentation required before incurring and paying such fees.

The use of the credit card for the following items is considered unauthorized use and classified as credit card misuse:

1. expenditures not specifically authorized by this policy;
2. purchase of personal goods or services for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attending a District business function;
3. payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;
4. alcoholic beverages or tobacco;
5. fuel for use in a personal vehicle;
6. entertainment expenses, including pay-per-view movie charges and/or
7. cash advances.

Persons using a credit card for personal, nonauthorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Misuse of the credit card is subject to disciplinary procedures, including termination. An employee or officer of the Board who knowingly misuses a District credit card account also is in violation of State criminal law.



Policy JED: Student Absences and Excuses

Status: DRAFT

Original Adopted Date: 06/11/2007 | **Last Revised Date:** 05/18/2026 | **Last Reviewed Date:** 05/18/2026

The Board acknowledges the student absences from school for any reason, whether excused or unexcused, take away from instructional time and have an adverse effect on student learning.

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

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

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease;
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical, behavioral or dental appointments;
5. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal);
6. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
7. up to three religious expression days per school year in accordance with Ohio Revised Code 3320.04;
8. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
9. post-secondary visitation, for which a student may be marked as "present" for such absences for up to three days per school year;
10. pre-enlistment reporting to a military enlistment processing station, for which a student may be marked as "present" if the absence is used to help fulfill graduation requirements;
11. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
12. 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;
13. absences due to a student being homeless;
14. attending a driver education course outside of core curriculum (applies to absences for two hours per day up to eight hours maximum, which cannot exceed four consecutive days or can be nonconsecutive) or
15. as determined by the Superintendent.

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

appropriate notification procedure and methods consistent with State law.

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

A student cannot be suspended, expelled or removed from school solely because of unexcused absences.

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

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

Interventions and Supports

A chronically absent student is a student who misses at least 10% of the minimum number of hours required in a school year under Ohio Revised Code (RC) 3313.48 for the school a student attends.

The District consults with the county juvenile court, parents, guardians and other persons having care of a student attending school in the District in developing this policy.

This policy and any procedures developed must align with any District or school improvement plan developed pursuant to State or Federal Law.

The Board may consult or partner with private, public, and nonprofit agencies to assist students and families in reducing absences.

Prevention strategies

The Board directs the administration to implement the following strategies, when deemed appropriate to prevent students from becoming chronically absent:

1. **Universal Screening:** District and building teams regularly review attendance data alongside other student data using an early warning system to identify areas of need early on, allowing for timely interventions
2. **Data-Based Decision-Making:** Collecting, analyzing, and using various forms of data to inform student needs and allocate resources to ensure decisions are grounded in evidence and tailored to the specific needs of students
3. **Progress Monitoring:** Ongoing and frequent collection of data to assess student performance and evaluate the effectiveness of instruction and supports in order to adjust strategies to better support students and improve attendance
4. **Team-Based Problem Solving:** A collaborative, responsive, and systemic process for understanding and addressing complex problems impacting students through personalized outreach to students and families, intentional engagement strategies, and ongoing process monitoring
5. **Shared Leadership:** A collaborative approach to providing strong, ongoing leadership for implementing an integrated multi-tiered system of supports, including infrastructure, professional development, and monitoring to ensure that staff have the skills and support to create strong foundations for learning
6. **Professional Capacity:** Ensuring staff members are knowledgeable, organized, and equipped to deliver effective

instruction using an integrated multi-tiered system of supports

7. Communication and Collaboration: Essential processes to promote and support engagement and shared responsibility for creating conditions for effective instruction for all students through a strengths-based lens among all teaching and non-teaching staff, administrators, families, caregivers, and students.

Notifications

The District notifies a student's parent, guardian or custodian when the student has been absent from school for 5% of the minimum number of hours required in a school year under RC 3313.48 for the school a student attends.

Tiered supports

The Board directs the administration to implement a tiered system that provides more intensive interventions and supports for students with greater numbers of absences and includes resources to help students and their families address the root causes of the absences.

Evidence-based academic and non-academic instruction and supports are organized across three tiers:

1. Core: Universal attendance messaging and engagement practices provided to all students and families to establish the expectation of daily attendance;
2. Targeted: Early intervention for students who miss 5%-19% of instructional time. The Board requires schools to begin communication and supportive outreach as soon as absence patterns indicate a concern which can be missing just 2-3 days per month;
3. Intensive: Individualized supports provided to students missing 20% or more of instructional time.

Absence intervention team

The District establishes at least one absence intervention team to work with students at risk of becoming chronically absent and their families to improve attendance at school.

THIS IS A REQUIRED POLICY



Policy JEDA: Truancy

Status: DRAFT

Original Adopted Date: 06/11/2007 | **Last Revised Date:** 11/24/2025 | **Last Reviewed Date:** 11/24/2025

The Board acknowledges that student absences from school for any reason, whether excused or unexcused, take away from instructional time and have an adverse effect on student learning. The District consults with the county juvenile court, parents, guardians and other persons having care of a student attending school in the District in developing this policy.

A student cannot be suspended, expelled or removed from school solely because of unexcused absences.

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

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

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

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

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

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

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

The Board directs the administration, in consultation with the county juvenile court to:

1. identify strategies to prevent students from becoming chronically absent;
2. establish procedures for notifying a student's parent, guardian or custodian when the student has been absent from school for a number of hours determined by the Board, not to exceed 5% of minimum required hours under Ohio Revised Code (RC) 3313.48;
3. establish a tiered system that provides more intensive interventions and supports for students with greater numbers of absences and includes resources to help students and their families address the root causes of the absences;
4. provide for one or more absence intervention teams to work with students at risk of becoming chronically absent and their families to improve attendance at school.

The Board may consult or partner with private, public and nonprofit agencies to assist students and families in reducing absences.

This policy and any procedures developed must align with the District or school improvement plan developed pursuant to State or Federal Law.

Filing a Complaint With Juvenile Court

The attendance officer must file a complaint against the student in juvenile court alleging a child is an unruly child for being a habitual truant and that the parent, guardian or other person having care of the child has violated RC 3321.38 when any of the following apply:

1. the student was absent without legitimate excuse for 30 or more consecutive hours;
2. the student was absent without legitimate excuse for 42 or more hours in a school month;
3. the student was absent without legitimate excuse for 72 hours or more in a school year.

If the District determines that the student and the student's family are making satisfactory progress in improving the student's attendance at school, the attendance officer will not file a complaint.

If no determination of satisfactory progress is made by the District, or the student and student's family cease to continue making progress in improving the student's attendance, the attendance officer must file a complaint in juvenile court against the student.



Policy JHCD: Administering Medicines to Students

Status: DRAFT

Original Adopted Date: 06/11/2007 | **Last Revised Date:** 04/28/2025 | **Last Reviewed Date:** 04/28/2025

Administering Prescription Drugs to Students

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

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

Administering Over-the-Counter Drugs to Students

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

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

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

1. emergency care occurring at the scene of an emergency outside of a hospital, doctor's office, or other place having proper medical equipment;
2. emergency care administered by a physician, dentist, or nurse volunteering at a school athletic event;
3. emergency care provided in a school district pursuant to an emergency medical authorization submitted by a

student's parent or guardian;

4. emergency use of epinephrine ~~delivery systems~~ ~~autoinjectors~~ in a school district pursuant to a school policy regarding their use;
5. diabetes care provided in accordance with an order signed by a student's treating practitioner;
6. emergency use of inhalers in a school district pursuant to a school policy regarding their use and
7. emergency use of injectable or nasally administered glucagon in a school district pursuant to a school policy regarding its use.

Religious Convictions

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

Inhalers for Asthma

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

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

Epinephrine ~~Delivery Systems~~ ~~Autoinjectors~~

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

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

Diabetes Medication

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

Seizure Medication

If a student has an active seizure disorder diagnosis, the school nurse, or another school employee if the school does not employ a nurse, will create an individualized seizure action plan for that student in accordance with State law. The action plan must include information on how to administer prescribed seizure drugs to the student and school districts must designate at least one employee in each school building aside from a school nurse to be trained every two years on implementing seizure action plans, including training in administering seizure drugs.

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

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

Draft



Regulation JHCD-R(3): Administering Medicines to Students - (Use of Epinephrine Autoinjectors)

Status: DRAFT

Original Adopted Date: 06/22/2020 | Last Reviewed Date: 06/22/2020

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

The prescriber's written approval must specify at least the following information:

1. student's name and address;
2. names and dose of the epinephrine medication contained in the delivery system autoinjector;
3. the date that the administration of the epinephrine through the delivery system medication is to begin and, if known, the date that authority to administer epinephrine through the delivery system medication is to cease;
4. acknowledgement that the prescriber has determined that the student is capable of possessing and using the delivery system epinephrine appropriately and has provided the student with training in the proper use of the delivery system epinephrine;
5. circumstances in which the delivery system epinephrine should be used;
6. written instructions that outline procedures school personnel should follow if the student is unable to administer the medication or the epinephrine through the delivery system medication does not produce the expected relief from the student's anaphylaxis (allergic response);
7. any severe reaction that:
 - A. the student may experience when using the epinephrine delivery system that should be reported to the prescriber or
 - B. may occur to another student for whom the epinephrine delivery system medication is not prescribed, if that student receives a dose of the epinephrine medication;
8. at least one emergency telephone number each for contacting the prescriber and the parent and
9. any other special instructions from the prescriber.

Whenever a student uses an epinephrine delivery system is administered epinephrine at school or at an activity, event or program sponsored by the school or in which the school is a participant, a school employee must immediately request assistance from an emergency medical service provider. Request for medical assistance applies whether the student self-administers the epinephrine through the delivery system medication or a school employee administers it to the student.

The Board and District employees are not liable in damages in a civil action for injury, death or loss to person or property allegedly arising if:

1. a school employee prohibits a student from using an epinephrine delivery system epinephrine because he/she has a good faith belief that the conditions for carrying and using the medication have not been satisfied;
2. a school employee permits a student to carry and use an epinephrine delivery system epinephrine because of the good faith that the conditions have been satisfied or
3. in instances in which a student is rightfully permitted to carry an epinephrine delivery system epinephrine, the epinephrine medication is used by a student for whom it was not prescribed.

All immunities granted to schools under the sovereign immunity law or any other law apply.

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