

**ORRVILLE CITY SCHOOLS  
BOARD OF EDUCATION**

Tuesday, April 15, 2025  
5:30 p.m.

- I. Pledge of Allegiance
- II. Call to Order
  - A. Roll Call
  - B. Presentation from Reno Contipelli from the Ohio School Boards Association
  - C. Presentation by OHS Baseball Team members and coach Mark Besancon.
  - D. Reports of Principals
  - E. Public Participation
    - 1. Sign-in required
    - 2. The presentation's time limit will be three minutes per individual. No more than one-half hour will be devoted to public input.
    - 3. The President of the Board may interrupt or terminate an individual's statement when it is personally directed, abusive, obscene, or irrelevant.
- III. Motion to Accept the April 15, 2025 Agenda.
- IV. Treasurer's Consent Agenda
  - A. Motion to Approve the Minutes from the March 18, 2025 Regular Board Meeting and the Special Board Meeting on April 3, 2025.
  - B. Motion to Approve the March 2025 Financial Report.
  - C. Motion to Approve the following Board Policy Updates:

IGBLA	Promoting Parental Involvement
BCE	Board Committees
DJF-R	Purchasing Procedures
JEFB	Released Time for Religious Instruction
JGE	Student Expulsion
JHCD(V1)	Administering Medicines to Students
BD	School Board Meetings
DECA	Administration of Federal Grant Funds
DID	Inventories (Fixed Assets)
DJF	Purchasing Procedures
EDE	Computer/Online Services
GBH (Also JM)	Staff-Student Relations
IGAH/IGAI	Family Life Education/Sex Education
IGBA	Programs for Students with Disabilities
IGCH-R (Also LEC-R)	College Credit Plus
IJ	Guidance Program

JECBB	Interdistrict Open Enrollment (Statewide)
JHC	Student Health Services and Requirements
JHCA	Physical Examinations of Students
JHCD-R-1	Administering Prescription Medications to Students (General Regulation)
JHF	Student Safety
JHG	Reporting Child Abuse and Mandatory Training
JM (Also GBH)	Staff-Student Relations
KBA	Public's Right to Know
LEC-R (Also IGCH-R)	College Credit Plus

V. Superintendent's Consent Agenda

- A. Employment: Resignation/Retirement
- B. Employment: Administration
- C. Employment: Certified One Year Contract
- D. Employment: Certified Two Year Contract
- E. Employment: Certified Three Year Contract
- F. Employment: Certified Substitute
- G. Non-Renew Federally Funded Certificated Employees
- H. Motion to Approve Agreement with Midland Council of Governments for Internet Service

VI. Public Participation—Non-Agenda Items

VII. Other

- A. Motion to go into Executive Session for the purpose of discussing the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee.

VIII. Adjournment

**ORRVILLE CITY SCHOOLS  
PERSONNEL EMPLOYMENT**

April 15, 2025

(pending satisfactory completion of their files)

**A. Employment: Resignation/Retirement**

Jenny Brooker	Retirement
Bufte Hamsher	Retirement
Karen Lewis	Retirement
Richard Sargeant	Retirement, effective June 30, 2025
Grayson Abend	Resignation
Hannah Jackson	Resignation

**B. Employment: Administration**

Erica Kayatin	Three Year Contract
Sylvester Slaughter	Three Year Contract
David Sovacool	Three Year Contract
Dan Steidl	Three Year Contract
Catherine Swejk	Three Year Contract
Amy Wilson	Three Year Contract

**C. Employment: Certified One Year Contract**

Alex Alger	Hanna Jake
Shea Allman	Jamieson Keeney
Samantha Anderson	Michelle Lemasters
Marissa Brown	Kaitlyn Miday
Rebecca Carter	Coddie Phillips (New, OHS Science)
Brandon Fetzer	Christina Sayre (New, OHS Science)
Craig Grimes	Timothy Vierheller
Elizabeth Hochstetler	Tiffany Wertz
Michael Huberty	Hayley Yates

**D. Employment: Certified Two Year Contract**

Micayla Bahler	Angela Richmond-Rossiter
Honoree Cruz	Joelle Robertson
Elyse Cummings	Elle Shumney
Megan Deis	Jacob Stuart
Rebecca Dickerhoof	Hannah Tomassetti
Cassandra Freeman	Megan Tomes
Sarah Guello	Rheanna Vura
Jill Holland	Hannah Wortman
Kevin Indermuhle	Sarah Wyatt
Alexis Mason	Matthew Zuercher
Emily Meredith	

**E. Employment: Certified Three Year Contract**

Kaylie Davis  
Lindsey Godosev  
Ashley Slabaugh

F. Employment: Certified Substitute

Margaret Moran  
Jenna Soyars

G. Non-Renewal of Federally Funded Certified Employees

Alexis Elliott  
Rachel McIntosh  
Christina Michaels  
Elizabeth Stoll  
Betty Zehe-Blankenship



**RECORD OF PROCEEDINGS OF THE ORRVILLE BOARD OF EDUCATION**  
**Minutes of Regular Meeting**  
**March 18, 2025**

---

The Orrville Board of Education met for the Regular Meeting on March 18, 2025 at 5:30 p.m. in the OHS Library. Employees present were Dr. David Toth, Mark Dickerhoof, and Joe Shumar.

**Pledge of Allegiance**

**Roll Call** – Mr. Lorson, Dr. Roadruck, Mrs. Stark, Mrs. Kovacs, and Mrs. Middleton were present.

**Presentations** – Mr. Joe Rubino, Director of Student Services, provided a presentation regarding Special Education in the District.

**Reports of Principals** – The Principals provided updates on current building events to the Board.

**Public Participation on Agenda items** - None at this time.

**028-2025 AGENDA APPROVAL**

A motion was made to approve the March 18, 2025 Agenda with Addendum.

Mr. Lorson	Yes <u>x</u> No ____	Moved	<u>Mrs. Stark</u>
Mrs. Stark	Yes <u>x</u> No ____	Seconded	<u>Mrs. Kovacs</u>
Mrs. Middleton	Yes <u>x</u> No ____	Passed	<u>x</u>
Mrs. Kovacs	Yes <u>x</u> No ____	Failed	____
Dr. Roadruck	Yes <u>x</u> No ____	Vote	<u>5 - 0</u>

**029-2025 TREASURER'S CONSENT AGENDA**

A motion was made to approve the Treasurer's agenda as follows:

- A. Approved the minutes for the February 18, 2025 regular Board meeting, the Curriculum meeting for February 20, 2025 and the Work Session on March 4, 2025.
- B. Approved the February 2025 financial report.
- C. Approved revisions to Policy JHCD, administering medicine to students..

Mr. Lorson	Yes <u>x</u> No ____	Moved	<u>Dr. Roadruck</u>
Mrs. Stark	Yes <u>x</u> No ____	Seconded	<u>Mrs. Middleton</u>
Mrs. Middleton	Yes <u>x</u> No ____	Passed	<u>x</u>
Mrs. Kovacs	Yes <u>x</u> No ____	Failed	____
Dr. Roadruck	Yes <u>x</u> No ____	Vote	<u>5 - 0</u>

**030-2025 SUPERINTENDENT'S AGENDA and ADDENDUM**

A motion was made to approve the Superintendent's agenda with addendum as follows:

- A. Approved the resignation or retirement of the following staff: Retirement, Amy Duxbury, James Duxbury, Caren Howes, Donna Knapil, and Dawn Wagner. Resignation, Courtney Goren and Audrey Zuercher.
- B. Approved the re-employment of the following classified staff, pending proper certification: Dawn Wagner
- C. Approved the employment of Blossom Patterson as classified substitute, pending proper certification..
- D. Approved the following supplemental/special duty employments, pending proper certification:

James Shupp  
Rebecca Carter

Freshmen Baseball  
OMS Athletic Director (50% split)

Wyatt Solinger  
Kendall Louanglath  
Barb Schelcher  
Joelle Robertson  
Kristi Horsburgh  
Jennifer Orr  
Sue Weber  
Christine Domer  
Laurie Haller  
Barb Schelcher

OMS Athletic Director (50% split)  
OMS Track  
Spanish Pacing Guide  
Spanish Pacing Guide  
ELA Pacing Guide  
ELA Pacing Guide  
ELA Pacing Guide  
ELA Pacing Guide  
ELA Pacing Guide  
ELA Pacing Guide

E. Approved Tracy Gingrich for medication administration.

F. Approved the Heartland Early Learning Programs brochure, 25-26 calendar and handbook.

G. Approved the 2025-2026 Student Handbooks for OHS, OMS, and OES.

Mr. Lorson      Yes x      No \_\_\_\_\_  
Mrs. Stark      Yes x      No \_\_\_\_\_  
Mrs. Middleton Yes x      No \_\_\_\_\_  
Mrs. Kovacs    Yes x      No \_\_\_\_\_  
Dr. Roadruck   Yes x      No \_\_\_\_\_

Moved      Mrs. Kovacs  
Seconded Mrs. Stark  
Passed      x  
Failed      \_\_\_\_\_  
Vote      5 - 0

**Public Participation on Non-Agenda Items** – None at this time.

#### **031-2025 EXECUTIVE SESSION**

A motion was made to go into Executive Session for the purpose of discussing the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee and negotiations.

Mr. Lorson      Yes x      No \_\_\_\_\_  
Mrs. Stark      Yes x      No \_\_\_\_\_  
Mrs. Middleton Yes x      No \_\_\_\_\_  
Mrs. Kovacs    Yes x      No \_\_\_\_\_  
Dr. Roadruck   Yes x      No \_\_\_\_\_

Moved      Dr. Roadruck  
Seconded Mrs. Kovacs  
Passed      x  
Failed      \_\_\_\_\_  
Vote      5 - 0

President Lorson called the Board back to regular session at 8:00 p.m.

#### **032-2025 ADJOURN**

A motion was made to adjourn:

Mr. Lorson      Yes x      No \_\_\_\_\_  
Mrs. Stark      Yes x      No \_\_\_\_\_  
Mrs. Middleton Yes x      No \_\_\_\_\_  
Mrs. Kovacs    Yes x      No \_\_\_\_\_  
Dr. Roadruck   Yes x      No \_\_\_\_\_

Moved      Mrs. Middleton  
Seconded Mrs. Kovacs  
Passed      x  
Failed      \_\_\_\_\_  
Vote      5 - 0

---

President

---

Treasurer

**RECORD OF PROCEEDINGS OF THE ORRVILLE BOARD OF EDUCATION**  
**Minutes of Special Meeting**  
**April 3, 2025**

---

The Orrville Board of Education met for a Special Meeting on April 3, 2025 at 5:00 p.m. in the Board Office Conference Room.. Employees present were Dr. David Toth, Mark Dickerhoof, and Joe Shumar.

**Pledge of Allegiance**

**Roll Call** – Mr. Lorson, Dr. Roadruck, Mrs. Stark, Mrs. Kovacs, and Mrs. Middleton were present.

**Public Participation** - Mr. Greg Ferrara addressed the board regarding the reduction of the US Dept. of Education and the EdChoice Scholarship Program.

**033-2025 AGENDA APPROVAL**

A motion was made to approve the April 3, 2025 Agenda.

Mr. Lorson	Yes <u>x</u> No ____	Moved	<u>Dr. Roadruck</u>
Mrs. Stark	Yes <u>x</u> No ____	Seconded	<u>Mrs. Stark</u>
Mrs. Middleton	Yes <u>x</u> No ____	Passed	<u>x</u>
Mrs. Kovacs	Yes <u>x</u> No ____	Failed	____
Dr. Roadruck	Yes <u>x</u> No ____	Vote	<u>5 - 0</u>

**034-2025 SUPERINTENDENT'S AGENDA and ADDENDUM**

A motion was made to approve the Superintendent's agenda as follows:

- A. Approved new Math curricula for Grades 9-12 (EnVision) and Grades K-8 (Eureka) after Mrs. Amy Wilson answered several questions.
- B. Approved the roofing project proposal by Engineered Systems with explanations by Mr. Jay Bishop.

Mr. Lorson	Yes <u>x</u> No ____	Moved	<u>Mrs. Middleton</u>
Mrs. Stark	Yes <u>x</u> No ____	Seconded	<u>Mrs. Stark</u>
Mrs. Middleton	Yes <u>x</u> No ____	Passed	<u>x</u>
Mrs. Kovacs	Yes <u>x</u> No ____	Failed	____
Dr. Roadruck	Yes <u>x</u> No ____	Vote	<u>5 - 0</u>

**Public Participation on Non-Agenda Items** – None at this time.

**035-2025 EXECUTIVE SESSION**

A motion was made to go into Executive Session for the purpose of discussing the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee and negotiations.

Mr. Lorson	Yes <u>x</u> No ____	Moved	<u>Dr. Roadruck</u>
Mrs. Stark	Yes <u>x</u> No ____	Seconded	<u>Mrs. Kovacs</u>
Mrs. Middleton	Yes <u>x</u> No ____	Passed	<u>x</u>
Mrs. Kovacs	Yes <u>x</u> No ____	Failed	____
Dr. Roadruck	Yes <u>x</u> No ____	Vote	<u>5 - 0</u>

President Lorson called the Board back to regular session at 5:40 p.m.

036-2025 ADJOURN

A motion was made to adjourn:

Mr. Lorson      Yes x No \_\_\_\_\_  
Mrs. Stark      Yes x No \_\_\_\_\_  
Mrs. Middleton Yes x No \_\_\_\_\_  
Mrs. Kovacs    Yes x No \_\_\_\_\_  
Dr. Roadruck   Yes x No \_\_\_\_\_

Moved      Dr. Roadruck  
Seconded Mrs. Middleton  
Passed      x  
Failed      \_\_\_\_\_  
Vote        5 - 0

\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer

**Orrville City Schools  
Monthly Financial Report  
March 2025**

General Fund receipts for the month of March totaled \$3,127,723. On a year-to-date basis, the actual receipts are \$548,393 or 3.19% above the estimated amount. The total revenue for all funds for March was \$3,781,602.

General Fund expenditures for the month of March totaled \$1,713,838. On a year-to-date basis, actual expenses are above the estimate by \$62,412 or 0.041%. The expenditure total for all funds for March was \$1,985,477.

Orrville City Schools  
Monthly Financial Report

	Five -Year Forecast	YTD Actual Through March 2025	YTD as % of Total	YTD Actual Through March 2024	% Variance
<b>REVENUES</b>					
Real Estate Taxes	10,051,680	10,717,131	106.62%	9,857,155	8.72%
Income Tax	38,000	44,440	116.95%	-	#DIV/0!
Unrestricted Grants-in-Aid	7,408,102	5,215,148	70.40%	5,391,578	-3.27%
Restricted Grants-in Aid	450,000	512,396	113.87%	475,483	7.76%
Education Jobs Funding		-	#DIV/0!	-	#DIV/0!
Property Tax Allocation	925,000	508,377	54.96%	419,193	21.28%
All Other	850,000	739,306	86.98%	791,155	-6.55%
Sale of Notes				-	
<b>TOTAL REVENUE</b>	<b>19,722,782</b>	<b>17,736,799</b>	<b>89.93%</b>	<b>16,934,566</b>	<b>4.74%</b>
<b>EXPENDITURES</b>					
Personal Services	10,819,294	8,300,468	76.72%	7,817,633	6.18%
Fringe Benefits	4,468,627	3,520,837	78.79%	3,323,458	5.94%
Purchased Services	3,075,100	2,706,103	88.00%	2,513,307	7.57%
Supplies & Materials	625,000	481,068	76.97%	721,384	-33.31%
Capital Outlay	225,000	111,867	49.72%	452,389	-75.27%
Principal and Interest	-	-		-	#DIV/0!
Other	200,000	213,296	106.65%	208,679	2.21%
<b>TOTAL EXPENDITURES</b>	<b>19,413,021</b>	<b>15,333,640</b>	<b>78.99%</b>	<b>15,036,850</b>	<b>1.97%</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>309,761</b>	<b>2,403,159</b>		<b>1,897,716</b>	
<b>CASH BALANCE, BEGINNING</b>	<b>11,610,123</b>	<b>11,610,123</b>		<b>11,483,973</b>	
<b>CASH BALANCE, ENDING</b>	<b>11,919,884</b>	<b>14,013,282</b>		<b>13,381,689</b>	

Orrville City Schools  
Monthly Financial Report

	March		MTD Variance		YTD TOTAL			YTD Variance	
	Estimated	Actual	Amount	Percent	Budget	Actual	Amount	Percent	
<b>REVENUES</b>									
Real Estate Taxes	1,651,680	2,418,069	766,389	46.40%	10,051,680	10,717,131	665,451	6.62%	
Tangible Personal Property Taxes			-	#DIV/0!	38,000	44,440	6,440	16.95%	
Unrestricted Grants-in-Aid	625,000	555,022	(69,978)	-11.20%	5,540,000	5,215,148	(324,852)	-5.86%	
Restricted Grants-in Aid	44,818	47,921	3,103	6.92%	385,726	512,396	126,670	32.84%	
Education Jobs Funding			-	#DIV/0!	-	-	-	#DIV/0!	
Property Tax Allocation	125,000	106,711	(18,289)	-14.63%	478,000	508,377	30,377	6.36%	
All Other			-	#DIV/0!	695,000	739,306	44,306	6.37%	
Sale of Notes			-		-	-	-	#DIV/0!	
<b>TOTAL REVENUE</b>	<b>2,446,498</b>	<b>3,127,723</b>	<b>681,225</b>	<b>27.84%</b>	<b>17,188,406</b>	<b>17,736,799</b>	<b>548,393</b>	<b>3.19%</b>	
<b>EXPENDITURES</b>									
Personal Services	925,000	859,371	65,629	7.09%	8,344,896	8,300,468	44,428	0.53%	
Fringe Benefits	375,000	392,162	(17,162)	-4.58%	3,459,808	3,520,837	(61,030)	-1.76%	
Purchased Services	165,000	257,870	(92,870)	-56.28%	2,656,622	2,706,103	(49,481)	-1.86%	
Supplies & Materials	39,000	30,580	8,420	21.59%	514,600	481,068	33,532	6.52%	
Capital Outlay	1,000	68,432	(67,432)	-6743.24%	108,000	111,867	(3,867)	-3.58%	
Principal and Interest			-	#DIV/0!	-	-	-		
Other	85,000	105,421	(20,421)	-24.03%	187,300	213,296	(25,996)	-13.88%	
<b>TOTAL EXPENDITURES</b>	<b>1,590,000</b>	<b>1,713,838</b>	<b>(123,838)</b>	<b>-7.79%</b>	<b>15,271,225</b>	<b>15,333,640</b>	<b>(62,414)</b>	<b>-0.41%</b>	
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>856,498</b>	<b>1,413,885</b>	<b>557,387</b>	<b>65.08%</b>	<b>1,917,181</b>	<b>2,403,159</b>	<b>485,979</b>	<b>25.35%</b>	
<b>CASH BALANCE, BEGINNING</b>	<b>12,670,806</b>	<b>12,599,397</b>	<b>(71,408)</b>	<b>-0.56%</b>	<b>11,610,123</b>	<b>11,610,123</b>	<b>-</b>	<b>0.00%</b>	
<b>CASH BALANCE, ENDING</b>	<b>13,527,304</b>	<b>14,013,282</b>	<b>485,979</b>	<b>3.59%</b>	<b>13,527,304</b>	<b>14,013,282</b>	<b>485,979</b>	<b>3.59%</b>	

Orville City Schools  
Monthly Financial Report

	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Budget	May Budget	June Budget	ROLLING TOTAL
<b>REVENUES</b>													
Real Estate Taxes	2,260,707	2,325,226	-	-	-	-	984,594	2,728,536	2,418,089	-	-	-	10,717,131
Tangible Personal Property Taxes			44,440										44,440
Unrestricted Grants-in-Aid	582,668	627,186	582,615	575,119	566,779	566,458	606,072	553,230	555,022	625,000	625,000	618,102	7,083,250
Restricted Grants-in Aid	48,964	48,964	48,964	48,907	99,610	46,239	75,907	46,921	47,921	44,818	19,456	-	576,670
Education Jobs Funding													-
Property Tax Allocation			508,377							447,000	-	-	955,377
All Other	70,941	102,803	189,614	56,933	53,912	53,923	44,262	60,208	106,711	50,000	30,000	75,000	894,306
Sale of Notes													-
<b>TOTAL REVENUE</b>	<b>2,963,279</b>	<b>3,104,178</b>	<b>1,374,010</b>	<b>680,959</b>	<b>720,301</b>	<b>666,619</b>	<b>1,710,835</b>	<b>3,388,895</b>	<b>3,127,723</b>	<b>1,166,818</b>	<b>674,456</b>	<b>693,102</b>	<b>20,271,175</b>
<b>EXPENDITURES</b>													
Personal Services	943,223	860,166	950,509	940,487	1,011,045	987,217	861,755	886,889	859,371	865,000	885,000	839,398	10,889,866
Fringe Benefits	161,808	446,467	417,034	458,213	410,464	427,764	403,164	403,762	392,162	375,000	375,000	453,819	4,724,656
Purchased Services	290,472	636,027	236,351	324,832	166,911	265,110	322,839	205,690	257,870	187,000	175,000	206,478	3,274,581
Supplies & Materials	69,436	95,766	32,772	80,279	34,990	27,147	62,162	44,269	30,580	45,000	26,000	39,400	587,801
Capital Outlay	18,625	7,891	5,835	7,378	2,663	-	-	1,042	68,432	2,000	1,500	113,500	228,867
Principal and Interest													-
Other	806	73,271	1,340	9,516	6,869	4,244	9,118	2,710	105,421	3,000	5,700	4,000	225,996
<b>TOTAL EXPENDITURES</b>	<b>1,484,376</b>	<b>2,119,587</b>	<b>1,643,842</b>	<b>1,820,706</b>	<b>1,632,943</b>	<b>1,711,483</b>	<b>1,659,037</b>	<b>1,544,162</b>	<b>1,713,838</b>	<b>1,477,000</b>	<b>1,468,200</b>	<b>1,656,595</b>	<b>19,931,768</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>1,478,904</b>	<b>984,591</b>	<b>(269,832)</b>	<b>(1,139,747)</b>	<b>(912,642)</b>	<b>(1,044,864)</b>	<b>51,798</b>	<b>1,844,733</b>	<b>1,413,885</b>	<b>(310,182)</b>	<b>(793,744)</b>	<b>(963,493)</b>	<b>339,407</b>
<b>CASH BALANCE, BEGINNING</b>	<b>11,610,121</b>	<b>13,089,025</b>	<b>14,073,616</b>	<b>13,803,784</b>	<b>12,864,038</b>	<b>11,751,395</b>	<b>10,706,531</b>	<b>10,758,329</b>	<b>12,603,062</b>	<b>14,016,947</b>	<b>13,706,765</b>	<b>12,913,021</b>	<b>11,610,121</b>
<b>CASH BALANCE, ENDING</b>	<b>13,089,025</b>	<b>14,073,616</b>	<b>13,803,784</b>	<b>12,664,038</b>	<b>11,751,395</b>	<b>10,706,531</b>	<b>10,758,329</b>	<b>12,603,062</b>	<b>14,016,947</b>	<b>13,706,765</b>	<b>12,913,021</b>	<b>11,949,528</b>	<b>11,949,528</b>



Purchased Services Report

	Five-Year Forecast	YTD Actual Through March 2025	2nd Quarter		January		February		March		3rd Quarter		4th Quarter	
			Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
<b>Purchased Services</b>	3,075,100	2,706,103	848,000	759,071	340,500	322,839	263,000	205,690	281,478	257,870	884,978	786,399	723,878	-
Legal, Preschool, STEM, Wellness, TCCSA	1,310,000	1,288,469	360,000	433,059	130,000	132,290	100,000	67,173	100,000	106,642	330,000	306,105	300,000	-
Repairs and Maintenance	277,478	276,044	22,500	41,483	15,000	30,061	7,500	18,168	30,478	16,272	52,978	64,491	85,000	-
Trainings and Meetings	11,500	19,964	6,000	8,769	500	2,520	500	3,230	1,000	1,516	2,000	7,266	2,000	-
Utilities	413,000	353,462	105,000	71,342	75,000	72,051	35,000	41,901	35,000	35,340	145,000	149,293	105,000	-
Tuition, SRO	1,063,122	768,164	354,500	203,419	120,000	85,917	120,000	75,227	115,000	98,100	355,000	259,244	231,878	-

SUNGARD K-12 EDUCATION  
DATE: 04/02/2025  
TIME: 11:14:23

SELECTION CRITERIA: ALL  
ACCOUNTING PERIOD: 9/25

ORRVILLE CITY SCHOOLS  
PRINT CONSOLIDATED BALANCE SHEET

PAGE NUMBER: 1  
STATMN71

ACCOUNT	TITLE	DEBITS	CREDITS
A10000 CASH	15,767,034.47	152,377.58	
TOTAL CASH	15,767,034.47	152,377.58	
TOTAL ASSETS	15,767,034.47	152,377.58	
TOTAL RES FOR ENC	.00	2,090,263.57	
TOTAL EXP CONTROL	19,205,630.39	.00	
TOTAL EXP BUD CONTROL	.00	25,759,774.02	
TOTAL ENC CONTROL	2,090,263.57	.00	
TOTAL REV CONTROL	.00	21,227,412.57	
TOTAL REV BUD CONTROL	24,086,912.00	.00	
TOTAL BUDGET FB	2,167,924.79	495,062.77	
TOTAL FUND BALANCE	85,096.69	13,677,971.40	
TOTAL EQUITIES	47,635,827.44	63,250,484.33	
L23003 VISION LIABILITY	.00	.03	
L23004 LIFE INS LIABILITY	.03	.00	
TOTAL PAYROLL LIABILITIES	.03	.03	
TOTAL LIABILITIES	.03	.03	
TOTAL REPORT	63,402,861.94	63,402,861.94	

## OCS Cash Reconciliation

March 2025

## BANKS

5/3 Bank	\$	5,554,119.44	
PNC	\$	43,223.76	
STAR Ohio	\$	1,160,538.88	
FNB	\$	200,000.00	
FNB MM	\$	8,633,144.71	
PNC Earth Sci			
Total			\$ 15,591,026.79

Cash intransit	\$	2,771.40	
Qrt Payroll Not sent			
Child Support			
EAO Dues			
American Fidelity/Byrnes			
Outstanding check	\$	(12,143.21)	
CD - Total	\$	28,801.91	\$ 19,430.10

Change - café	\$	200.00	
Change - Athletics	\$	4,000.00	
Carryover change			
Total			\$ 4,200.00

BANK TOTAL		\$ 15,614,656.89
------------	--	------------------

CASH POSITION RPT		\$ 15,614,656.89
-------------------	--	------------------

		\$
--	--	----

SUNGARD K-12 EDUCATION  
DATE: 04/02/2025  
TIME: 11:12:32  
SELECTION CRITERIA : ALL

ACCOUNTING PERIOD : 9/25

ORRVILLE CITY SD  
OH Cash Position Report

PAGE NUMBER: 11

FUND	SCC	DESCRIPTION BEGIN BALANCE	MTD RECEIPTS	FYTD RECEIPTS	MTD EXPENDITURES	FYTD EXPENDITURES	CURRENT FUND BALANCE	CURRENT ENCUMBRANCE	UNENCUMBERED FUND BALANCE
001		11,610,121.15	3,127,722.68	17,736,799.26	1,713,837.55	15,333,640.56	14,013,279.85	1,650,970.60	12,362,309.25
002		723,534.56	218,740.37	1,047,470.39	9,920.13	954,089.00	816,915.95	0.00	816,915.95
003		34,692.22	205,552.14	921,477.95	8,304.52	796,053.22	160,116.95	0.00	160,116.95
006		387,343.85	139,050.84	656,428.58	99,374.99	835,817.63	207,954.80	265,805.91	-57,851.11
007		100,734.95	59.70	7,852.20	0.00	500.00	108,087.15	0.00	108,087.15
012		1,099.20	0.00	0.00	0.00	0.00	1,099.20	0.00	1,099.20
014		29,922.76	0.00	140.00	2,053.51	13,546.43	16,516.33	9,412.00	7,104.33
018		52,033.48	11,085.51	30,012.28	2,190.70	24,317.89	57,727.87	4,435.78	53,292.09
019		5,097.27	0.00	5,500.00	96.82	2,908.34	7,688.93	1,286.36	6,402.57
022		947.51	0.00	8,192.64	2,116.00	7,404.89	1,735.26	14,327.94	-12,592.68
034		414,574.19	0.00	0.00	9,472.01	386,017.55	28,556.64	52,235.11	-23,678.47
200		34,416.38	2,765.00	27,920.92	2,575.84	22,092.26	40,245.04	24,633.91	15,611.13
300		166,554.95	6,393.75	201,130.54	15,286.31	192,568.43	175,117.06	54,079.00	121,038.06
451		592.59	2,973.42	5,973.42	0.00	8,400.00	-1,833.99	0.00	-1,833.99

SUNGARD K-12 EDUCATION  
 DATE: 04/02/2025  
 TIME: 11:12:32  
 SELECTION CRITERIA : ALL

ACCOUNTING PERIOD : 9/25

ORRVILLE CITY SD  
 OH Cash Position Report

FUND	SCC	DESCRIPTION BEGIN BALANCE	MTD RECEIPTS	FYTD RECEIPTS	MTD EXPENDITURES	FYTD EXPENDITURES	CURRENT FUND BALANCE	CURRENT ENCUMBRANCE	UNENCUMBERED FUND BALANCE
452		121.54	0.00	0.00	0.00	0.00	121.54	0.00	121.54
463		6,624.92	0.00	0.00	0.00	0.00	6,624.92	0.00	6,624.92
466		7,360.72	0.00	0.00	0.00	0.00	7,360.72	0.00	7,360.72
499		0.00	6,549.11	6,549.11	0.00	0.00	6,549.11	0.00	6,549.11
516		403.16	33,754.06	265,120.64	33,027.00	264,972.83	550.97	476.96	74.01
533		0.80	0.00	0.00	0.00	0.00	0.80	0.00	0.80
551		0.00	0.00	11,893.67	2,408.85	22,542.22	-10,648.55	0.00	-10,648.55
572		-744.50	20,217.35	192,311.23	77,877.77	249,596.99	-58,030.26	12,600.00	-70,630.26
573		68.95	0.00	0.00	0.00	0.00	68.95	0.00	68.95
584		720.00	0.00	25,475.57	0.00	26,195.57	0.00	0.00	0.00
590		-11,498.74	6,738.13	77,164.17	6,934.88	64,966.58	698.85	0.00	698.85
599		28,152.80	0.00	0.00	0.00	0.00	28,152.80	0.00	28,152.80
GRAND TOTALS:			3,781,602.06	21,227,412.57	1,985,476.88	19,205,630.39	15,614,656.89	2,090,263.57	13,524,393.32

<b>Fund Number</b>	<b>Fund Name</b>
001	General Fund
002	Bond Retirement Fund
003	Permenant Improvement
006	Food Service
012	Agency Funds
014	Rotary Fund
018	Principal Activity Account
019	Other Grants
022	Tournament Funds
034	Maintenance Fund
200	Student Activity
300	Athletic Fund
451	One Net Grant
452	Telcomm
463	Alternate Challenge grant
466	Straight A grant
467	Student Success and Wellness
507	CARES Funding
510	CRF
516	IDEA - B
533	Title II D
551	LEP Title III
572	Title I
573	Title V
590	Title II-A
599	Other Federal Grant

Orrville City Schools  
March 2025 Check Register

1

CHECK NUMBER	CHECK DATE	VENDOR/PAYER NUMBER	NAME	DESCRIPTION	TRANSACTION AMOUNT
48054	03/06/25	10001548	AMY K MEREDITH	STUDENT SERVICES LI	\$ 550.00
48055	03/06/25	1215	BERKEY TROPHIES	WINTER SPORTS AWARD	\$ 350.00
48056	03/06/25	10001639	ANDREW L BRENNER	MILEAGE REIMB	\$ 243.60
48057	03/06/25	10001735	CARL FISCHER LLC	MUSIC FOR SPRING PR	\$ 90.36
48058	03/06/25	10000212	CHRISTINE D DOMER	CLOSED LINE 1 IN ER	\$ 85.75
48059	03/06/25	10000299	E H HARDWARE GROUP	MAINT SUPPLIES	\$ 368.76
48060	03/06/25	10001285	GENERAL MAINTENANCE	BUS REPAIRS	\$ (2,832.00)
48060	03/06/25	10001285	GENERAL MAINTENANCE	BUS REPAIRS	\$ 4,275.37
48061	03/06/25	8509	GREAT LAKES BIOMEDI	STUDENT TESTING	\$ 544.50
48062	03/06/25	10001515	HILL INTERNATIONAL	BUS PARTS	\$ 408.12
48063	03/06/25	10001142	KEVIN A INDERMUHLE	CONSUMABLE ITEMS FO	\$ 145.78
48064	03/06/25	10001521	AMERICAN BOTTLING C	OHS DRINKS	\$ 173.75
48065	03/06/25	2305	LAKE REGION OIL IN	PUMPING CHARGES	\$ 350.00
48066	03/06/25	10001736	JASON LAX	REIMBURSEMENT CLASS	\$ 230.00
48067	03/06/25	10001562	GENUINE PARTS COMPA	BUS SUPPLIES	\$ 362.59
48067	03/06/25	10001562	GENUINE PARTS COMPA	MAINT SUPPLIES	\$ 149.78
48068	03/06/25	10001580	NIGHTFALL ENTERTAIN	DJ SERVICES FOR 2 M	\$ 500.00
48069	03/06/25	8602	OHIO ASSC OF SCHOOL	CONFERENCE REGISTRA	\$ 250.00
48070	03/06/25	10001377	ELITE SPORTSWEAR LP	POM POMS	\$ 359.76
48071	03/06/25	10000137	DANIEL STEPHEN STEI	MILEAGE REIMBURSEME	\$ 326.20
48072	03/06/25	4737	THE GLASS DOCTOR	GLASS REPLACEMENT &	\$ 99.95
48072	03/06/25	4737	THE GLASS DOCTOR	GLASS REPLACEMENT &	\$ 264.00
48073	03/06/25	10001682	THE IMPACT GROUP IN	DISTRICT STRATEGIC	\$ 7,500.00
48074	03/06/25	10000988	VERIZON WIRELESS	HOTSPOT WIRELESS SE	\$ 180.72
48075	03/06/25	10001641	WAYNE GARAGE DOOR S	GARAGE DOOR MAINT &	\$ 430.90
48076	03/06/25	10000059	AUDREY L ZUERCHER	MILEAGE REIMB	\$ 306.19
48076	03/06/25	10000059	AUDREY L ZUERCHER	MILEAGE REIMB	\$ 325.42
48078	03/13/25	8037	AQUA CLEAR INC	WATER FOR WATER COO	\$ 20.00
48079	03/13/25	528	TREASURER OF STATE	FINANCIAL AUDIT	\$ 123.00
48080	03/13/25	1215	BERKEY TROPHIES	WINTER SPORTS AWARD	\$ 125.00
48080	03/13/25	1215	BERKEY TROPHIES	WINTER SPORTS AWARD	\$ 250.00
48081	03/13/25	767	CITY OF ORRVILLE	OHSAA BASKETBALL SE	\$ 383.58
48082	03/13/25	7215	DATA RECOGNITION CO	INVIEW SCORING	\$ 2,048.20
48083	03/13/25	1798	DUMONTS SPORTING GO	SOFTBALL WEAR	\$ 425.80
48084	03/13/25	7245	GIONINOS PIZZA	PIZZA FOR STAFF- GI	\$ 57.00
48085	03/13/25	10000069	BROOKE M HOLMES	CONSUMABLE ITEMS FO	\$ 200.00
48085	03/13/25	10000069	BROOKE M HOLMES	EACH CLASSROOM-\$200	\$ 399.77
48086	03/13/25	10000066	CARRIE B JONES	CONSUMABLE SUPPLIES	\$ 200.00
48087	03/13/25	4799	OHIO SCHOOLS COUNCI	OSC NATURAL GAS PRO	\$ 515.00
48088	03/13/25	2546	OSBA	WEB BASED UPDATE SE	\$ 1,950.00
48089	03/13/25	7619	SOUTHEAST SECURITY	OMS CRASH BAR REPL	\$ 7,237.73
48090	03/13/25	10001701	TAKEDOWN SPORTWEAR	GIRLS WRESTLING UNI	\$ 655.00
48091	03/13/25	10001506	TOSHIBA AMERICAN BU	COPIER SUPPLIES	\$ 520.00
48091	03/13/25	10001506	TOSHIBA AMERICAN BU	BLK AND COLOR OVERA	\$ 52.87
48091	03/13/25	10001506	TOSHIBA AMERICAN BU	BLK AND COLOR OVERA	\$ 1,750.21
48091	03/13/25	10001506	TOSHIBA AMERICAN BU	BLK AND COLOR OVERA	\$ 52.87
48091	03/13/25	10001506	TOSHIBA AMERICAN BU	BLK AND COLOR OVERA	\$ 1,750.21
48091	03/13/25	10001506	TOSHIBA AMERICAN BU	BLK AND COLOR OVERA	\$ 52.87
48091	03/13/25	10001506	TOSHIBA AMERICAN BU	BLK AND COLOR OVERA	\$ 1,750.21
48092	03/13/25	7025	TREASURER STATE OF	FINGER PRINTING ORR	\$ 278.00
48093	03/13/25	10000059	AUDREY L ZUERCHER	TEXT BOOK REIMBURSE	\$ 111.95
48094	03/18/25	10000610	JASON P AYERS	WINTER SPORTS WORKE	\$ 315.00
48094	03/18/25	10000610	JASON P AYERS	VENDER PAYMENTS FOR	\$ 40.00
48095	03/18/25	10001049	JEFFERY R BERTSCH	VENDER PAYMENTS FOR	\$ 40.00
48095	03/18/25	10001049	JEFFERY R BERTSCH	WINTER SPORTS WORKE	\$ 510.00
48096	03/18/25	10001530	KALEB WAYT	WINTER SPORTS WORKE	\$ 30.00
48097	03/18/25	10000705	KAREN FLINNER	WINTER SPORTS WORKE	\$ 505.00
48098	03/18/25	4674	LINDA SMITH	WINTER SPORTS WORKE	\$ 1,065.00
48098	03/18/25	4674	LINDA SMITH	VENDER PAYMENTS FOR	\$ 40.00
48099	03/18/25	10001543	MACKENZIE HANCOCK	WINTER SPORTS WORKE	\$ 35.00
48100	03/18/25	10000347	MARK MCCULLY	WINTER SPORTS WORKE	\$ 770.00
48101	03/18/25	5205	MARK SMITH	WINTER SPORTS WORKE	\$ 1,065.00
48101	03/18/25	5205	MARK SMITH	VENDER PAYMENTS FOR	\$ 40.00
48102	03/18/25	10001350	MATTHEW WAYT	WINTER SPORTS WORKE	\$ 150.00
48103	03/18/25	3804	MELINDA BUDD	WINTER SPORTS WORKE	\$ 35.00
48104	03/18/25	10001048	MELISSA D CONTINI	WINTER SPORTS WORKE	\$ 575.00
48104	03/18/25	10001048	MELISSA D CONTINI	VENDER PAYMENTS FOR	\$ 40.00
48105	03/18/25	10000706	MELISSA ROSENBAUM	WINTER SPORTS WORKE	\$ 50.00

Orrville City Schools  
March 2025 Check Register

2

CHECK NUMBER	CHECK DATE	VENDOR/PAYER NUMBER	NAME	DESCRIPTION	TRANSACTION AMOUNT
48106	03/18/25	7879	OHSAA	VENDER PAYMENTS FOR	\$ 1,182.42
48107	03/18/25	1746	ORRVILLE HIGH SCHOO	VENDER PAYMENTS FOR	\$ 350.00
48108	03/18/25	10001745	PAIGE BAER	WINTER SPORTS WORKE	\$ 800.00
48109	03/18/25	8532	SANDY AMSTUTZ	WINTER SPORTS WORKE	\$ 155.00
48110	03/18/25	7851	THERESA CONWAY	WINTER SPORTS WORKE	\$ 430.00
48111	03/19/25	51	BUEHLER FOOD MARKET	SNACKS FOR CARE MEN	\$ 26.72
48111	03/19/25	51	BUEHLER FOOD MARKET	SUPPLIES	\$ 42.35
48111	03/19/25	51	BUEHLER FOOD MARKET	STAFF BREAKFAST	\$ 279.43
48111	03/19/25	51	BUEHLER FOOD MARKET	TO PURCHASE WATER F	\$ 41.91
48111	03/19/25	51	BUEHLER FOOD MARKET	HEALTH AND WELLNESS	\$ 30.00
48111	03/19/25	51	BUEHLER FOOD MARKET	GROCERIES	\$ 1,048.06
48112	03/19/25	7245	GIONINOS PIZZA	PIZZA FOR HEARTLAND	\$ 66.90
48112	03/19/25	7245	GIONINOS PIZZA	LUNCH FOR DLT MEETI	\$ 61.35
48113	03/19/25	10000462	CRAIG B GRIMES	CASH ADVANCE FOR ME	\$ 2,000.00
48114	03/19/25	428	INSECT LORE	ONLINE VOUCHERS	\$ 95.97
48115	03/19/25	10001578	MALONE UNIVERSITY	TEAM CAMP ENTRY	\$ 300.00
48116	03/19/25	2490	MCKINLEY MUSEUM	3RD GRADE FIELD TRI	\$ 1,150.00
48117	03/19/25	8169	NEEC	MAINTENANCE CERTIFI	\$ 75.00
48118	03/19/25	10000351	DAVID NEIL PUTNAM	SPORTS AWARDS	\$ 505.71
48119	03/19/25	4110	NORTHWEST HIGH SCHO	GIRLS WRESTLING TOU	\$ 90.00
48120	03/19/25	7242	PYRAMID TIME SYSTEM	5-PACK 42224-5 PYRA	\$ 304.00
48120	03/19/25	7242	PYRAMID TIME SYSTEM	ESTIMATED SHIPPING/	\$ 12.58
48121	03/19/25	10001742	RIVER VIEW LOCAL SC	SWIM INVITE ENTRY F	\$ 170.00
48122	03/19/25	10000261	ASHLEY L SLABAUGH	CLASSROOM PROJECT M	\$ 290.47
48123	03/19/25	10000077	DAVID SOVACOO	STUDENT REWARDS AND	\$ 463.33
48124	03/19/25	506	STATE TEACHERS RETI	2025 REPORTING BASI	\$ 30.00
48125	03/19/25	10001655	SUMMA HEALTH SYSTEM	ATHLETIC TRAINER 24	\$ 6,666.67
48126	03/19/25	10001740	TTG LLC	TELECOMMUNICATION S	\$ 1,425.00
48127	03/31/25	900013	AMERICAN FUNDS SERV	DED:6000 AMER FUNDS	\$ 200.00
48128	03/31/25	10001363	AMERITAS LIFE INSUR	DED:3503 VIS EMP +	\$ 116.22
48128	03/31/25	10001363	AMERITAS LIFE INSUR	DED:3501 VIS SNG	\$ 136.62
48128	03/31/25	10001363	AMERITAS LIFE INSUR	DED:3500 VSN FAM	\$ 192.64
48128	03/31/25	10001363	AMERITAS LIFE INSUR	DED:3502 VIS EMP +	\$ 21.72
48128	03/31/25	10001363	AMERITAS LIFE INSUR	DED:3504 VISION FAM	\$ 12.04
48129	03/31/25	10000021	MASSILLON CITY INCO	DED:48244M MCTX	\$ 130.61
48130	03/31/25	2976	BRIGHTHOUSE LIFE I	DED:6003 METLIFE	\$ 207.50
48131	03/31/25	629	ORRVILLE AREA UNITE	DED:7502 UNITED WAY	\$ 232.00
48132	03/31/25	900010	SECURITY BENEFIT LI	DED:6006 SECURITY	\$ 825.00
48133	03/31/25	4787	STARK COUNTY DEPT O	DED:5000 FLEX D. C.	\$ 100.00
48133	03/31/25	4787	STARK COUNTY DEPT O	DED:5001 FLEX MED	\$ 1,767.89
48133	03/31/25	4787	STARK COUNTY DEPT O	MED ADJ 3/2025	\$ 200.00
48134	03/31/25	4721	STARK COUNTY SCHOOL	MED ADJ 3/2025	\$ 1,502.78
48134	03/31/25	4721	STARK COUNTY SCHOOL	DENTAL ADJ 3/2025	\$ (49.94)
48134	03/31/25	4721	STARK COUNTY SCHOOL	LIFE ADJ 3/2025	\$ 34.89
48134	03/31/25	4721	STARK COUNTY SCHOOL	DED:2006 INS SGL	\$ 2,646.30
48134	03/31/25	4721	STARK COUNTY SCHOOL	DED:2018 INS SGL	\$ 3,175.56
48134	03/31/25	4721	STARK COUNTY SCHOOL	DED:2032 MEDICAL	\$ 1,285.55
48134	03/31/25	4721	STARK COUNTY SCHOOL	DED:2000 INS FAM	\$ 1,285.55
48134	03/31/25	4721	STARK COUNTY SCHOOL	DED:2026 INS SGL	\$ 3,705.87
48134	03/31/25	4721	STARK COUNTY SCHOOL	DED:2003 INS BRD	\$ 1,588.23
48134	03/31/25	4721	STARK COUNTY SCHOOL	DED:2001 INS BRD	\$ 6,427.75
48134	03/31/25	4721	STARK COUNTY SCHOOL	DED:2024 INS FAM	\$ 10,284.40
48134	03/31/25	4721	STARK COUNTY SCHOOL	DED:2016 INS FAM	\$ 11,569.95
48134	03/31/25	4721	STARK COUNTY SCHOOL	DED:2008 INS FAM	\$ 34,709.85
48134	03/31/25	4721	STARK COUNTY SCHOOL	DED:2004 INS FAM	\$ 43,708.70
48134	03/31/25	4721	STARK COUNTY SCHOOL	DED:2010 INS SGL	\$ 13,235.25
48134	03/31/25	4721	STARK COUNTY SCHOOL	DED:2014 INS SGL	\$ 528.91
48134	03/31/25	4721	STARK COUNTY SCHOOL	DED:2002 INS SGL	\$ 529.26
48134	03/31/25	4721	STARK COUNTY SCHOOL	DED:2030 INS SGL	\$ 243.24
48135	03/31/25	900015	VOYA FINANCIAL RELI	DED:6008 VOYA 403B	\$ 75.00
48136	03/31/25	10000023	WOOSTER CITY INCOME	DED:86548W WCIT	\$ 34.25
48136	03/31/25	10000023	WOOSTER CITY INCOME	DED:86548 WCIT	\$ 10.78
48137	03/26/25	8037	AQUA CLEAR INC	WATER FOR WATER COO	\$ 26.00
48138	03/26/25	1798	DUMONTS SPORTING GO	UNIFORMS	\$ 60.00
48139	03/26/25	10000460	ELYSE E CUMMINGS	BAND ARRANGEMENTS	\$ 101.50
48139	03/26/25	10000460	ELYSE E CUMMINGS	PERCUSSION ENSEMBLE	\$ 53.25
48140	03/26/25	6324	EXPERT TS	VARSITY JACKET REIM	\$ 300.00
48141	03/26/25	10000371	KRISTIN LYNN HORSBU	KINDNESS CLUB ITEMS	\$ 96.82



Orrville City Schools  
March 2025 Check Register

3

CHECK NUMBER	CHECK DATE	VENDOR/PAYER NUMBER	NAME	DESCRIPTION	TRANSACTION AMOUNT
48142	03/26/25	10000376	MEGAN KW STEINER	MILEAGE/EXPENSE REI	\$ 148.40
V1000498	03/06/25	10000678	AMAZON CAPITAL SERV	OFFICE SUPPLY	\$ 13.53
V1000498	03/06/25	10000678	AMAZON CAPITAL SERV	OPEN PO FOR OFFICE	\$ 111.22
V1000498	03/06/25	10000678	AMAZON CAPITAL SERV	SUPPLIES FOR HEARTL	\$ 55.04
V1000498	03/06/25	10000678	AMAZON CAPITAL SERV	OFFICE SUPPLIES	\$ 72.83
V1000498	03/06/25	10000678	AMAZON CAPITAL SERV	CLAMSHELL PROXIMITY	\$ 845.67
V1000498	03/06/25	10000678	AMAZON CAPITAL SERV	ITEMS FOR COMFY CLO	\$ 33.67
V1000498	03/06/25	10000678	AMAZON CAPITAL SERV	ITEMS FOR COMFY CLO	\$ 504.26
V1000498	03/06/25	10000678	AMAZON CAPITAL SERV	SUPPLIES AND MATERI	\$ 38.96
V1000499	03/06/25	7259	AULTWORKS OCCUPATIO	PHYSICALS	\$ 151.00
V1000500	03/06/25	10000736	BACKGROUND INVESTIG	VOLUNTEER BACKGROUN	\$ 32.90
V1000501	03/06/25	3938	CARDINAL BUS SALES	BUS PARTS	\$ 3,206.97
V1000502	03/06/25	10001717	EAST SIDE JERSEY DA	BLANKET PO	\$ 6,190.89
V1000503	03/06/25	1056	FRIENDLY WHOLESALE	CUSTODIAL SUPPLIES	\$ 1,406.94
V1000504	03/06/25	1268	GORDON FOOD SERVICE	BLANKET PO	\$ 8,004.11
V1000504	03/06/25	1268	GORDON FOOD SERVICE	BLANKET PO	\$ 9,680.36
V1000504	03/06/25	1268	GORDON FOOD SERVICE	BLANKET PO	\$ 16,543.65
V1000505	03/06/25	3137	GRAINGER INDUSTRIAL	MAINT SUPPLIES	\$ 557.57
V1000505	03/06/25	3137	GRAINGER INDUSTRIAL	MAINT SUPPLIES	\$ 663.97
V1000506	03/06/25	10001738	HAMPTON FITNESS PRO	FITNESS EQUIPMENT	\$ 328.12
V1000507	03/06/25	1693	HPS LLC	REPLACEMENT BEATER	\$ 366.63
V1000508	03/06/25	10001393	KIMBLE COMPANY	TRASH SERVICES ALL	\$ 1,775.20
V1000508	03/06/25	10001393	KIMBLE COMPANY	TRASH SERVICES ALL	\$ 1,775.20
V1000509	03/06/25	1122	ALFRED NICKLES BAKE	BLANKET PO	\$ 534.39
V1000509	03/06/25	1122	ALFRED NICKLES BAKE	BLANKET PO	\$ 588.74
V1000509	03/06/25	1122	ALFRED NICKLES BAKE	BLANKET PO	\$ 768.86
V1000510	03/06/25	1125	NRH ELECTRIC INC	MAINTENANCE SUPPLIE	\$ 153.45
V1000511	03/06/25	383	ORRVILLE PRINTING C	CHARACTER EDUCATION	\$ 2,236.00
V1000512	03/06/25	7095	PEARSON ASSESSMENTS	PROTOCOLS FOR SCHOO	\$ 1,159.20
V1000513	03/06/25	10000144	POINT SPRING & DRIV	BUS PARTS	\$ 1,372.82
V1000514	03/06/25	10001695	NEW DIRECTION SOLUT	SLP TELEHEALTH SERV	\$ 786.72
V1000514	03/06/25	10001695	NEW DIRECTION SOLUT	SLP TELEHEALTH SERV	\$ 2,163.48
V1000515	03/06/25	415	QUILL CORPORATION	OPEN PO FOR OFFICE	\$ 44.18
V1000516	03/06/25	501	STANTON'S SHEET MUS	MUSIC FOR FOURTH GR	\$ 17.13
V1000517	03/06/25	564	TRI COUNTY ESC	HONORS BAND LUNCHES	\$ 70.00
V1000517	03/06/25	564	TRI COUNTY ESC	SPEECH LANGUAGE PAT	\$ 417.15
V1000517	03/06/25	564	TRI COUNTY ESC	ORRVILLE PRESCHOOL	\$ 8,165.72
V1000517	03/06/25	564	TRI COUNTY ESC	STEM - VIERHELLER	\$ 2,521.67
V1000517	03/06/25	564	TRI COUNTY ESC	WELLNESS - LORSON	\$ 3,831.45
V1000517	03/06/25	564	TRI COUNTY ESC	LITERACY COACH - KE	\$ 8,863.29
V1000517	03/06/25	564	TRI COUNTY ESC	CAREER COACH AMANDA	\$ 6,245.01
V1000518	03/06/25	10000611	WESTERN BRANCH DIES	TRANSMISSION REPAIR	\$ 288.76
V1000519	03/06/25	10001644	ZIEGLER BOLT PARTS	BUS & SHOP SUPPLIES	\$ 148.30
V1000520	03/13/25	900019	EDUCATION ASSOC OF	DED:7000 EAO DUES	\$ 3,615.21
V1000520	03/13/25	900019	EDUCATION ASSOC OF	DED:7001 EAO DUES	\$ 308.70
V1000527	03/13/25	10000678	AMAZON CAPITAL SERV	OFFICE SUPPLIES	\$ 84.45
V1000527	03/13/25	10000678	AMAZON CAPITAL SERV	SUPPLIES AND MATERI	\$ 79.96
V1000527	03/13/25	10000678	AMAZON CAPITAL SERV	SUPPLIES FOR HEARTL	\$ 22.99
V1000528	03/13/25	2673	CINTAS CORPORATION	MOP RENTAL	\$ 373.37
V1000528	03/13/25	2673	CINTAS CORPORATION	UNIFORMS / CLEANING	\$ 371.92
V1000529	03/13/25	10000496	COUNSELING CNTR WAY	COUNSELING SERVICES	\$ 35,332.50
V1000530	03/13/25	100	CRAMER OIL INC	GAS / DIESEL FUEL	\$ 7,669.01
V1000531	03/13/25	3074	EJ THERAPY INC	OT, OT, O&M SERVICE	\$ 8,579.01
V1000531	03/13/25	3074	EJ THERAPY INC	OT, PT SERVICES FOR	\$ 115.05
V1000532	03/13/25	1056	FRIENDLY WHOLESALE	CUSTODIAL SUPPLIES	\$ 77.07
V1000533	03/13/25	7999	HERITAGE TELEPHONE	PHONE SERVICE	\$ 889.47
V1000534	03/13/25	10000536	HERSHEY'S ICE CREAM	BLANKET PO	\$ 205.32
V1000535	03/13/25	10001724	IXL LEARING INC	IXL SITE LICENSE GR	\$ 595.00
V1000536	03/13/25	383	ORRVILLE PRINTING C	WEBSITE CHANGE IN R	\$ 37.50
V1000537	03/13/25	10001695	NEW DIRECTION SOLUT	SLP TELEHEALTH SERV	\$ 2,040.56
V1000538	03/13/25	415	QUILL CORPORATION	MISC OFFICE SUPPLIE	\$ 58.60
V1000538	03/13/25	415	QUILL CORPORATION	MISC OFFICE SUPPLIE	\$ 432.99
V1000539	03/13/25	1080	STAPLES BUSINESS AD	OFFICE SUPPLY	\$ 32.69
V1000539	03/13/25	1080	STAPLES BUSINESS AD	OFFICE SUPPLY	\$ 69.67
V1000540	03/13/25	564	TRI COUNTY ESC	SOLO AND ENSAMBLE M	\$ 48.00
V1000540	03/13/25	564	TRI COUNTY ESC	PSYCHOLOGIST SERVIC	\$ 1,280.28
V1000540	03/13/25	564	TRI COUNTY ESC	SOLO AND ENSEMBLE R	\$ 8.00
V1000541	03/13/25	8199	US AWARDS INC	ATHLETIC AWARDS	\$ 173.86

Orrville City Schools  
March 2025 Check Register

4

CHECK NUMBER	CHECK DATE	VENDOR/PAYER NUMBER	NAME	DESCRIPTION	TRANSACTION AMOUNT
V1000542	03/13/25	4045	WILLIAM V MAC GILL	CLINIC SUPPLIES	\$ 104.75
V1000543	03/13/25	10001046	WINGS OF CHANGE THE	TUITION FOR JW	\$ 6,240.00
V1000544	03/19/25	3180	A1 SPORTS SALES	EARTH DAY SHIRTS	\$ 394.00
V1000545	03/19/25	10000678	AMAZON CAPITAL SERV	ITEMS FOR COMFY CLO	\$ 578.33
V1000545	03/19/25	10000678	AMAZON CAPITAL SERV	STUDENT COUNCIL SCH	\$ 75.84
V1000545	03/19/25	10000678	AMAZON CAPITAL SERV	SUPPLIES	\$ 47.97
V1000545	03/19/25	10000678	AMAZON CAPITAL SERV	SUPPLIES	\$ 116.04
V1000545	03/19/25	10000678	AMAZON CAPITAL SERV	MAINTENANCE SUPPLIE	\$ 75.80
V1000545	03/19/25	10000678	AMAZON CAPITAL SERV	CURRICULUM/CLASSROO	\$ 33.89
V1000546	03/19/25	830	DELL MARKETING LP	91 DESKTOP AND 96 M	\$ 13,334.40
V1000547	03/19/25	1056	FRIENDLY WHOLESale	CLEANING SUPPLIES	\$ 181.35
V1000547	03/19/25	1056	FRIENDLY WHOLESale	CLEANING SUPPLIES	\$ 682.56
V1000548	03/19/25	10001600	HOLMES PEST CONTROL	PEST CONTROL	\$ 75.00
V1000548	03/19/25	10001600	HOLMES PEST CONTROL	PEST CONTROL	\$ 75.00
V1000548	03/19/25	10001600	HOLMES PEST CONTROL	PEST CONTROL	\$ 75.00
V1000549	03/19/25	1693	HPS LLC	OFFICE EQUIPMENT	\$ 539.00
V1000550	03/19/25	252	JOSTEN'S INC	GRADUATION	\$ 17.65
V1000551	03/19/25	10000394	JW PEPPER SON INC	MUSIC	\$ 108.49
V1000552	03/19/25	10001337	MORAN HEATING AND C	HEAT PUMP ROOM A7	\$ 8,200.00
V1000552	03/19/25	10001337	MORAN HEATING AND C	ADDL HVAC REPAIR HS	\$ 110.00
V1000552	03/19/25	10001337	MORAN HEATING AND C	ADDL HVAC REPAIR HS	\$ 1,270.00
V1000553	03/19/25	10000535	PETERS KALAIL & MAR	LEGAL SERVICES	\$ 836.00
V1000554	03/19/25	10001695	NEW DIRECTION SOLUT	SLP TELEHEALTH SERV	\$ 2,089.73
V1000555	03/19/25	874	STALEY TECHNOLOGIES	BATTERY, LI-ION IP5	\$ 184.50
V1000555	03/19/25	874	STALEY TECHNOLOGIES	REMOTE SPEAKER MICR	\$ 351.80
V1000555	03/19/25	874	STALEY TECHNOLOGIES	GOLD SER 1-WIRE SUR	\$ 184.00
V1000556	03/19/25	1080	STAPLES BUSINESS AD	OFFICE SUPPLIES	\$ 38.34
V1000556	03/19/25	1080	STAPLES BUSINESS AD	OFFICE SUPPLIES	\$ 43.03
V1000557	03/19/25	564	TRI COUNTY ESC	LEGAL SERVICES - 24	\$ 1,900.00
V1000558	03/19/25	10001046	WINGS OF CHANGE THE	TUITION FOR JW	\$ 5,250.00
V1000559	03/30/25	900019	EDUCATION ASSOC OF	DED:7000 EAO DUES	\$ 3,615.21
V1000559	03/30/25	900019	EDUCATION ASSOC OF	DED:7001 EAO DUES	\$ 308.70
V1000560	03/31/25	900020	OHIO CHILD SUPPORT	7067302674	\$ 136.47
V1000560	03/31/25	900020	OHIO CHILD SUPPORT	7108523320	\$ 167.18
V1000560	03/31/25	900020	OHIO CHILD SUPPORT	7125690904	\$ 841.50
V1000577	03/25/25	900005	FARMERS NATIONAL BA	CLOSED LINE ONE IN	\$ (65.59)
V1000577	03/25/25	900005	FARMERS NATIONAL BA	10 GB SECURE FILE S	\$ 22.34
V1000577	03/25/25	900005	FARMERS NATIONAL BA	KEEPER UNLIMITED 3	\$ 78.26
V1000577	03/25/25	900005	FARMERS NATIONAL BA	MISC WELLNESS SUPPL	\$ 133.31
V1000577	03/25/25	900005	FARMERS NATIONAL BA	CLOSED LINE ONE IN	\$ 30.98
V1000577	03/25/25	900005	FARMERS NATIONAL BA	FOOTBALL CLINIC LOD	\$ 584.00
V1000577	03/25/25	900005	FARMERS NATIONAL BA	PAYMENT FOR ARMSTRO	\$ 145.90
V1000577	03/25/25	900005	FARMERS NATIONAL BA	WALMART.COM COMFY C	\$ 342.45
V1000577	03/25/25	900005	FARMERS NATIONAL BA	FITNESS EQUIPMENT	\$ 298.94
V1000578	03/26/25	10001531	1000BULBS.COM	1050 LUMENS 8 WATT	\$ 687.00
V1000578	03/26/25	10001531	1000BULBS.COM	EMERGENCY EXIT SIGN	\$ 130.72
V1000579	03/26/25	10000678	AMAZON CAPITAL SERV	SUPPLIES AND MATERI	\$ 120.82
V1000579	03/26/25	10000678	AMAZON CAPITAL SERV	OFFICE SUPPLY	\$ 27.56
V1000580	03/26/25	830	DELL MARKETING LP	DELL 3120 CHROMEBOO	\$ 55,098.00
V1000581	03/26/25	1056	FRIENDLY WHOLESale	3M BACKPACK FINISH	\$ 905.98
V1000582	03/26/25	10001337	MORAN HEATING AND C	HVAC REPAIRS OMS	\$ 441.51
V1000582	03/26/25	10001337	MORAN HEATING AND C	HVAC REPAIRS OES	\$ 247.77
V1000582	03/26/25	10001337	MORAN HEATING AND C	HVAC REPAIRS OMS	\$ 165.00
V1000583	03/26/25	383	ORRVILLE PRINTING C	HOME OF A RED RIDER	\$ 988.00
V1000584	03/26/25	379	ORRVILLE UTILITIES	ELECTRIC BOE	\$ 1,328.00
V1000584	03/26/25	379	ORRVILLE UTILITIES	ELECTRIC FOR SOCCER	\$ 13.37
V1000584	03/26/25	379	ORRVILLE UTILITIES	WATER & SEWER MULTI	\$ 329.17
V1000584	03/26/25	379	ORRVILLE UTILITIES	ELECTRIC FOR OMS	\$ 8,012.04
V1000584	03/26/25	379	ORRVILLE UTILITIES	WATER & SEWER FOR O	\$ 1,095.10
V1000584	03/26/25	379	ORRVILLE UTILITIES	ELECTRIC FOR OES	\$ 8,090.66
V1000584	03/26/25	379	ORRVILLE UTILITIES	WATER & SEWER FOR O	\$ 1,389.62
V1000584	03/26/25	379	ORRVILLE UTILITIES	ELECTRIC FOR BUS GA	\$ 469.27
V1000584	03/26/25	379	ORRVILLE UTILITIES	WATER FOR BUS GARAG	\$ 57.60
V1000584	03/26/25	379	ORRVILLE UTILITIES	ELECTRIC & WATER FO	\$ 175.42
V1000584	03/26/25	379	ORRVILLE UTILITIES	ELECTRIC FOR FIELD	\$ 13.37
V1000584	03/26/25	379	ORRVILLE UTILITIES	ELECTRIC FOR FIELD	\$ 98.83
V1000584	03/26/25	379	ORRVILLE UTILITIES	WATER & SEWER FOR F	\$ 70.99
V1000584	03/26/25	379	ORRVILLE UTILITIES	ELECTRIC FOR HS	\$ 11,283.61

Orrville City Schools  
March 2025 Check Register

5

CHECK NUMBER	CHECK DATE	VENDOR/PAYER NUMBER	NAME	DESCRIPTION	TRANSACTION AMOUNT
V1000584	03/26/25	379	ORRVILLE UTILITIES	WATER & SEWER FOR H	\$ 1,019.16
V1000585	03/26/25	10001695	NEW DIRECTION SOLUT	SLP TELEHEALTH SERV	\$ 2,122.18
V1000586	03/26/25	10001561	USA CLEAN BY JON DO	MAINTENANCE SUPPLIE	\$ 47.78
					\$ 501,323.82



Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Promoting Parental Involvement
Code	IGBLA
Status	

### **Promoting Parental Involvement**

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

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

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

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

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

### **Definitions**

The following definitions apply for the implementation of this policy:

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

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

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

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

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

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

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

### **Sexuality Content**

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

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

### **Student Health and Well-Being**

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

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

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

### **Parental Authorization for Student Health Care Services**

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

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

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

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

### **Concerns and Appeals Procedure**

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

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

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

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

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

### **Legal References**

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

### **Cross References**

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

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

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

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

***THIS IS A REQUIRED POLICY***

Legal

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

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

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

[ORC 2151.421](#)

[ORC 2317.02](#)

[ORC Chapter 2903](#)

[ORC 2919.26](#)

[ORC Chapter 2930](#)

[ORC 3113.31](#)

[ORC 3313.473](#)

[ORC 3313.60](#)

[ORC 3313.6011](#)

[ORC 3313.666](#)

[ORC 3313.98](#)

[ORC 3314.0310](#)

[ORC 3323.01](#)

[ORC 3326.091](#)

[ORC Chapter 3798](#)

[ORC 4732.19](#)

[ORC 5122.04](#)



Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Board Committees
Code	BCE
Status	
Adopted	September 20, 2001
Last Revised	October 21, 2004

### **Board Committees**

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

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

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

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

1. **Board members are not compensated for attending committee meetings.**
2. **The Board member provides notification to the committee chair of their intent to participate virtually at least 48 hours before the meeting.**
3. **The Board provides notification of committee meetings held virtually in accordance with Board policies and procedures for notification of meetings. Notice must be provided at least 72 hours in advance of the meeting to the media who have requested notification and other parties required to be notified in a matter that the individual can determine the time, location and agenda and the manner by which the meeting will be conducted. In the event of an emergency, the Board immediately notifies the news media that have requested notification and other parties required to be notified of the time, place and purpose of the meeting.**
4. **The public is provided access to the virtual meeting commensurate with the method in which the meeting or hearing is being conducted. Methods may include but not be limited to livestreaming via the internet, cable or public access channels, or by any means of any other similar electronic technology.**
5. **The Board ensures the public can observe and hear the discussion and deliberations of all members of the meeting whether the Board members are participating in person or electronically.**

6. Board members participating virtually must have sufficient internet or other electronic connection to allow them to be seen and heard clearly and must be visible at all times.
7. Any votes taken in the meeting are taken by roll call vote unless there is a motion for unanimous consent and the motion is not objected to by a Board member. If a vote is taken unanimously, the Board provides the public with information on how members of the Board voted including any members who abstained from voting.
8. A virtual committee meeting is not held and a Board member cannot attend committee meetings virtually if any of the following apply:
  - A. The meeting involves a vote to approve a major nonroutine expenditure as determined by the Treasurer;
  - B. The meeting involves a vote to approve a significant hiring decision as determined by the Board;
  - C. The meeting involves a purpose to propose, approve or vote on a tax issue or tax increase or
  - D. If, upon notification of an upcoming meeting, and no later than 48 hours before the meeting the greater of at least 10% of the Board committee or at least two members of the committee, notify the chairperson that an item on the agenda must be acted on at a meeting conducted fully in person. Upon the chairperson's acknowledgement of receipt of notification, the Board committee takes action on the agenda item only in a meeting conducted fully in person.

Legal

[ORC 121.22](#)

[ORC 3313.18](#)

Cross References

[ABA \(Also KC\) - Community Involvement in Decision Making](#)

[ABB \(Also GBB\) - Staff Involvement in Decision Making](#)

[BCB - Board Officers](#)

[BCF - Advisory Committees to the Board](#)

[BDC - Executive Sessions](#)

[BDDG - Minutes](#)

Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Purchasing Procedures
Code	DJF-R
Status	
Adopted	September 20, 2001
Last Revised	March 17, 2022
Prior Revised Dates	10/21/2004, 02/21/2019

## **Purchasing Procedures**

### **General**

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

### **Requisitions**

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

6. After a purchase order has been issued by the Treasurer's office, the number of the purchase order is recorded on the requisition.
7. After processing, the original copy of the requisition is filed in the office of the Treasurer.

### **Purchase Orders**

1. Purchase orders are prepared by the appropriate person and at a minimum include the following essentials:
  - A. a specification that adequately describes to the supplier the characteristics and the quality standards of the item required;
  - B. a firm, quoted, net-delivered price, whenever possible (unit prices are shown);
  - C. clear delivery instructions, including place and time;
  - D. appropriate account code number or appropriation code and
  - E. the Treasurer's certificate of available revenue and appropriation.
2. Purchase orders use an identifiable tracking system established by the District and contain the appropriate number of copies to meet District needs.
3. Verbal confirmation orders subject to subsequent confirmation by a written purchase order may be issued only in cases in which a bona fide emergency situation exists that can be handled only by this procedure:
  - A. whenever possible, a purchase order number should be given to the supplier and
  - B. a confirming requisition is issued immediately, marked "confirmation" indicating the purchase order number, if one was given.

### **Federal Procurement**

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

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

To determine which procurement method type is required, the District will be looking back at the last three years of expenditures for the specific goods or services to be purchased with federal funds and determine which method of procurement/contract type is applicable to the individual situation based on the average aggregate amount spent with the providing vendor in a fiscal year or another similar method.

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

#### *Informal Procurement Methods*

1. Micro-purchases are purchases up to \$10,000 and may be made in accordance with District purchasing procedures when the costs are reasonable, based upon research, experience, purchase history and other information and documents. To the maximum extent practicable, these purchases are distributed equitably among qualified suppliers.
2. ~~Small purchase~~ **Simplified acquisitions** -are purchases between \$10,000 and \$250,000. Prior to authorizing the purchase, the District will obtain price rates or quotations from a minimum of three vendors or providers. The District will obtain these price rates or quotations by contacting three approved vendors and providing a list of items to be purchased. The District will obtain these price rates or quotations by obtaining verbal quotes, using published price lists and website prices.

#### *Formal Procurement Methods*

1. Sealed bid procedures are used for firm fixed price contracts over \$250,000 and ~~is~~**are** used as the preferred method for construction ~~projects~~**services**. Bids are solicited **through an invitation to bid** from an adequate

number of known suppliers, which cannot be less than two responsible bidders. The District will solicit bids by advertising at contractor websites. The contract will be awarded to the lowest responsive and responsible bidder. **The District documents and provides justification for all sealed bids rejected.**

2. Competitive proposals are used for all fixed price or cost reimbursement contracts over \$250,000 for which sealed bids are not appropriate and must be used for architectural or engineering services. The District will publicize a request for proposal by posting for proposals on the District website and local paper. The District will evaluate proposals in order to award the contract to the most advantageous proposal when considering cost and other factors. The District will evaluate proposals by the criteria developed by the District in a score card fashion.

#### *Noncompetitive Procurement* **Methods**

Noncompetitive procurement can only be ~~awarded~~**used** if one ~~or more~~ of the following circumstances apply:

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

All solicitations:

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

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

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

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

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





Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Released Time for Religious Instruction
Code	JEFB
Status	
Adopted	September 20, 2001
Last Revised	June 20, 2019
Prior Revised Dates	10/21/2004, 05/21/2015, 11/16/2017

### Released Time for Religious Instruction

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

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

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

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

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

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

[ORC 3313.20](#)

[ORC 3313.47](#)

[ORC 3313.6022](#)

[ORC 3321.04](#)

Cross References

[IGAC - Teaching About Religion](#)

[JED - Student Absences and Excuses](#)

[KJA - Distribution of Materials in the Schools](#)



Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Student Expulsion
Code	JGE
Status	
Adopted	September 20, 2001
Last Revised	November 19, 2020
Prior Revised Dates	10/21/2004, 08/17/2017, 2/21/2019, 01/09/2020

### Student Expulsion

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

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

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

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

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

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

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

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

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

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

### Permanent Exclusion

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

### **Appeal to the Board**

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

### **Appeal to the Court**

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

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

### **Expulsions for Imminent and Severe Endangerment**

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

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

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

**The Superintendent develops conditions for the expelled student to satisfy prior to the student's reinstatement and provides a written copy of these conditions to the Board, the student and the student's parent, guardian or custodian at the beginning of the expulsion period. The conditions must include an assessment to determine whether the student poses a danger to the student's self or to other students or school employees. The assessment must be completed by a psychiatrist, licensed psychologist, or licensed school psychologist employed or contracted by the District and agreed upon by the student's parent and the Superintendent. Any applicable costs for the assessment are managed in accordance with law. The assessment must include a**

determination from the psychiatrist, psychologist, or school psychologist as to whether the student poses a danger to the student's self or to other students or school employees and may include recommendations for contingent conditions on the student's reinstatement. The conditions for reinstatement should be established in a manner so that satisfying the conditions demonstrates behavioral improvement compared to this initial assessment.

At the end of the expulsion period, the Superintendent assesses the student to determine whether the student has shown sufficient rehabilitation to be reinstated, meaning that the student has met all conditions for reinstatement set by the Superintendent and no longer pose a danger to the student's self or to other students or school employees. In making this determination, the Superintendent considers the required assessment made by the psychiatrist, psychologist, or school psychologist and whether the student has met the conditions developed by the Superintendent at the beginning of the expulsion period. For an expulsion period of 180 school days or an extended expulsion period of 90 school days, the Superintendent makes this determination in consultation with a multidisciplinary team selected by the Superintendent.

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

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

#### ***Reduction of Expulsion***

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

#### ***Early Assessment***

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

#### ***Contingent Reinstatement***

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

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



3. when the parent has requested an early assessment and the Superintendent has determined that the student has shown sufficient rehabilitation to be reinstated.

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

#### *Continued Educational Plan*

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

A plan for the continued education of a student expelled under these provisions who does not have an Individualized Education Plan (IEP) is developed within 15 school days after the beginning of the original expulsion or of any extended expulsion and within 10 school days of the original expulsion or of any extended expulsion for a student with an IEP. The plan is developed by the Superintendent in consultation with the student and their parent, guardian or custodian and also includes the student's IEP team for a student with an IEP. The plan may include: education by the District in an alternative setting such as that which may be provided to a student who is otherwise expelled, including instruction at home; enrollment in another district or other type of public or nonpublic school; or any other form of instruction that complies with RC 3321.

#### *Appeal*

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

#### *Reporting*

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

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

Legal

[Education Amendments of 1972, Title IX; 20 USC 1681 et seq.](#)

[ORC Chapter 2506](#)

[ORC 3313.66](#)

[ORC 3313.661](#)

[ORC 3313.662](#)

[ORC 3313.668](#)

Cross References

[ACAA - Sexual Harassment](#)

[ECAB - Vandalism](#)

[IGCI - Community Service Learning](#)

[JEGA - Permanent Exclusion](#)

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

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

[JFCJ - Weapons in the Schools](#)

[JG - Student Discipline](#)

[JGD - Student Suspension](#)

[JGDA - Emergency Removal of Student](#)



Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Administering Medicines to Students
Code	JHCD
Status	
Adopted	September 20, 2001
Last Revised	November 16, 2023
Prior Revised Dates	10/21/2004, 08/18/2011, 11/19/2015

### **Administering Medicines to Students**

#### **Administering Prescription Drugs to Students**

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

1. A prescription **drug is a drug that is to be administered pursuant to the instructions of the prescriber, whether or not required by law to be sold only upon a prescription.**
2. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
3. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The prescription drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
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 ~~prescribed~~ drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the prescription drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
8. ~~No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.~~

#### **Administering Over-the-Counter Drugs to Students**

**An over-the-counter drug is a drug that may be legally sold without a prescription and that is administered without the instruction of a 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 care given in the following situations; such situations are managed in accordance with law and any applicable policies and procedures:**

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

### **Religious Convictions**

**No person employed by the Board is required to administer 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 dru**

### **Inhalers for Asthma**

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

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

### **Epinephrine Autoinjectors**

Students are permitted to carry and use an epinephrine autoinjector (EpiPen~~epipen~~) to treat anaphylaxis (severe allergic reactions). The right to carry and use an EpiPen~~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 EpiPen~~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.**

~~**NOTE:** This policy must be accompanied by regulations formally adopted by the Board, which enumerate in more specific terms the requirements of Ohio Revised Code Section (RC) 3313.713.~~

~~House Bill (HB) 70 (2024) requires districts to modify medication policy to address the authority of its employees, when acting in situations other than those addressed by provisions of State law, to administer over the counter drugs to students enrolled in the schools of the District. The policy may include provisions on the following:~~

- ~~1. Whether the District will authorize any employees, in the course of their employment, to administer any over the counter drugs to students;~~
- ~~2. Whether the permission of the parent or guardian will be required before a District employee may administer an over the counter drug to a student. In light of changes from HB 8 (2024) districts should consider requiring such parental permission.~~

~~Beginning July 1, 2011, HB 009 permits only employees of the Board who are licensed health professionals, or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board, to administer prescription drugs to students in school districts.~~

~~The law grants boards the continued authority to outright prohibit any employee, including licensed health professionals, from administering any prescription drugs to students, or to prohibit administration of drugs that require certain procedures, such as injections.~~

### Students With Diabetes

~~HB 264 (2014), effective September 11, 2014, requires districts to ensure that each student with diabetes who is enrolled in the District receives appropriate and needed diabetes care in accordance with an order signed by the student's treating physician, and in accordance with State law. These requirements appear in RC 3313.7112, and include specific training requirements for nonlicensed health professionals who perform diabetes care tasks for such students—including administration of medications. Within 14 days of receipt of an order signed by a student's treating physician, the Board must inform the student's parent/guardian or other person having care or charge of the student that the student may be entitled to a 504 plan regarding the student's diabetes. If a student has a 504 plan, the specific provisions of State law may be integrated into this student's plan. However, there is no requirement that a student has to have a 504 plan to receive the necessary care outlined.~~

~~If the required statutory criteria are met, a student may manage his/her care within the classroom, and all other areas of the school, and possess the equipment and supplies necessary for this care. A student with diabetes must be permitted to attend the school to which he/she would be assigned if the student did not have diabetes, and care must be provided at the school in accordance with the provisions of RC 3313.7112.~~

~~A district cannot compel or require employees to complete the statutory trainings, and cannot discipline employees for refusing to be trained. HB 367 (2014) allows a board of education to contract with an educational service center (ESC) for a school nurse, registered nurse or licensed practical nurse employed by the ESC to provide diabetes care to students in the District.~~

~~Annually, by December 31, the District must report to the Ohio Department of Education and Workforce the number of enrolled students with diabetes during the previous school year, and the number of errors associated with administration of diabetes medication during the previous school year.~~

~~HB 33 (2023), effective October 3, 2023, requires public school districts and chartered nonpublic schools to create an individualized seizure action plan for every student with an active seizure disorder diagnosis. The new provision also includes training requirements for school staff on implementation of the plan and administration of prescribed seizure disorder drugs to students subject to an individualized seizure action plan. In addition to a written request from the student's parent(s), guardian(s) or other person(s) in charge of the student to have one or more prescribed seizure drugs administered to him/her, seizure action plans must also include drug information from the student's treating practitioner and any other component required by law.~~

#### Legal

[ORC 2305.23](#)

[ORC 2305.231](#)

[ORC 3313.64](#)

[ORC 3313.712](#)

[ORC 3313.713](#)

[ORC 3313.716](#)

[ORC 3313.718](#)

[ORC 3314.03](#)

[ORC 3314.141](#)

[OAC 3301-35-06](#)

#### Cross References

[EBBA - First Aid](#)

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

Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of School Board Meetings
Code	BD
Status	
Adopted	September 20, 2001
Last Revised	March 21, 2013
Prior Revised Dates	10/21/2004

### **School Board Meetings**

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

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

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

Legal	<a href="#"><u>ORC 121.22(B)</u></a>
	<a href="#"><u>ORC 121.22(C)</u></a>
	<a href="#"><u>ORC 3313.14</u></a>
	<a href="#"><u>ORC 3313.15</u></a>
	<a href="#"><u>ORC 3313.16</u></a>

Cross References	<a href="#"><u>BCA - Board Organizational Meeting</u></a>
	<a href="#"><u>BCE - Board Committees</u></a>
	<a href="#"><u>BDC - Executive Sessions</u></a>
	<a href="#"><u>BDDA - Notification of Meetings</u></a>
	<a href="#"><u>BDDF - Voting Method</u></a>
	<a href="#"><u>BDDH (Also KD) - Public Participation at Board Meetings</u></a>
	<a href="#"><u>BDDJ (Also KBCD) - Broadcasting and Taping of Board Meetings</u></a>





Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Administration of Federal Grant Funds
Code	DECA
Status	
Adopted	October 20, 2016
Last Revised	March 17, 2022
Prior Revised Dates	11/16/2017, 02/21/2019, 06/20/2019

### **Administration of Federal Grant Funds**

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

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

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

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

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

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

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

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

1. Allowability

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

- A. reasonable and necessary for the program;
- B. in compliance with applicable laws, regulations, and grant terms;
- C. allocable to the grant;
- D. adequately documented and
- E. consistent with District policies and procedures that apply to both federally-funded and non-federally funded activities.

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

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

## 2. Cash Management and Fund Control

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

## 3. Procurement

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

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

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

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

- A. ~~placing qualified small and minority businesses and women's business enterprises~~ **these business types** on solicitation lists;
- B. ~~ensuring that small and minority businesses and women's business enterprises are solicited~~ **soliciting these business types** whenever they are **deemed eligible as** potential sources;
- C. ~~dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises~~ **procurement transactions into separate procurements** ~~into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises~~ **these business types**;
- D. ~~establishing delivery schedules, where the requirement permits, that encourage participation by small and minority businesses and women's business enterprises~~ **(for example the percentage of an order to be delivered by a given date of each month), that encourages participation by these business types**;
- E. ~~using the services and assistance, as appropriate, of~~ **utilizing** organizations such as the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce **and**;
- F. requiring the prime contractor, if subcontracts are to be let, to take the ~~affirmative~~ steps listed above.



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

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

#### 4. Conflict of Interest and Mandatory Disclosures

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

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

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

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

The Treasurer **promptly** discloses in writing to ODEW or other applicable pass-through-entity ~~in a timely manner~~ all violations of Federal criminal law involving fraud, **conflict of interest**, bribery, or gratuities potentially affecting any federal award. The Treasurer fully addresses any such violations promptly and notifies the Board accordingly. **The District informs all employees in writing of whistleblower rights and protections under State and Federal law.**

#### 5. Equipment and Supplies Purchased with Federal Funds

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

#### 6. Accountability and Certifications

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

#### 7. Monitoring and Reporting Performance

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

#### Legal

[ORC 9.314](#)  
[ORC 117.101](#)  
[ORC 117.43](#)  
[ORC 3313.33](#)  
[ORC 3313.46](#)  
[ORC 3319.04](#)  
[ORC 5705.39](#)  
[ORC 5705.41](#)

[ORC 5705.412](#)

[2 CFR Part 200](#)

Cross References

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

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

[DI - Fiscal Accounting and Reporting](#)

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

[DJ - Purchasing](#)

[DJC - Bidding Requirements](#)

[DJF - Purchasing Procedures](#)

[DK - Payment Procedures](#)

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

[GBCA - Staff Conflict of Interest](#)

[IGBJ - Title I Programs](#)



Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Inventories (Fixed Assets)
Code	DID
Status	
Adopted	September 20, 2001
Last Revised	November 16, 2017
Prior Revised Dates	10/21/2004

### **Inventories** (Fixed Assets)

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

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

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

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

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

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

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

All equipment purchased, after the initial inventory, as capital outlay or replacement with a cost of \$3,000 or more and with an estimated useful life of five years or more is tagged and made part of the equipment inventory. For fixed asset reporting purposes, all equipment in excess of \$3,000 is used. Property records and inventory systems are sufficiently maintained to account for and track equipment acquired with federal funds.

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

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

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

Legal

[ORC 117.38](#)

[ORC 3313.20](#)

[ORC 3313.41](#)

[2 CFR Part 200](#)

Cross References

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

Book	Policy manual
Section	Issue 2 of 2021 May READY FOR OSBA
Title	Copy of Purchasing Procedures
Code	DJF
Status	
Adopted	September 20, 2001
Last Revised	February 21, 2019
Prior Revised Dates	10/21/2004, 09/20/2012, 11/16/2017

### **Purchasing Procedures**

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

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

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

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

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

Legal

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

Cross References

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



Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Computer/Online Services (Acceptable Use and Internet Safety)
Code	EDE
Status	
Adopted	September 20, 2001
Last Revised	January 7, 2025
Prior Revised Dates	06/20/2002, 10/21/2004, 05/21/2009, 08/18/2011, 03/22/2012,10/16/2014, 04/15/2021

**Computer/Online Services**  
(Acceptable Use and Internet Safety)

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

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

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

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

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

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

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

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

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

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

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

### **Monitoring of School-Issued Devices**

For the following provisions, "school-issued device" means hardware, software, devices and accounts that a school district, acting independently or with a technology provider, provides to an individual student for ~~that student's~~ dedicated **student personal** use. "Technology provider" means a person who contracts with a school district to provide a school-issued device for student use and creates, receives or maintains ~~educational~~ **educational** records pursuant or incidental to its contract with the District. **"Technology provider" does not include a county board of developmental disabilities, educational service center, information technology center, assessment provider, curriculum provider, or city, local, exempted village or joint vocational school district that enters into a service contract with a school district that includes issuing school-issued devices to students.**

In compliance with State law, the District and technology providers in contract with the District are prohibited from electronically accessing or monitoring the following except when otherwise authorized by law:

1. location-tracking features of a school-issued device;
2. audio or visual receiving, transmitting or recording features of a school-issued device;
3. student interactions with a school-issued device, including, but not limited to, keystrokes and web-browsing activity.

These prohibitions on electronic access and monitoring of school-issued devices do not apply to the following circumstances:

1. where limited to a noncommercial educational purpose for instruction, technical support or exam-proctoring by District employees, student teachers, staff, a vendor or the Ohio Department of Education and Workforce (ODEW), ~~and advance notice is provided;~~

2. the activity is permitted under a judicial warrant **or subpoena unless otherwise prohibited by State or Federal law;**
3. the District or provider is notified or becomes aware that the device is missing or stolen;
4. the activity is necessary to prevent or respond to a threat to life or safety and access is limited to that purpose;
5. the activity is necessary to comply with Federal or State law;
6. the activity is necessary to participate in federal or state funding programs.

In any year the District or a technology provider elects to generally monitor a school-issued device under any of these circumstances, the District must provide notice to all parents of enrolled students. If- **access or** monitoring of a student's school-issued device occurs due to ~~any of the circumstances listed~~ **a judicial warrant or subpoena, a missing or stolen device, or in response to a threat to life or safety and the school district initiates responsive action,** the District must notify the parent of the student within 72 hours of access and provide a written description of the triggering circumstance, including which features of the device were accessed and a description of the threat, if any. This notice is not required when the notice itself would pose a threat to life or safety, ~~but notice must be given within 72 hours after the threat has ceased.~~

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

#### **Maintenance of Educational Records by Technology Providers**

Technology providers in contract with the District must comply with State law provisions related to the collection, use and protection of data as if it were a school district. Educational records created, received, maintained or disseminated by technology providers are solely the property of the District. Technology providers in contract with the District must comply with the following:

1. if educational records maintained by the technology provider are subject to a breach, the technology provider will disclose to the District all information necessary to comply with State law following discovery of the breach;
2. unless renewal of a contract with the District is reasonably anticipated, the technology provider will destroy or return all educational records created, received or maintained to the District within 90 days of the expiration of the contract;
3. the technology provider cannot sell, share or disseminate educational records, except as part of a valid delegation or assignment under the contract with the District, unless otherwise allowed by State law;
4. the technology provider cannot use educational records for any commercial purpose other than the services contracted for by the District.

A contract between technology providers and the District must ensure appropriate security safeguards for educational records, including, but not limited to:

1. a restriction on unauthorized access by the technology provider's employees or contractors;
2. a requirement that the technology provider's employees or contractors may be authorized to access educational records only as necessary to fulfill the official duties of the employee or contractor.

#### **Notice and Inspection of Technology Provider Contracts**

The District must provide parents and students annual notice by August 1 of any curriculum, testing or assessment technology provider contract affecting a student's educational records. The notice can be by mail, electronic mail or other direct form of communication and must do all of the following:

1. identify each curriculum, testing or assessment technology provider with access to educational records;
2. identify the educational records affected by the curriculum, testing or assessment technology provider contract;
3. include information about the contract inspection;

4. provide contact information for a school department that can answer parent and student questions or concerns regarding programs or activities that allow a technology provider access to educational records.

The District must also provide parents and students an opportunity to inspect a complete copy of any technology provider contract.

CROSS REFS.: Staff Handbooks  
Student Handbooks

#### Legal

[U.S. Constitution Art. I, Section 8](#)

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

[Children's Internet Protection Act; 47 USC 254 \(h\)\(5\)\(b\)\(iii\); \(P.L. 106-554, HR 4577, 2000, 114 Stat 2763\).](#)

[ORC 3313.20](#)

[ORC 3319.321](#)

[ORC 3319.325 through 3319.327](#)

#### Cross References

[AC - Nondiscrimination](#)

[ACA - Nondiscrimination on the Basis of Sex](#)

[ACAA - Sexual Harassment](#)

[GBCB - Staff Conduct](#)

[GBH \(Also JM\) - Staff-Student Relations](#)

[IB - Academic Freedom](#)

[IIA - Instructional Materials](#)

[IIBH - District Websites](#)

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

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



Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Staff-Student Relations
Code	GBH (Also JM)
Status	
Adopted	September 20, 2001
Last Revised	May 21, 2020
Prior Revised Dates	10/21/2004, 08/18/2011, 02/21/2019

### **Staff-Student Relations**

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

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

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

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

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

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

#### **Social Media**

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

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

CROSS REFS.: Staff Handbooks  
Student Handbooks

#### Legal

[ORC 3313.20](#)

[ORC 3319.31](#)

[ORC 3319.311](#)

[OAC Chapter 3301-73](#)

CONTRACT REF.: Teachers' Negotiated Agreement

CONTRACT REF.: Classified Staff Negotiated Agreement

#### Cross References

[GBCA - Staff Conflict of Interest](#)

[GBCB - Staff Conduct](#)

[GBI - Staff Gifts and Solicitations](#)

[IIBH - District Websites](#)

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

[JG - Student Discipline](#)

[JHF - Student Safety](#)

[JHG - Reporting Child Abuse and Mandatory Training](#)

[JL - Student Gifts and Solicitations](#)

[JO - Student Records](#)





Book	Policy manual
Section	Issue 2 of 2021 May READY FOR OSBA
Title	Copy of Family Life Education/Sex Education
Code	IGAH/IGAI
Status	
Adopted	September 20, 2001
Last Revised	January 7, 2025
Prior Revised Dates	10/21/2004, 03/17/2022

### **Family Life Education/Sex Education**

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

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

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

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

1. Instructional materials to be used in family life/sex education are available for review by parents during school hours.
2. Teachers who provide age-appropriate instruction in family life/sex education have professional preparation in the subject area.

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

1. emphasize that abstinence from sexual activity is the only protection that is 100% effective against unwanted pregnancy, sexually transmitted disease and the sexual transmission of HIV;
2. stress that students should abstain from sexual activity until after marriage;
3. teach the potential physical, psychological, emotional, and social side effects of participating in sexual activity outside of marriage;
4. teach that conceiving children at an early age or outside of marriage increases the likelihood of hardship in life;
5. stress that sexually transmitted diseases are serious possible hazards of sexual activity;
6. advise students of the laws pertaining to financial responsibility of parents to children born inside and outside of marriage;
7. advise students of the circumstances under which it is criminal to have sexual contact with a person under the age of 16 pursuant to RC 2907.04 and

8. emphasize adoption as an option for unintended pregnancies.

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

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

Legal

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

[ORC 3313.60](#)

[ORC 3313.6011](#)

[OAC 3301-35-04](#)

Cross References

[IGAE - Health Education](#)



Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Programs for Students with Disabilities
Code	IGBA
Status	
Adopted	September 20, 2001
Last Revised	October 20, 2016
Prior Revised Dates	10/21/2004, 03/21/2013

### **Programs for Students with Disabilities**

All students with disabilities living within the District are identified, evaluated and placed in appropriate educational programs. This includes children for whom the District is the district of residence who are being held or have been court ordered to juvenile detention centers or children who have been committed to community correctional facilities.

Additionally, all parentally placed private school children with disabilities who reside in a state other than Ohio and attend a private school within the District are located, identified and evaluated. Due process requirements, procedural safeguards and confidential treatment of information are adhered to as required by State and Federal law.

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

All procedures are in accordance with State and Federal law.

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

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

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

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

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

[504 Regulations 34 CFR 300.131](#)

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

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

[ORC 3313.50](#)

[ORC 3323.01 et seq.](#)

[ORC 3325.01 et seq.](#)

[OAC Chapter 3301-51](#)

[OAC 3301-55-01](#)

#### Cross References

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

[IGBJ - Title I Programs](#)

[IL - Testing Programs](#)

[JB - Equal Educational Opportunities](#)

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



Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of College Credit Plus
Code	IGCH-R (Also LEC-R)
Status	
Adopted	September 20, 2001
Last Revised	August 10, 2023
Prior Revised Dates	10/21/2004, 05/21/2015, 10/20/2016, 08/17/2017, 06/21/2018, 3/17/2022, 06/16/2022, 11/17/2022

### College Credit Plus

#### District Obligations

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

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

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

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

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

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

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

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

### **Student Enrollment**

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

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

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

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

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

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

4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.
5. Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system CCP courses are treated in the same way as other advanced standing program or honors course.

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

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

### **High School/College Enrollment**

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

### **Student Eligibility**

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

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

### **Underperforming Students/CCP Probation**

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

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

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

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

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

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

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

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

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

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

The Superintendent's decision is final.

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

### **Summer Term Eligibility**



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

### **Financial Responsibilities**

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

### **Other Considerations**

1. A student enrolled in the program follows the District attendance policy, as well as the District code of conduct, for curricular and extracurricular activities. These policies and codes are applicable during the time the student is attending high school and is on school property for any class or activity.
2. If a student is expelled from the District, the Board will deny high school credit for college courses taken during the period of the student's expulsion.  
  
The Superintendent must send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the Board has denied high school credit for postsecondary education courses taken during the expulsion. If the expulsion period is extended, the Superintendent must notify the college of the extension. The college may withdraw its acceptance of a student who has been expelled. Unless otherwise authorized by State law, the expelled student is ineligible to enroll in a college under CCP for subsequent college terms during the expulsion period.
3. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment. Adjustments to individual schedules may be made by the school administration.
4. The District will not deny students the opportunity to participate in extracurricular activities because of their participation in CCP. The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. Courses may be a combination of high school and college courses. Students also must meet any additional District eligibility requirements.



Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Guidance Program
Code	IJ
Status	
Adopted	September 20, 2001
Last Revised	October 21, 2004

### **Guidance Program**

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

Guidance is based upon these broad fundamental principles.

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

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

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

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

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



[OAC 3301-35-04](#)

[OAC 3301-35-05](#)

[OAC 3301-35-06](#)

Cross References

[AFI - Evaluation of Educational Resources](#)



Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Interdistrict Open Enrollment (Statewide)
Code	JECBB
Status	
Adopted	September 20, 2001
Last Revised	February 21, 2019
Prior Revised Dates	02/20/2003, 10/21/2004, 10/16/2014, 08/17/2017

### **Interdistrict Open Enrollment** (Statewide)

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

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

**The Board permits a nonresident student who does not reside in an adjacent district to apply and enroll in the District schools free of any tuition obligation in the same manner as adjacent district students if both of the following apply:**

1. **the student's parent is a member of the United States Army, Navy, Air Force, Space Force, Marine Corps, or Coast Guard who is on full-time active duty and**
2. **the student's parent provides the District with a copy of the parent's official written order verifying the parent's status as an active duty member of the armed forces.**

**A student enrolled under this provision whose parent is subsequently discharged or released from active duty is permitted to attend school for the remainder of the school year in which the parent is discharged or released**

**from active duty. After the conclusion of that school year, the student is no longer permitted to enroll under this provision unless they have a parent on active duty.**

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

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

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

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

#### Legal

[ORC 3313.64](#)

[ORC 3313.98](#)

[ORC 3313.983](#)

[ORC Chapter 3327](#)

[OAC 3301-48-02](#)

#### Cross References

[IGDJ - Interscholastic Athletics](#)

Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Student Health Services and Requirements
Code	JHC
Status	
Adopted	September 20, 2001
Last Revised	October 21, 2004

### **Student Health Services and Requirements**

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

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

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

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

#### **Parental Authorization for Student Health Care Services**

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

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

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

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

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

Legal

[Elementary and Secondary Education Act; 20 USC 1221 et seq.](#)  
[Health Insurance Portability and Accountability Act; 29 USC 1181 et seq.](#)  
[42 USC 12101 et seq. \(1997\).](#)  
[20 USC 1232g et seq.](#)  
[20 USC Section 1400](#)  
[20 USC 6301 et seq.](#)  
[29 USC 794\(a\) \(1988\).](#)  
[ORC 3313.50](#)  
[ORC 3313.67 through 3313.73](#)  
[OAC 3301-35-04](#)  
[OAC 3301-35-06](#)

Cross References

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

Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Physical Examinations of Students
Code	JHCA
Status	
Adopted	September 20, 2001
Last Revised	February 21, 2019
Prior Revised Dates	10/21/2004

### **Physical Examinations of Students**

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

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

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

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

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

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

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

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

[ORC 3313.673](#)

[ORC 3313.68](#)

[ORC 3313.73](#)

[ORC Chapter 3323](#)

Cross References

[JEC - School Admission](#)

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

[JHCB - Immunizations](#)

Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Administering Medicines to Students (General Regulations)
Code	JHCD-R-1
Status	
Adopted	September 20, 2001
Last Revised	August 18, 2011
Prior Revised Dates	10/21/2004, 02/19/2009

**Administering MedicinesPrescription Drugs to Students**  
(General Regulations)

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

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

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

The person designated by the Board establishes a location in each school building for the storage of prescription drugs to be administered. All such prescription drugs shall be stored in that location in a locked storage place. Drugs which require refrigeration may be kept in a refrigerator in a place not commonly used by students.

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

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

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



Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Student Safety
Code	JHF
Status	
Adopted	September 20, 2001
Last Revised	October 21, 2004

### **Student Safety**

The objectives of safety instruction in the District include:

1. learning how to practice safety and prevent accidents;
2. learning how to safely use and properly care for tools and equipment so as to reduce the potential for accidents;
3. developing habits of good housekeeping, proper storage and handling of materials, and sanitation;
4. becoming familiar with personal protection devices and the proper clothing to be worn for safety purposes and
5. learning how to cooperate with others in the promotion and operation of a safety program in the schools and on school vehicles.

Instruction in courses in industrial arts, science, homemaking, art, physical education, health and safety includes and emphasizes safety and accident prevention.

Safety instruction precedes the use of materials and equipment by students in the courses listed above, and instructors teach and enforce all safety rules established for the particular courses. These include the wearing of personal protective devices in appropriate situations.

Staff members instruct students not to accept gifts or automobile rides from strangers. Students are also instructed to tell staff members, parents, police or school safety patrols of any suspicious strangers in or around school property.

The Board provides instruction in personal safety and assault prevention in grades kindergarten through 6. Upon the written request of a parent, a student shall be excused from such instruction.

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

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

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

Legal

[ORC 3313.60](#)

[ORC 3313.643](#)

[ORC 3313.96](#)

[ORC 3705.05](#)

[ORC 3737.73](#)

[ORC 4107.31](#)

[OAC 3301-35-06](#)

Cross References

[AFI - Evaluation of Educational Resources](#)

[EB - Safety Program](#)

[EBD - Crisis Management](#)

[JEE - Student Attendance Accounting \(Missing and Absent Children\)](#)

[JHG - Reporting Child Abuse and Mandatory Training](#)

[JHH - Notification About Sex Offenders](#)



[ORC 3313.666](#)

[ORC 3319.073](#)

Cross References

[EB - Safety Program](#)

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

[IGAE - Health Education](#)

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

[JHF - Student Safety](#)



Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Staff-Student Relations
Code	JM (Also GBH)
Status	
Adopted	September 20, 2001
Last Revised	May 21, 2020
Prior Revised Dates	10/21/2004, 08/18/2011, 02/21/2019

### **Staff-Student Relations**

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

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

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

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

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

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

## **Social Media**

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

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

CROSS REFS.: Staff Handbooks  
Student Handbooks

## **Legal**

[ORC 3313.20](#)

[ORC 3319.31](#)

[ORC 3319.311](#)

[OAC Chapter 3301-73](#)

CONTRACT REF.: Teachers' Negotiated Agreement

CONTRACT REF.: Classified Staff Negotiated Agreement

## **Cross References**

[GBCA - Staff Conflict of Interest](#)

[GBCB - Staff Conduct](#)

[GBI - Staff Gifts and Solicitations](#)

[IIBH - District Websites](#)

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

[JG - Student Discipline](#)

[JHF - Student Safety](#)

[JHG - Reporting Child Abuse and Mandatory Training](#)

[JL - Student Gifts and Solicitations](#)

[JO - Student Records](#)

## KBA - Public's Right to Know





Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Public's Right to Know
Code	KBA
Status	
Adopted	September 20, 2001
Last Revised	October 20, 2016
Prior Revised Dates	10/21/2004, 09/20/2007, 09/18/2008, 09/19/2013

### **Public's Right to Know**

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

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

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

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

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

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

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

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

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

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

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

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

#### Legal

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

[ORC 121.22](#)

[ORC 149.011](#)

[ORC 149.35](#)

[ORC 149.381](#)

[ORC 149.41](#)

[ORC 149.43](#)

[ORC 3319.321](#)

[OAC 3301-35-03](#)

[OAC 3301-35-04](#)

#### Cross References

[BDC - Executive Sessions](#)

[BDDG - Minutes](#)

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

[GBL - Personnel Records](#)

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

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

[JO - Student Records](#)

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

[KKK - Recruiters in the Schools](#)

Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of College Credit Plus
Code	LEC-R (Also IGCH-R)
Status	
Adopted	September 20, 2001
Last Revised	August 10, 2023
Prior Revised Dates	10/21/2004, 05/21/2015, 10/20/2016, 08/17/2017, 06/21/2018, 3/17/2022, 06/16/2022, 11/17/2022

### College Credit Plus

#### District Obligations

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

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

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

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

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

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

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

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

### **Student Enrollment**

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

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

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

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

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

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



4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.
5. Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system CCP courses are treated in the same way as other advanced standing program or honors course.

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

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

### **High School/College Enrollment**

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

### **Student Eligibility**

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

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

### **Underperforming Students/CCP Probation**

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

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

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

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

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

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

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

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

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

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

The Superintendent's decision is final.

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

### **Summer Term Eligibility**



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

### **Financial Responsibilities**

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

### **Other Considerations**

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

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

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





**MIDLAND COUNCIL OF GOVERNMENTS**  
**SERVICE PROVIDER CONTRACT**  
**INTERNET SERVICE**  
Contract # (ORVL\_ISP.7.1.25)

This agreement for Internet Access service ("Agreement") effective between the **MIDLAND COUNCIL OF GOVERNMENTS** ("Provider") with a principal place of business at 2125 Eagle Pass, Wooster, Ohio, 44691 and **ORRVILLE CITY SD** ("Customer"). Provider and Customer may hereinafter be collectively referred to as "Parties" and individually as a "Party".

**RECITALS**

WHEREAS, Provider is an Information Technology Center organized by the State of Ohio pursuant to 3301.075 of the Ohio Revised Code to provide communications and other technology services under the procedures, guidelines, and specifications of the Ohio Department of Education, and;

WHEREAS, the Customer is a school district or individual school certified for instruction by the State of Ohio, and;

WHEREAS, the Provider through its Information Technology Center desires to provide to Customer and Customer desires to purchase from Provider the services detailed in this Agreement;

**TERMS**

NOW THEREFORE, in consideration of the mutual agreements hereinafter set forth and for other good and valuable consideration, the parties hereto, intending to be legally bound, agrees as follows:

**I. DEFINITIONS:**

As used in this Agreement the following terms shall be defined as follows:

*"Bandwidth"* shall mean a nominal quantity of Internet capacity usually measured in Mbps.

*"Bandwidth Service Provider"* shall mean the vendor sub-contracted by the Provider to provide transport for the contracted bandwidth.

*"Equipment"* shall mean the provider-owned router or layer 3 switch appliance or device to manage all IP data traffic.

*"Information Service"* shall mean the offering of a capability for generating, acquiring, storing, transforming, processing, retrieving, utilizing, or making available information via telecommunications.

*"Internet"* shall mean the publicly available worldwide system of interconnected computer networks that uses agreed upon technical standards based on the Internet Protocol (IP).

*"Internet Access Service"* shall mean the Provider's basic conduit access to the Internet and for services that are an integral component part of basic conduit access.

*"Provider"* shall mean the Midland Council of Governments

*"Services"* shall mean all of the duties and ministrations pursuant to Article III and Exhibit A of this Agreement.

*"User"* shall mean a school or person authorized by a school to make use of the Services or Equipment purchased or secured by Customer from Provider by this Agreement.

## **II. TERM AND RENEWAL**

This Agreement shall be for the period beginning July 1, 2025 and ending June 30, 2030.

After the Initial Term, Customer may request a voluntary one-time extension of the Agreement for an additional five (5) year period (the "Renewal Term") by providing written notice to Provider on or before February 22, 2030.

## **III. PERFORMANCE**

Provider shall furnish Customer Internet Access Services as further described in Section I and Exhibit A.

## **IV. CHARGES AND PAYMENT**

**A.** Customer agrees to be solely responsible to Provider for all charges billed by Provider for Services provided to Customer under this Agreement. Charges for the Services provided under this Agreement are set forth on Schedule 1 and Charts A and B of attached Exhibit A. Charges will be billed to Customer annually.

**B.** Provider may purchase transport through a third-party Bandwidth Service Provider. The cost of transport from the Bandwidth Service Provider may vary and will be passed through directly to Customer. Customer agrees to be responsible to Provider for all charges pursuant to Schedule 1 and Charts A and B throughout the period of the Agreement, regardless of whether: (1) Customer fails to appropriate sufficient funds; or (2) E-rate funding is approved and/or received.

**C.** Payment of all invoices for Services provided by Provider under this Agreement shall be due and payable within thirty (30) days of the mailing date reflected on the Customer's receipt invoice. Provider may, at its sole discretion, terminate or suspend the Services to Customer if payments are in arrears by more than sixty (60) days. Such suspension shall not be deemed a waiver of other legal or equitable rights the Provider may have for enforcement of payment. If the Provider suspends Services to Customer

pursuant to this Section, Provider reserves the right to charge Customer a reconnection fee to cover the administrative cost of reconnection. The reconnection charge shall be in addition to any other amounts owed to Provider by Customer.

## **V. WARRANTIES AND LIMITATIONS ON LIABILITY AND INDEMNIFICATION**

**A.** Provider shall be liable to Customer for failure to provide Services only if such failure(s) is due to the negligence of Provider and not excused by either of the following: 1) Provider shall not be liable for any damages incurred as a result of the errors, omissions or negligence of Customer, its personnel, employees, agents or users; 2) Provider shall not be liable for failure to perform if such failure is caused by acts of God, winds, fires, landslide, floods, droughts, famines, acts of public enemies, insurrection, military action, sabotage, riots, or civil disturbances, failure of a utility or utility type service necessary to provide Service or other event(s) not reasonably within the control of the Provider under this Agreement..

**B.** Customer may only utilize the Services for educational activities and educational administrative related activities. Customer acknowledges that the Service may be through a shared Internet network to the extent permitted by law. Where the Services provided include access to the Internet, Provider does not warrant that the functions of the Internet will meet any specific Customer or user requirements, or that Services provided will be error-free or uninterrupted; nor shall Provider be liable for any actual damages or any indirect, incidental, special or consequential damages (including as a result of loss of data or misinformation) sustained in connection with the use, operation, or inability to use the Provider Services by Customer or its users. Customer understands and agrees that Provider will exercise no control over the information that Customer and users may transmit and access as a result of the provision of Services by Provider, other than security measures included in the standard configuration of Provider's Internet Access Service. Customer therefore will make no claim against Provider regarding the use of the Service, including transmission, downloading or uploading of information that is offensive, a violation of the law, or the actionable violation of others' rights. Customer is hereby under notice that some material contained in the Internet may be inappropriate for school aged pupils. Provider does not warrant the accuracy or appropriateness of any information contained in the interconnected systems.

**C.** To the extent that Customer, either directly or through its agents, permits student access to the interconnected computer system(s) of the Internet through Provider's Services, Customer assumes full responsibility and agrees to hold Provider harmless for any and all access to and usage of information contained on the interconnected computer system(s) of the Internet.

**D.** Customer agrees to indemnify and hold provider, its governing board members, officers, members, employees and/or agents harmless from any claims, suits, liability, loss, expenses and/or damages, including alleged copyright and other intellectual property claims, sustained by any person by reason of any act of customer or its users in their activities involving use of provider's network to the extent permitted by law.

**E.** Provider reserves the right to discontinue Customer's access to the Provider's Service and/or seek other legal or equitable relief for use of the Services that Provider

deems to be in violation of the rules and regulations of the Ohio State Board of Education or any other state or federal agency; or in violation of this Agreement; state or federal law; or are uncivil. For purposes of this Agreement, uncivil conduct includes, but is not limited to: 1) transmitting offensive or harassing statements; 2) developing and/or transmitting offensive or unlawful graphics; 3) transmitting sexual or ethnic slurs explicitly or as part of a joke; 4) soliciting or encouraging others to engage in sexual, offensive or unlawful acts; or 5) permitting or encouraging unauthorized access to the Provider's network and public networks including unauthorized access to the Internet.

F. Customer understands and agrees that Provider shall have no responsibility for the accessing or transmitting of offensive or unlawful information by Customer or Customer's users, interference or unlawful access to others' information or networks, or other offensive or unlawful activity in which Provider's Service is used.

G. Although Provider does not have a duty to monitor Customer or its Users' transmissions, it shall not be prohibited from so monitoring.

## **VI. CUSTOMER USE OF SERVICE**

Customer agrees that it and its employees, students and/or guests ("Customer's Users") will not use any services under this Agreement in connection with any illegal purpose or activity. Customer further agrees that its use and that of Customer's Users will be in accordance with Provider's conditions, rules, and recommended Acceptable Usage Policy available at [www.tccsa.net], or other means either supplied or made available to Customer. Customer will use its best efforts to inform Customer's Users of these conditions, rules and regulations, and Customer will take actions, in cooperation with Provider staff, to enforce compliance with those conditions, rules and regulations.

## **VII. TITLE AND OWNERSHIP**

Title to the service Equipment shall irrevocably and under all circumstances remain with the Provider and its designees, and the Customer will protect the Provider's rights, title and interest therein against all persons. The Customers interest in the Services and Equipment is limited to possession and non-exclusive use thereof on the premises.

The Provider's interest may cause this Agreement or any financing statement showing the Provider's interest in the Services and equipment to be filed and recorded to perfect its interest herein.

## **VIII. CONFIDENTIALITY OF INFORMATION**

A. Provider shall exercise reasonable ordinary care in preserving and protecting the confidentiality of information and materials furnished by Customer.

B. Except as required by law, Provider agrees not to disclose any materials, information, or other data relating to Customer's operations, to other individuals, corporate entities, districts, or governmental agencies, without prior written consent from Customer.

C. Except as required by law, Customer agrees not to disclose any information or documentation obtained from Provider.

## IX. NOTICES

All notices permitted or required to be given to either of the parties to this Agreement shall be in writing and shall be deemed given or delivered when: (a) delivered by hand or (b) mailed, if sent by regular mail or other express delivery service (receipt requested), in each case to the appropriate addresses set forth below (or to such other addresses as the party may designate by notice to the other party hereto):

1. If to Provider:

Name: Douglas J Marrah Ed.D., Executive Director  
Address: 2125 Eagle Pass  
City/State/Zip: Wooster, OH 44691  
Phone: 330-264-6047  
Facsimile: 330-264-5703

2. If to Customer:

Name: Dr. David Toth, Superintendent  
Address: 815 North Ella Street  
City/State/Zip: Orrville, OH 44677  
Phone: 330-682-4651  
Facsimile:

## X. GENERAL PROVISIONS

**A. Successors and Assigns.** This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors, assigns, heirs and personal representatives.

**B. Waiver, Discharge, etc.** This Agreement may not be released, discharged, changed or modified in any manner, except by an instrument in writing signed by both parties. The failure of either party to enforce at any time any of the provision(s) of this Agreement shall in not be construed to be a waiver of any provision(s), nor in any way to affect the validity of this Agreement or any part hereof or the right of either party hereto to enforce each and every such provision. No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. Furthermore, the term of any purchase order, invoice or like document issued in conjunction with the Service to be provided herein shall not serve to add to or modify the terms of this Agreement.

**C. Captions.** The captions in this Agreement are inserted only as a matter of convenience and as a reference, and in no way define, limit or describe the scope or intent of this Agreement or any of the provisions hereof.

**D. Rights of Persons Not Parties.** Nothing contained in this Agreement shall be deemed to create rights in persons not parties hereto.

**E. Severability.** If any provision of this Agreement or the application thereof to any

persons or circumstances shall, for any reason or to any extent, be held invalid or unenforceable, the remainder of this Agreement and the application of such provision to such other persons or circumstances shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.

**F. Entire Agreement.** This Agreement, together with the documents referred to herein, shall constitute the entire agreement between the parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments and writing with respect to such subject matter.

**F. Counterparts.** This Agreement may be executed in several counterparts, all of which taken together shall constitute one single agreement between the parties hereto.

**G. Construction.** This Agreement and its validity, interpretation and effect shall be construed in accordance with and governed by the laws of the State of Ohio. The parties have participated jointly in the negotiation and drafting of this Agreement. Any ambiguities or questions of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the parties and no presumption or burden of proof shall arise favoring any party by virtue of authorship of any specific provisions of the Agreement. When used in this Agreement, the word "including" shall mean including without limitation. Unless the context requires otherwise, any reference to the masculine, feminine and neuter genders include one another.

**H. Compliance with Law.** Each party agrees to comply with all governmental laws and regulations applicable to the Services contemplated by this Agreement. Customer agrees to provide such written evidence of the approval of this Agreement as may be required by law.

**I. Fully Understand and Freely Enter.** The undersigned hereby acknowledge that they have read and understand the foregoing. The parties to this Agreement also acknowledge that the execution of this Agreement is a free and voluntary act, done in belief that the Agreement is fair and reasonable. Finally, the parties acknowledge that they have had the right and opportunity to consult with and obtain the advice of independent legal counsel of the parties' own choosing in the negotiation and execution of this Agreement.

**J. Essential Function.** The Customer intends and reasonably believes that lawfully available funds of an amount sufficient to pay all obligations during each year of the Agreement can be appropriated and obtained. In that regard, the Customer represents that the Customer's use of the Services is essential to the operation of and the well-being of the Customer. Further, the Customer, through its fiscal officer, intends to do all things lawfully within that officer's power to obtain and maintain funds from which the obligations may be paid, including requesting provision for such payments to the extent necessary in each annual budget and in the appropriation resolution for presentation to the Customer's Board of Education. Customer's inability to appropriate and obtain lawful funding does not excuse Customer's performance of all obligations pursuant to this Agreement.

By signing below, Signatory of Customer ("Signatory") certifies authorization to sign on behalf of and legally bind Customer and certifies having read, understood and agreed to the terms of this Agreement, including the provisions of the attached exhibits which are hereby incorporated herein by reference. Signatory certifies that all information provided by Customer in connection with this Agreement is true and accurate. If Customer is a Board of Education of a school district (a political subdivision of the State of Ohio), Signatory certifies that this Agreement has been approved by formal resolution of its Board of Education; if Customer is another educational entity, Signatory certifies that the Agreement has been approved by formal action of its Board

IN WITNESS WHEREOF, this agreement has been executed by the parties:

CUSTOMER:

**ORRVILLE CITY SD**

Printed name of Customer

Man Dufford

Signature of Fiscal Officer for the Customer

3/18/25

Date

Mark Dickerhoff

Printed name of Fiscal Officer for Customer

DM

Signature of Superintendent

2.17.25

Date

Dr. David Toth, Superintendent

Printed name of Superintendent

PROVIDER:

Midland Council of Governments

Printed name of Provider

\_\_\_\_\_  
Signature of Officer or Manager for the Provider

\_\_\_\_\_  
Date

Douglas J Marrah Ed.D., Executive Director

Printed name of Officer or Manager for the Provider

**EXHIBIT A**  
**INTERNET ACCESS SERVICE**  
**SPIN 143022799**

This exhibit is hereby made part of the Internet Access Services Agreement (the "Agreement") entered between the Midland Council of Governments ("Provider") and Orrville City SD ("Customer"), as these terms are defined in the Agreement. The following additional terms and conditions apply to the Agreement.

Customer may choose to upgrade or add services per the attached Schedule 1 and Charts A and B by providing a written request. Delivery of the upgraded Service is anticipated no earlier than thirty (30) business days after acceptance of the written upgrade request. The corresponding rates will be prorated and adjusted according to Charts A and B. If Customer seeks a downgrade of Service, Provider will pass through any termination fees or Third Party Bandwidth Provider fees associated with the downgrade request.

**1. Service**

The Service provided and the attendant cost is set forth on Schedule 1 attached hereto and incorporated herein by reference.

**2. Provider's Obligations**

- a) Provider will provide Internet Access Service as specified on Schedule 1
- b) Provider will install and set-up the Internet Access Service to the router and/or switch located in each building stated in Schedule 1.
- c) Provider will provide orientation of Customer's personnel regarding connecting to and activating the Service. At no time will Provider train Customer's personnel on the use of the Internet.

**3. Customer's Obligations**

- a) Customer will assume all responsibilities for all systems, computers, devices, or networks connected to the Provider's routing device.
- b) Customer will provide surge suppression for all devices either directly or indirectly connected to the Internet access connection. The surge suppression must meet UL1449 rating.
- c) Customer will make its personnel and records available to the extent necessary to facilitate the planning, training, and installation of the Service.
- d) Customer will provide Provider with appropriate and sufficient space and electrical power to properly facilitate the Internet Access Service.
- e) Customer agrees not to connect any of its local area networks to alternative Internet service providers without Provider approval.
- f) Customer agrees not to resell any Service or Internet Access Service provided by Provider.



**SCHEDULE 1**  
**SUMMARY OF COSTS**

This Schedule is hereby made part of the Agreement (the “Agreement”) entered into between the Midland Council of Governments (“Provider”) and Orrville City SD (“Customer”), as these terms are defined in the Agreement.

Billed Entity Number - 129686      Contract # - ORVL\_ISP.7.1.25

Form 470 Application # - 250016962

Allowable Contract Date – 3/11/2025

Provider will render a minimum amount of 1 Gbps of basic conduit access to the Internet for the period of the Agreement. Customer may seek increased support, via a written request to Provider, in accordance with Chart B.

The first year minimum charges and service levels for basic conduit access to the Internet, based on a 5-year agreement, (07/01/2025– 06/30/2030) are indicated below in Charts A. Provider may increase the costs in Charts A and B by up to 3% once during the Term and Renewal.

### CHART A

<p style="text-align: center;">Service Type: Internet Access for 60 months.            Description: 1 Gbps Basic Conduit Internet Access in the school district at minimum bandwidth levels as described above.</p>				
Number of school buildings		3		
Qty (months)	Description	Total Unit (monthly) Cost	Extended (annual) Pre-Discount Cost	
			Recurring	Non-recurring
FY 2026 12 months	Basic Conduit Internet Access in the school district	\$3,511.32	\$42,135.84	\$
FY 2027 12 months	Basic Conduit Internet Access in the school district	\$3,511.32	\$42,135.84	\$
FY 2028 12 months	Basic Conduit Internet Access in the school district	\$3,511.32	\$42,135.84	\$
FY 2029 12 months	Basic Conduit Internet Access in the school district	\$3,511.32	\$42,135.84	\$
FY 2030 12 months	Basic Conduit Internet Access in the school district	\$3,511.32	\$42,135.84	\$
	Required hardware or installation costs for Transport Services		N/A	\$
<b>Total:</b>		N/A	\$210,679.20	\$

### CHART B

Costs listed below are monthly recurring costs (MRC), based on a 5-year contract .

<i>Service Level</i>	<i>MRC Cost</i>
1 Gbps	\$3,511.32
10 Gbps	\$3,661.32

The cost of transport from any third-party bandwidth service provider may vary and will be passed through directly.

As a reminder, this Agreement is not contingent upon approval

CUSTOMER:

**ORRVILLE CITY SD**

Printed name of Customer

Mark Dickerhooft  
Signature of Fiscal Officer for the Customer

3/19/25  
Date

Mark Dickerhooft  
Printed name of Fiscal Officer for Customer

[Signature]  
Signature of Superintendent

3.19.25  
Date

David M. T.H.  
Printed name of Superintendent

PROVIDER:

**Midland Council of Governments**

Printed name of Provider

\_\_\_\_\_  
Signature of Officer or Manager for the Provider

\_\_\_\_\_  
Date

Douglas J Marrah Ed.D., Executive Director  
Printed name of Officer or Manager for the Provider

