

Book Policy Manual

Section Special Update - March 2025 CO

Title Special Update - March 2025 Policy Disposition Sheet

Code 02 - Disposition Sheet

Status 3) Approved and ready for NEOLA

Adopted May 21, 2025

Last Revised April 1, 2025

Last Reviewed April 16, 2025

**DISPOSITION OF NEW/REVISED/REPLACEMENT
POLICIES FOR BOARD ADOPTION**

SPECIAL UPDATE - MARCH 2025

Coding for District-Specific Edits

*1 = drafted by District staff

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Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po1613	5/21/2025			
po3213	5/21/2025			
po4213	5/21/2025			
po5223				5/21/2025

Book	Policy Manual
Section	Special Update - March 2025 CO
Title	Special Update - March 2025 Revised STUDENT SUPERVISION AND WELFARE
Code	po1613
Status	3) Approved and ready for NEOLA
Adopted	May 21, 2025
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Last Reviewed	April 16, 2025

Revised Policy - Special Update

1613 - STUDENT SUPERVISION AND WELFARE

Administrators shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

- A. ☐ Each administrator shall report immediately to the Superintendent/designee any accident, safety hazard, or other potentially harmful condition or situation the administrators/he detects.
- B. ☒ Each administrator shall immediately report to the Superintendent any knowledge of threats or violence by students.
- C. ☒ An administrator shall not send students on any personal errands.
- D. ☒ An administrator shall not engage in grooming as defined by State law, or otherwise associate or fraternize with students at any time in a manner that may give the appearance of impropriety including impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any administrator will subject the offender to potential criminal prosecution and disciplinary action by the Governing Board, Board up to and including termination of employment.

[DRAFTING NOTE: This detailed definition of "grooming" is included in the new AG 1613 and need not be repeated in policy]

"For purposes of Policy 1613, "grooming" involves:

1. **A person who is eighteen (18) years of age or older engaging in a pattern of conduct with a minor who is less than sixteen (16) years of age and who is four (4) or more years younger than the person, when the pattern of conduct would cause a reasonable adult person to believe that the person is communicating with the minor with the purpose to do either of the following:**
 - a. **Entice, coerce, or solicit the minor to engage in sexual activity, and when the person's purpose in engaging in the pattern of conduct is to entice, coerce, or solicit the minor to engage in sexual activity with the person or a third person; or**
 - b. **Prepare the minor to engage in sexual activity, and when the person's purpose in engaging in the pattern of conduct is to prepare the minor to engage in sexual activity with the person or a third person, that would be a violation of R.C. 2907.02, 2907.03, 2907.04, 2907.05, 2907.06, or 2907.07.**

2. A person who is eighteen (18) years of age or older engaging in a pattern of conduct with a minor if the person and the minor are in any of the relationships described in R.C. 2907.03(A)(5) to (13) (e.g., the person is a teacher, administrator, coach, or other person in authority employed by or serving in the Educational Service Center ("Center"), the minor is enrolled in or attends this Center, and the person is not enrolled in and does not attend this Center; the person is the minor's athletic or other type of coach, is the minor's instructor, or is a person with temporary or occasional disciplinary control over the minor), when the pattern of conduct would cause a reasonable adult person to believe that the person is communicating with the minor with the purpose to do either of the following:
 - a. Entice, coerce, or solicit the minor to engage in sexual activity, and when the person's purpose in engaging in the pattern of conduct is to entice, coerce, or solicit the minor to engage in sexual activity with the person or a third person; or
 - b. Prepare the minor to engage in sexual activity, and when the person's purpose in engaging in the pattern of conduct is to prepare the minor to engage in sexual activity with the person or a third person, that would be a violation of R.C. 2907.02, 2907.03, 2907.04, 2907.05, 2907.06, or 2907.07.
 3. A "pattern of conduct" involves two (2) or more actions or incidents closely related in time. The actions or incidents may involve the posting of messages, use of intentionally written or verbal graphic gestures, or receipt of information or data through the use of any form of written communication or an electronic method of remotely transferring information, including, but not limited to, a computer, computer network, computer program, computer system, or telecommunications device.
 4. "Sexual activity" means sexual conduct or sexual contact, or both.
 - a. (X) "Sexual conduct" means vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal opening of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.
 - b. (X) "Sexual contact" means any touching of an erogenous zone of another, including without limitation the thigh, genitals, buttock, pubic region, or, if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person."]
- E. (X) If a student approaches an administrator to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the administrator may attempt to assist the student by facilitating contact with certified or licensed individuals in the Center or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should an administrator attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such administrator inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law. Consistent with State law, the staff member shall promptly notify the Principal of any such communications with a student so the Principal can determine whether a notice needs to be provided to the student's parent pursuant to R.C. 3313.473 (X) and Policy 5780.01 - Parents' Bill of Rights **END OF OPTION.**
- F. (X) An administrator shall not transport students in a private vehicle without the approval of the Superintendent.
- G. (X) A student shall not be required to perform work or services that may be detrimental to the student's his/her health.
- H. (X) Administrators shall only engage in electronic communication with students via email, texting, social media, and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities, with prior approval of the Principal/principal.
- I. (X) Administrators are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc., via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy 5722.

X Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each administrator shall report to the proper legal authorities, immediately, any sign of suspected child abuse or neglect.

R.C. 2907.03
R.C. 2907.071

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Legal	R.C. 2907.03
	R.C. 2907.071

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3213 - STUDENT SUPERVISION AND WELFARE

Professional staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional, and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

- A. (X) A professional staff member shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation ~~the staff members~~ he detects.
- B. (X) A professional staff member shall provide proper instruction in safety matters as presented in assigned course guides.
- C. (X) Each professional staff member shall immediately report to a building administrator knowledge of threats of violence by students.
- D. (X) A professional staff member shall not send students on any personal errands.
- E. (X) A professional staff member shall not ~~engage in grooming as defined by State law, or otherwise~~ associate or fraternize with students at any time in a manner that may give the appearance of ~~impropriety including impropriety, including~~, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the ~~Governing Board, Board~~ up to and including termination of employment.

[DRAFTING NOTE: This detailed definition of "grooming" is included in the new AG 1613 and need not be repeated in policy]

"For purposes of Policy 1613, "grooming" involves:

1. **A person who is eighteen (18) years of age or older engaging in a pattern of conduct with a minor who is less than sixteen (16) years of age and who is four (4) or more years younger than the person, when the pattern of conduct would cause a reasonable adult person to believe that the person is communicating with the minor with the purpose to do either of the following:**
 - a. **Entice, coerce, or solicit the minor to engage in sexual activity, and when the person's purpose in engaging in the pattern of conduct is to entice, coerce, or solicit the minor to engage in sexual activity with the person or a third person; or**
 - b. **Prepare the minor to engage in sexual activity, and when the person's purpose in engaging in the pattern of conduct is to prepare the minor to engage in sexual activity with the**

person or a third person, that would be a violation of R.C. 2907.02, 2907.03, 2907.04, 2907.05, 2907.06, or 2907.07.

2. A person who is eighteen (18) years of age or older engaging in a pattern of conduct with a minor if the person and the minor are in any of the relationships described in R.C. 2907.03(A)(5) to (13) (e.g., the person is a teacher, administrator, coach, or other person in authority employed by or serving in the Educational Service Center ("Center"), the minor is enrolled in or attends this Center, and the person is not enrolled in and does not attend this Center; the person is the minor's athletic or other type of coach, is the minor's instructor, or is a person with temporary or occasional disciplinary control over the minor), when the pattern of conduct would cause a reasonable adult person to believe that the person is communicating with the minor with the purpose to do either of the following:

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3. A "pattern of conduct" involves two (2) or more actions or incidents closely related in time. The actions or incidents may involve the posting of messages, use of intentionally written or verbal graphic gestures, or receipt of information or data through the use of any form of written communication or an electronic method of remotely transferring information including, but not limited to, a computer, computer network, computer program, computer system, or telecommunications device.

4. "Sexual activity" means sexual conduct or sexual contact, or both.

- a. (X) "Sexual conduct" means vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal opening of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.
- b. (X) "Sexual contact" means any touching of an erogenous zone of another, including without limitation the thigh, genitals, buttock, pubic region, or, if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person."}

F. (X) If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the Center or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law. Consistent with State law, the staff member shall promptly notify the Principal of any such communications with a student so the Principal can determine whether a notice needs to be provided to the student's parent pursuant to R.C. 3313.473 X() and Policy 5780.01 - Parents' Bill of Rights. ~~[END OF OPTION]~~

G. (X) A professional staff member shall not transport students in a private vehicle without the approval of the Principal.~~principal.~~

H. (X) A student shall not be required to perform work or services that may be detrimental to the student's~~his/her~~ health.

I. (X) Staff members shall only engage in electronic communication with students via email, texting, social media, and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the Principal.~~principal.~~

- J. (X) Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy 5722.

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Pursuant to the laws of the State and Board Policy 8462, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

R.C. 2907.03

R.C. 2907.071

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R.C. 2907.03

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Revised Policy - Special Update

4213 - STUDENT SUPERVISION AND WELFARE

Classified staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional, and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

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- B. (X) Each classified staff member shall immediately report to a building administrator any knowledge of threats of violence by students.
- C. (X) A classified staff member shall not send students on any personal errands.
- D. (X) A classified staff member shall not engage in grooming as defined by State law, or otherwise associate or fraternize with students at any time in a manner that may give the appearance of impropriety including impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Governing Board, Board up to and including termination of employment.

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 - b. Prepare the minor to engage in sexual activity, and when the person's purpose in engaging in the pattern of conduct is to prepare the minor to engage in sexual activity with the person or a third person, that would be a violation of R.C. 2907.02, 2907.03, 2907.04, 2907.05, 2907.06, or 2907.07.

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- E. (X) If a student approaches a classified staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the classified staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the Center or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a classified staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such classified staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law. Consistent with State law, the staff member shall promptly notify the Principal of any such communications with a student so the Principal can determine whether a notice needs to be provided to the student's parent pursuant to R.C. 3313.473 (X) and Policy 5780.01 - Parents' Bill of Rights. ~~[END OF OPTION]~~
- F. (X) A classified staff member shall not transport students in a private vehicle without the approval of a building administrator.
- G. (X) A student shall not be required to perform work or services that may be detrimental to the student's his/her health.
- H. (X) Classified staff members shall not engage students in electronic communication via email, texting, social media, and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., at any time unless such communication has been specifically authorized by the student's Principal/principal.
- I. (X) Classified staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc., via email, texting, social media, and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc.

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Pursuant to the laws of the State and Board Policy 8462, each classified staff member shall report to the proper legal authorities, immediately, any sign of suspected child abuse or neglect.

R.C. 2907.03
R.C. 2907.071

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Legal	R.C. 2907.03
	R.C. 2907.071

Book	Policy Manual
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Code	po5223
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Last Reviewed	April 16, 2025

~~New/Revised/Clean Policy – Special Update~~

~~5223 – RELEASED TIME FOR RELIGIOUS INSTRUCTION DURING THE SCHOOL DAY~~

~~The Governing Board desires to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements of the State.~~

~~Students shall may be provided "released time" during the school day from school to attend a course in religious instruction conducted by a private entity off Educational Service Center ("Center") property, provided that the following requirements are met, such students will not be considered absent when the:~~

- ~~A. student's parent or guardian gives consent in writing;~~
- ~~B. sponsoring entity maintains attendance records and makes them available to the Center;~~
- ~~C. sponsoring entity provides and assumes liability for the student; and~~
- ~~D. student assumes responsibility for any missed school work.~~

~~Transportation of students to and from released time Released Time instruction is the complete responsibility of the sponsoring entity, the parent, guardian, and/or student. The Board, its members, and employees are immune from liability for any injuries arising from transportation to and from released time Released Time instruction. Further, no Board funds will be expended for, and no Center personnel shall be involved in, the provision of religious instruction.~~

~~The Center shall collaborate with a sponsoring entity to identify a time for religious instruction to be offered during the school day prior to establishing release time(s) for religious instruction.~~

~~[] Students shall not be excused from a core curriculum subject course to attend released time Released Time instruction. [] The Board deems all graded courses to be core curriculum including, but not limited to, courses that have State approved learning standards. [END OF OPTION]~~

~~[] {OPTION}~~

~~[] High school students may earn up to two (2) units of high school credit for coursework completed during released time Released Time instruction. Such credits may substitute for credits required pursuant to R.C. 3313.603(C)(8).~~

~~The Board will evaluate the course based on secular criteria including, but not limited to:~~

- ~~A. the number of hours of instructional time;~~
- ~~B. a review of the course syllabus that reflects course requirements and materials used;~~
- ~~C. the assessment methods used in the course; and~~
- ~~D. the instructor's qualifications, which shall be similar to the qualifications of other teachers in the Center.~~

The decision as to whether to provide credit for a specific released time religious instruction course will be neutral as to religious content and will not involve any test for religious content or denominational affiliation.

[END OF OPTION]

[] [OPTION]

Released time instruction will be limited to _____ **[ENTER NUMBER]** day(s) per school _____ **[QUARTER, SEMESTER, YEAR, ETC.]**, as established by the Superintendent, and shall not exceed _____ **[ENTER AMOUNT]** minutes, inclusive of travel. **[END OF OPTION] [DRAFTING NOTE: It is imperative that you first collaborate with any sponsoring entity's representatives before making a final decision on establishing release time(s).]**

[] [OPTION]

It is the responsibility of any private entity providing religious instruction during release time from the school day to annually submit to the Board an acknowledgment that it has completed criminal background checks on all instructors and volunteers engaged in a course in religious instruction and certifying that no such individual has a criminal conviction which would otherwise prevent them from being employed with an Ohio public school district. In addition, the acknowledgment will include an affirmation by the private entity of its ongoing obligation to complete and maintain such checks on all such instructors and volunteers if/when staffing changes. The Center will not release students to a private entity for religious instruction release time if the entity fails to provide the acknowledgment and/or to satisfactorily complete follow up criminal background checks as needed.

[END OF OPTION]

[] [OPTION]

Any private entity providing religious instruction during the school day must agree that it will not provide participating students with any materials, snacks, clothing, candies, trinkets, or other items for their return to school. Any failure to adhere to this prohibition will result in a rescission of the permission of the private entity to receive students from the Center unless or until such time as the Center is provided assurances that such activities will be discontinued. **[END OF OPTION]**

DRAFTING NOTE: Presently, there are no real guidelines provided for governing boards relative to this (now) mandatory policy. Circumstances will vary from center to center. However, the more "restrictive" your center wishes to become relative to released time for religious instruction (including the statutory option for criminal background checks), the more involved (entangled) you are likely to become with the private entity. For example, some centers may choose to include a review of the entity's policies on harassment, procedures for special needs students, and/or the finances of that organization, etc. We strongly urge boards to carefully consider these dynamics and to access board counsel to review the various implications presented here as representatives of a least one (1) sponsoring entity have indicated an intent to litigate First Amendment and other issues pertaining to restrictive language and options in this policy. The law is unsettled and the mandating legislation is ambiguous and without substantive guidance.]

Staff members shall not promote or discourage participation in release time programs for any religious instructional program.

Nothing herein shall constitute an endorsement of religion or infringe upon an individual's First Amendment rights.

R.C. 3313.6022

Attorney General's Opinion 88-001

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Legal

R.C. 3313.6022

Attorney General's Opinion 88-001