

**BRECKSVILLE-BROADVIEW  
HEIGHTS  
CITY SCHOOL DISTRICT**



**STUDENT ACTIVITY  
HANDBOOK**

**JULY 2025**

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# INTRODUCTION

This handbook is designed to explain the responsibilities and procedures for handling the financial matters related to managing Brecksville-Broadview Heights City School's Student Activity Funds.

As a Student Activity Advisor, Music Director, and/or Athletics Coach (hereinafter referred to as "Advisor," it is your responsibility to follow these procedures to ensure compliance with State laws and Brecksville-Broadview Heights City School District's Board of Education policies.

**200 FUNDS** – This fund accounts for student activity programs that involve student participation in the activity where the school district has administrative involvement. This typically includes student activities with a student body, student president, student treasurer, and faculty advisor. All decisions are to be made by the student membership. An Advisor's signature is required on ALL paperwork. For donations or expenditures not listed in the approved Purpose and Policy Statement, a signed "authorization form" must be submitted (signed by all officers/Advisors).

**300 FUNDS** – This fund accounts for student activity programs that have student participation but do not have student management. This usually includes athletic programs, but can also include band, cheerleaders, flag corps, and similar activities. Athletic Directors are responsible for the funds and activities held throughout the year. The Athletic Director's signature is required on ALL paperwork.

Monthly financial reports will be issued upon request to the Advisors for verification/confirmation of deposits and expenditures and should be retained in your student activity file.

Please retain copies of all paperwork in an orderly manner (purchase orders, fundraiser forms, receipts, deposit slips, budgets, etc.) for reference. ***All records should be retained for seven years.***

## **Establishment of Funds**

Ohio Revised Code 3315.062 permits a board of education to expend funds for student activity programs. If more than fifty dollars (\$50) a year is received through a student activity program, the monies from such a program shall be paid into an activity fund established by the board of education. The board shall adopt regulations governing the establishment and maintenance of such funds, including a system of accounting to separate and verify transactions, show revenue sources, amounts collected, and expended purposes. Expenditures from the fund are subject to board approval.

## **Dormant Funds**

Each school district should adopt a policy governing the disposition of funds remaining after a specific student activity group is dissolved. The board may provide several alternatives to the group, including:

- Authorized expenditures.
- Donation of remaining funds to another student activity program.
- Transfer of funds in accordance with legal requirements (Ohio Revised Code 5705.14(d)).

If you have questions or need assistance, please contact Cheryl Moser, (440)740-4021, or [moserc@bbhcsd.org](mailto:moserc@bbhcsd.org), Liz Olexa, (440)740-4023 or [olexae@bbhcsd.org](mailto:olexae@bbhcsd.org), Rachel Blanchette, 440-740-4016, [blanchetter@bbhcsd.org](mailto:blanchetter@bbhcsd.org), or Craig Yaniglos(Treasurer/CFO) at (440)-740-4020 or [yaniglosc@bbhcsd.org](mailto:yaniglosc@bbhcsd.org).

## **ACCOUNT CODE REFERENCE INFORMATION**

### **For Purchase Orders:**

FUND: \_\_\_ SCC: \_\_\_\_\_ FUNCTION: \_\_\_\_\_ OPU: \_\_\_ IL: \_\_ OBJECT CODE: \_\_\_

Budget Unit: XXXXXXXXXXXXXXXXXX Account: XXX

Budget units can be found on the Index of Budgetary Account  
See codes on the next pages.

Account Code for Activities 200 Funds: 891 All Purchases

Account Codes for Athletics 300 Funds: 419 Contracted Services/Individuals  
519 Supplies/Materials  
640 Equipment  
890 Dues/fees/awards/fundraiser  
products/other

### **For Deposits:**

Budget Unit: XXXXXXXXXXXXXXXXXX Account: RXXXX

Fund and SCC are listed on the Index of Budgetary Account Codes

Receipt: R1610 Admissions/Gate Receipts  
R1620 Merchandise Sales  
R1630 Dues/Fees  
R1690 Miscellaneous Income  
R1822 Contribution and Donations

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Operational Unit (OPU) Codes: 102 High School  
103 Middle School

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## **Student Activity Funds Expenditure Budget Units**

### **200 – High School Clubs**

|                              |                            |
|------------------------------|----------------------------|
| Academic Challenge           | 200 – 902A - 4110 – 102-00 |
| AP Biology                   | 200 – 923A - 4117 – 102-00 |
| Art Club                     | 200 – 903A - 4111 – 102-00 |
| Marching Band                | 200 – 905A - 4134 – 102-00 |
| Bee TV                       | 200 – 948A - 4113 – 102-00 |
| Biology Club                 | 200 – 908A - 4117 – 102-00 |
| Book Club                    | 200 – 956A - 4114 – 102-00 |
| Music in Motion              | 200 – 909A - 4138 – 102-00 |
| Communications Club          | 200 – 958A - 4630 – 102-00 |
| Concessions                  | 200 – 946A - 4620 – 102-00 |
| Drama Club                   | 200 – 922A - 4113 – 102-00 |
| Drumline (Indoor Percussion) | 200 – 901A - 4134 – 102-00 |
| French Club                  | 200 – 904A - 4125 – 102-00 |
| German Club                  | 200 – 927A - 4126 – 102-00 |
| HUDDLE                       | 200 – 919A - 4630 – 102-00 |
| Hy-Breeze                    | 200 – 930A - 4690 – 102-00 |
| International Club           | 200 – 921A - 4127 – 102-00 |
| Key Club                     | 200 – 932A - 4630 – 102-00 |
| Mock Trial                   | 200 – 933A - 4118 – 102-00 |
| Model UN                     | 200 – 950A - 4118 – 102-00 |
| Mu Alpha Theta               | 200 – 929A - 4115 – 102-00 |
| Music in Our Schools         | 200 – 959A - 4131 – 102-00 |
| National Art Honor Society   | 200 – 953A - 4111 – 102-00 |
| National Honor Society       | 200 – 936A - 4141 – 102-00 |
| Orchestra                    | 200 – 937A - 4136 – 102-00 |
| Photography Club             | 200 – 934A - 4110 – 102-00 |
| Project Support – C.A.P.A    | 200 – 949A - 4630 – 102-00 |
| PROM (Jr. Class Project)     | 200 – 960A - 4670 – 102-00 |
| RESPECT                      | 200 – 954A - 4630 – 102-00 |
| Robotics                     | 200 – 955A - 4350 – 102-00 |
| S.A.D.D.                     | 200 – 942A - 4630 – 102-00 |
| S.A.F.E.                     | 200 – 944A - 4630 – 102-00 |
| Science Olympiad             | 200 – 907A - 4117 – 102-00 |
| Spanish Club                 | 200 – 943A - 4128 – 102-00 |
| Speech & Debate Club         | 200 – 951A - 4112 – 102-00 |
| Student Council              | 200 – 945A - 4610 – 102-00 |
| Tri-M Society                | 200 – 952A - 4136 – 102-00 |
| Yearbook (Annual)            | 200 – 900A - 4680 – 102-00 |
| Youth in Government          | 200 – 947A - 4118 – 102-00 |

## **Student Activity Funds Codes Expenditure Budget Units**

### **200 – Middle School Clubs**

|                  |                            |
|------------------|----------------------------|
| Art Club         | 200 – 984A – 4111 – 103-00 |
| Builders Club    | 200 – 980A – 4630 – 103-00 |
| CARES            | 200 – 988A – 4630 – 103-00 |
| Computer Club    | 200 – 981A – 4115 – 103-00 |
| Honeycomb        | 200 – 982A – 4690 – 103-00 |
| Math Counts      | 200 – 987A – 4115 – 103-00 |
| Model UN         | 200 – 985A – 4118 – 103-00 |
| Music Fund       | 200 – 983A – 4136 – 103-00 |
| HUDDLE Junior    | 200 – 941A – 4630 – 103-00 |
| Power of the Pen | 200 – 990A – 4110 – 103-00 |
| Robotics Club    | 200 – 955B – 4350 – 103-00 |
| Science Olympiad | 200 – 907B – 4117 – 103-00 |
| Stage Crew       | 200 – 986A – 4113 – 103-00 |

## Athletics Activity Funds Expenditure Budget Units

### 300 – HS & MS Athletics

|                                |                            |
|--------------------------------|----------------------------|
| OHSAA Tournaments              | 300 – 9014 – 4510 – 102-00 |
| Athletics High School Resale   | 300 – 955R – 4510 – 102-00 |
| Athletics-Middle School Resale | 300 – 985R – 4510 – 103-00 |
| Wrestling Tournament           | 300 – 990A – 4510 – 102-00 |

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|                            |                            |
|----------------------------|----------------------------|
| Baseball                   | 300 – 914A – 4511 – 102-00 |
| Basketball-Girls           | 300 – 914B – 4532 – 102-00 |
| Basketball-Boys            | 300 – 914C – 4512 – 102-00 |
| Bowling                    | 300 – 914D – 4552 – 102-00 |
| Cheerleading-Fall          | 300 – 914E – 4553 – 102-00 |
| Cheerleading-Winter        | 300 – 914G – 4553 – 102-00 |
| Cross-Country (Boys/Girls) | 300 – 914H – 4523 – 102-00 |
| Football                   | 300 – 914I – 4516 – 102-00 |
| Golf-Girls                 | 300 – 914J – 4544 – 102-00 |
| Golf-Boys                  | 300 – 914K – 4524 – 102-00 |
| Gymnastics                 | 300 – 914L – 4545 – 102-00 |
| Hockey                     | 300 – 914M – 4517 – 102-00 |
| Honeybees                  | 300 – 914N – 4590 – 102-00 |
| Lacrosse-Girls             | 300 – 914O – 4539 – 102-00 |
| Lacrosse-Boys              | 300 – 914P – 4519 – 102-00 |
| Soccer-Girls               | 300 – 914Q – 4533 – 102-00 |
| Soccer-Boys                | 300 – 914R – 4513 – 102-00 |
| Softball                   | 300 – 914S – 4534 – 102-00 |
| Swimming & Diving          | 300 – 914T – 4553 – 102-00 |
| Tennis-Girls               | 300 – 914U – 4546 – 102-00 |
| Tennis-Boys                | 300 – 914V – 4526 – 102-00 |
| Track & Field-Girls        | 300 – 914W – 4547 – 102-00 |
| Track & Field-Boys         | 300 – 914X – 4527 – 102-00 |
| Volleyball-Girls           | 300 – 914Y – 4535 – 102-00 |
| Volleyball-Boys            | 300 – 914Z – 4515 – 102-00 |
| Wrestling                  | 300 – 915A – 4528 – 102-00 |
| MS Basketball – Boys       | 300 – 980A – 4512 – 103-00 |
| MS Basketball – Girls      | 300 – 980A – 4532 – 103-00 |
| MS Cross Country – Boys    | 300 – 980A – 4523 – 103-00 |
| MS Cross County – Girls    | 300 – 980A – 4543 – 103-00 |
| MS Football                | 300 – 980A – 4516 – 103-00 |
| MS Track and Field – Boys  | 300 – 980A – 4527 – 103-00 |
| MS Track and Field – Girls | 300 – 980A – 4547 – 103-00 |
| MS Volleyball              | 300 – 980A – 4535 – 103-00 |
| MS Cheerleading            | 300 – 980A – 4553 – 103-00 |

**1.0     ANNUAL PURPOSE AND POLICY STATEMENT AND ANNUAL STUDENT ACTIVITY STATEMENT OF BUDGET**

- 1.1     An “Annual Purpose and Policy Statement for Student Activities” form (page 15 of ‘Forms’ section) should be completed and approved annually for each activity fund that remains in existence.
- 1.2     An “Annual Statement of Budget for Student Activity Fund” form (page 14 of ‘Forms’ section) **must** be completed by the Advisor annually.
- 1.3     These forms must be approved by the Building Principal and submitted to the District Treasurer, who will present to the Board of Education for approval.
- 1.4     No deposit shall be accepted nor expenditure paid from any activity fund for which a Student Activity Annual Purpose and Policy Statement AND Annual Statement of Budget form has not been submitted and approved.
- 1.5     No commitment for fundraisers or expenditures may be made unless they are included in the approved Annual Purpose and Policy Statement AND Annual Statement of Budget forms.
- 1.6     Anticipated Sources of Revenue from fundraising activities must be identified on both of the forms named above. Any potential fundraising activities that are planned for the school year must be included. Fundraising approval and requisition forms must be completed before any fundraising activity may commence. If the fundraising activity is not listed as an “Anticipated Source of Revenue”, it will not be approved.
- 1.7     Permissible Expenditures should be listed relative to the group’s needs. If the expenditure is not named on both of the forms named above, the expenditure will not be approved.
- 1.8     A purchase order **MUST** be completed and signed by the District Treasurer prior to making any purchase.

## 2.0 **RESPONSIBILITIES OF THE STUDENT ACTIVITY ADVISOR**

- 2.1 The Advisor shall be responsible for the proper completion of all forms pertaining to the student activity fund.
- 2.2 The Advisor shall be responsible for keeping accurate records of money collected and deposited, keeping an accurate inventory of merchandise offered for sale, and keeping an accurate record of purchase orders received.
- 2.3 The Advisor is responsible for supervising the collection and proper deposit of all monies for group activities. All money is to be collected and deposited in accordance with the BBH Board of Education policies. ***No money is to be kept in classrooms or offices. Monies must be deposited with the Treasurer's Office within one business day of collections.***
- 2.4 The Advisor shall instruct the club officers concerning the proper procedures for depositing money and requesting expenditures.
- 2.5 The Advisor shall be responsible for ensuring that serially-numbered tickets or a log of ticket sales for dances (when appropriate) are used at any event where admission is charged. A record of the beginning ticket number and ending ticket number shall be submitted to the District Treasurer, along with the deposit information, for the event.
- 2.6 The Advisor shall be responsible for any discrepancies in deposits and work with the student officers to ensure proper accounting in the future.
- 2.7 The Advisor shall use the activity fund account established by the District for all financial activity related to the group, club, activity, or sport. No other accounts are permitted! Booster Clubs handle Booster Clubs' funds and fundraisers, and School groups are not permitted to use Booster Club or other accounts to circumvent District procedures.
- 2.8 The Advisor is required to review the Final Form roster and take attendance anytime a club meeting or gathering occurs. Attendance will be turned into the building Administrative Assistant.

### **3.0 PURCHASING**

- 3.1 NO PURCHASE SHALL BE MADE WITHOUT A FULLY EXECUTED PURCHASE ORDER SIGNED BY THE DISTRICT TREASURER.**
- 3.2 Requisition forms (for Purchase Orders) are available on the District and School website portals (page 16 of 'Forms' section).
- 3.3 Information required to be typed or neatly written on the requisition forms:
- a. Vendor name, complete address, telephone/fax numbers
  - b. Vendor number, if known
  - c. Shipping destination identified
  - d. Date P.O. is initiated
  - e. Quantity of order times the unit price
  - f. Description of items – be as specific as possible including catalog or parts number, color, size, etc.
  - g. Price per unit
  - h. Price extension (quantity times unit price)
  - i. Add 10% shipping/handling charges unless actual charges are known
  - j. Account code information
  - k. Special instructions – deadline dates, “DO NOT MAIL”, return to originator for phone or fax order. etc.
  - l. Telephone orders can only be placed AFTER the P.O. has been signed by the District Treasurer.
- 3.4 Requisitions should be turned into the building Administrative Assistant
- 3.5 Required signatures on requisitions:
- a. Advisor
  - b. Building Principal (200 Funds)/Athletic Director (300 Funds)
  - c. District Treasurer
- 3.6 Treasurer’s office will create purchase order from approved requisition and return a copy to the Advisor.
- 3.7 No student activity organization shall be obligated for purchases made by students, Advisors, or Administrators without a properly-executed purchase order.
- 3.8 Any person making a purchase without first obtaining a purchase order shall be personally liable to pay for any items purchased. The District or student activity fund shall not assume any responsibility for unauthorized purchases.

- 3.9 If an Advisor anticipates that he/she will make multiple purchases from a single vendor, he/she may obtain an “blanket purchase order” for a period of time not to exceed 90 days or the length of Ohio High School Athletic Association defined ‘season,’ whichever is longer.
- 3.10 All purchases from Student Activity Funds must comply with Board of Education Policy 6610, Student Activity Funds, requiring that the expenditure is related to achieving one or more of the stated purposes for which the student activity has been organized and will serve a valid and proper public purpose. Charitable donations are permissible so long as these two criteria are met.
- 3.11 A purchase shall not be approved if it accrues to the personal benefit of a member of the staff or a member of the student group. Monies are not to be disbursed to a school class or group for any activity or event that will occur after the students have graduated. All monies accumulated in the account of a specific class or activity will, upon the discontinuance of the activity, be disposed of in accordance with the recommendation approved by the Superintendent.
- 3.12 When making purchases from funds generated by student fundraising activities, Advisors must be mindful that the purchases made from said proceeds need to benefit the students, present and future, involved in the activity.
- 3.13 Sales tax cannot be paid, or reimbursed, unless it is an unavoidable expense. This could occur with out-of-state hotels that do not honor Ohio tax-exempt status, or with a legitimate emergency purchase wherein it is impossible to obtain a purchase order and/or District tax-exempt form in advance. An Ohio Tax exempt form can be requested from the Treasurer’s office.
- 3.14 Hotel pricing should be obtained in advance so that payment coordination to avoid sales taxes can occur with the Treasurer’s office. Payment by a district check or credit card is typically required by the vendor.
- 3.15 Payments to camp workers and clinicians are permissible after appropriate approvals occur. For District employees working these events, hiring approval through Human Resources and the Board of Education must occur, with payment made through payroll, and appropriate fringe benefit charges assessed to the activity fund account. For non-employee camp workers and clinicians who meet the Internal Revenue Service definition of ‘Independent Contractor,’ payment via purchase order and approved invoice is permissible. If this definition is not met for non-employee clinicians and camp workers, hiring approval through Human Resources and the Board of Education must occur, with payment made through payroll, and appropriate fringe benefit charges assessed to the activity fund account. For BBHCSD students working

these events, a credit to the pay-to-participate fee is the preferred option, although payment of a nominal amount via purchase order and approved invoice is permissible. Questions regarding hiring and/or payment of these individuals should occur well in advance of the event to allow sufficient time to obtain necessary approvals for background checks, approvals, etc., as required.

- 3.16 Team Spirit wear or club purchases must be handled through the established activity fund accounts per standard purchasing procedures. This applies to both voluntary and required purchases of team or club members. Multiple prices should be obtained to insure best prices for members. Only District-approved logos are permitted on apparel sold through the Schools.

#### **4.0 DEPOSITS**

- 4.1 Funds must be organized and deposited DAILY with the Treasurer's Office.
- 4.2 Required paperwork to be included with the deposit:
  - a. Completed 'Deposit Slip Form" (page 17 of 'Forms' section)
  - b. Currency (bills facing in the same direction)
  - c. Coins wrapped and loose coins in a marked envelope
- 4.3 All money should be accurately counted by the student officer in the presence of their Advisor (if applicable) and ultimately verified by the Student Activity Advisor. **(DUAL CONTROL)**
- 4.4 All monies collected shall be deposited within one (1) business day in accordance with Board of Education policy.
- 4.5 Student Activity Advisor shall retain copies of all depository forms for seven (7) years.
- 4.6 Deposits are posted regularly by the Treasurer's office, and a receipt is returned to the Advisor for verification of each deposit submitted.

#### **5.0 FUNDRAISING ACTIVITIES**

- 5.1 The Advisor must initiate an online 'Request for Approval of Fundraising Event' form on the Givebacks portal before each proposed activity (including camps, clinics, etc.) for approval by the Principal (200) Funds. The online form 'Request for Approval of Athletic Fundraising Event' shall be used for any Athletic (300) Funds. Once the fundraiser is completed, the Advisor is

required to reconcile net profits (gross sales less cost of merchandise.) This is required by the State Auditor's Office. See item "c" below concerning reconciliation process requirements. To request access to Givebacks, please contact your building's administrative assistant or athletic secretary. For any issues or concerns, contact the Operations Coordinator.

Visit Givebacks at: <https://npo.givebacks.com/>

- a. Once any online form(s) are submitted via Givebacks, they will be reviewed and approved by the building administration, Operations Coordinator, Fiscal office, and finally routed to the Treasurer's office for approval. This approval process also takes place within the Givebacks portal. Any users who submit fundraiser request forms via Givebacks will receive a notification when their request has been approved by all required approvers.
  - b. Merchandise or services must be ordered by processing a requisition form and submitting it to the Principal or Athletic Director for approval, and then forwarding it to the Treasurer's Office for processing before any purchase. NO EXCEPTIONS. No purchase is considered a legal expenditure of public funds without a fully executed purchase order signed by the District Treasurer.
  - c. The online form 'Fundraising Report After Completion of Fundraising Event' on the Givebacks portal must be completed by the Advisor after all income is deposited and payments of all invoices are made. The 'Athletic Fundraising Report After Completion of Fundraising Event' must be used for any Athletic fundraising events. This form is required to be submitted within 14 days of completion of the fundraising event. Any requests for extension must be submitted in writing to the Treasurer's Office for approval.
  - d. A copy of all forms associated with the fundraising event should be retained by the Advisor. The profit/loss data reported will be retained by the district for audit purposes.
- 5.2 Unsold, lost, or damaged merchandise must be reported post-fundraiser by completing the necessary fields on the 'Fundraising Report After Completion of Fundraising Event'.
- 5.3 The profit/loss statement on the approved fundraiser form must be submitted for all camps, clinics, etc. A list of registrant names, amount paid, date paid, and payment type must be provided, along with expenditures related to the activity.
- 5.4 Advisors need to consider multiple vendors for fundraisers to ensure the activity is receiving the most profit, best pricing, etc. Givebacks offers various options through their fundraising platforms that groups should review for consideration prior to proceeding with their fundraiser.

## 6.0 MISCELLANEOUS

- 6.1 Checks: Checks should be made payable to Brecksville-Broadview Heights City School District, BBHCSD, Brecksville-Broadview Heights High School, BBHHS, Brecksville-Broadview Heights Middle School, or BBHMS.
- 6.2 Admission Charges for Events:
- Pre-numbered tickets must be used for all events requiring paid admissions.
  - A detailed, numbered ticket tally sheet must be used to monitor the ticket numbers, name of person purchasing the ticket (for student-only events such as prom, dances, etc.) and the amount of money collected.
  - Ticket tally sheets must be attached to depository reports when submitted to the Treasurer's office.
- 6.3 Payment Requirements:
- Anticipate the need for a check to be issued. Allow a minimum of three (3) school days to process the necessary paperwork.
  - In an EXTREME EMERGENCY, a check can be issued within one (1) school day. However, all necessary, approved documentation must be delivered to the Treasurer's office before a check will be issued.
  - Vendor's invoice must be received and dated after the purchase order date in order to make payment.
  - Approval to pay an invoice must be provided to the Treasurer's office by the Advisor, and payment will be processed in the next check run after receipt of the invoice and Advisor approval.

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\*These forms may be copied, as needed

**BRECKSVILLE-BROADVIEW HEIGHTS SCHOOL DISTRICT  
ANNUAL STATEMENT OF BUDGET FOR STUDENT ACTIVITY FUND**

School Year: \_\_\_\_\_  
Name of Student Activity: \_\_\_\_\_  
Name of Advisor: \_\_\_\_\_  
PTP Fee: \$ \_\_\_\_\_ FUND: 200 300 (Circle One) SPCC \_\_\_\_\_

**STUDENT OFFICERS (for 200 FUNDS ONLY – Please print names clearly)**

President: \_\_\_\_\_ Vice President: \_\_\_\_\_  
Secretary: \_\_\_\_\_ Treasurer: \_\_\_\_\_

**A. Beginning Balance as of July 1** \$ \_\_\_\_\_

**Anticipated Revenue (List all potential fundraisers, donations):**

| Item # | Description of Potential Fundraiser/Donation                      | Amount \$ |
|--------|-------------------------------------------------------------------|-----------|
| a.     | Total PTP FEEs to be collected (Est. # of participants x PTP fee) | \$ _____  |
| b.     |                                                                   | \$ _____  |
| c.     |                                                                   | \$ _____  |
| d.     |                                                                   | \$ _____  |
| e.     |                                                                   | \$ _____  |
| f.     |                                                                   | \$ _____  |
| g.     |                                                                   | \$ _____  |

**B. TOTAL REVENUE:** \$ \_\_\_\_\_  
(a+b+c+d+e+f+g) 

**Permissible Expenditures (List all potential expenses):**

| Item # | Description of Expenditure                  | Amount \$ |
|--------|---------------------------------------------|-----------|
| a.     | 50% of Supplemental salary of the advisor   | \$ _____  |
| b.     | 50% of Total Estimated transportation costs | \$ _____  |
| c.     |                                             | \$ _____  |
| d.     |                                             | \$ _____  |
| e.     |                                             | \$ _____  |
| f.     |                                             | \$ _____  |
| g.     |                                             | \$ _____  |

**C. TOTAL EXPENDITURES:** \$ \_\_\_\_\_  
(a+b+c+d+e+f+g) 

**D. Estimated Ending Balance at end of School Year (A+B-C)=** \$ \_\_\_\_\_

**I have received the above budget request and recommend its approval.**

| Position Approving Budget | SIGNATURE | DATE |
|---------------------------|-----------|------|
| Advisor                   |           |      |
| Building Principal        |           |      |
| Treasurer                 |           |      |

**Board Approval Date:** \_\_\_\_\_

**BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT  
ANNUAL PURPOSE AND POLICY STATEMENT FOR STUDENT ACTIVITIES**

School Year: \_\_\_\_\_  
Name of Club or Organization: \_\_\_\_\_  
Name of Advisor: \_\_\_\_\_  
Proposed Start Date: \_\_\_\_\_  
Account: \_\_\_\_\_ S.C.C: \_\_\_\_\_ School Code: \_\_\_\_\_

**PURPOSE CLAUSE** (narrative describing the purpose of this group):

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**OBJECTIVE(S)** (specific, measurable actions taken to achieve the group's purpose):

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---

**PLANNED SOURCE OF INCOME:** (Describe all anticipated fundraisers and/or fees)

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---

---

---

---

**PLANNED USE OF INCOME:** (Describe all anticipated purchases and expenses)

---

---

---

---

---

I have received the above request and recommend its approval.

| ACTIVITY APPROVAL  | SIGNATURE | DATE |
|--------------------|-----------|------|
| Advisor            |           |      |
| Building Principal |           |      |
| Treasurer          |           |      |

**Board Approval Date:** \_\_\_\_\_

**Approval of student activity does not indicate approval of supplemental position.**

Brecksville-Broadview Heights  
City School District

Approvals:  
Supervisor:

Fax #:  
Phone #:

[illegible]

| BUDGET UNIT |  |  |  |  |  | ACCOUNT CODE | AMOUNT |
|-------------|--|--|--|--|--|--------------|--------|
|             |  |  |  |  |  |              | \$     |
|             |  |  |  |  |  |              | \$     |
|             |  |  |  |  |  |              | \$     |
|             |  |  |  |  |  |              | \$     |

**BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT  
DEPOSIT SLIP**

Name of Person Making Deposit:

Organization/Club:

Purpose of Deposit:

Date of Deposit:

Grand Total of Deposit: **\$0.00**

|    | DATE          | INDIVIDUAL'S NAME | AMOUNT OF CHECK | Check Number |
|----|---------------|-------------------|-----------------|--------------|
| 1  |               |                   |                 |              |
| 2  |               |                   |                 |              |
| 3  |               |                   |                 |              |
| 4  |               |                   |                 |              |
| 5  |               |                   |                 |              |
| 6  |               |                   |                 |              |
| 7  |               |                   |                 |              |
| 8  |               |                   |                 |              |
| 9  |               |                   |                 |              |
| 10 |               |                   |                 |              |
| 11 |               |                   |                 |              |
| 12 |               |                   |                 |              |
| 13 |               |                   |                 |              |
| 14 |               |                   |                 |              |
| 15 |               |                   |                 |              |
| 16 |               |                   |                 |              |
| 17 |               |                   |                 |              |
| 18 |               |                   |                 |              |
| 19 |               |                   |                 |              |
| 20 |               |                   |                 |              |
| 21 |               |                   |                 |              |
| 22 |               |                   |                 |              |
| 23 |               |                   |                 |              |
| 24 |               |                   |                 |              |
| 25 |               |                   |                 |              |
|    | <b>Total:</b> |                   | <b>\$0.00</b>   |              |

| Bill                  | Amount        | Total  |
|-----------------------|---------------|--------|
| \$100                 |               | \$0.00 |
| \$50                  |               | \$0.00 |
| \$20                  |               | \$0.00 |
| \$10                  |               | \$0.00 |
| \$5                   |               | \$0.00 |
| \$2                   |               | \$0.00 |
| \$1                   |               | \$0.00 |
| Coins                 | Amount        | Total  |
| \$1.00                |               | \$0.00 |
| \$0.50                |               | \$0.00 |
| \$0.25                |               | \$0.00 |
| \$0.10                |               | \$0.00 |
| \$0.05                |               | \$0.00 |
| \$0.01                |               | \$0.00 |
| <b>TOTAL CURRENCY</b> | <b>\$0.00</b> |        |
| <b>TOTAL CHECK</b>    | <b>\$0.00</b> |        |
| <b>TOTAL DEPOSIT</b>  | <b>\$0.00</b> |        |

Total Cash  
\$0.00

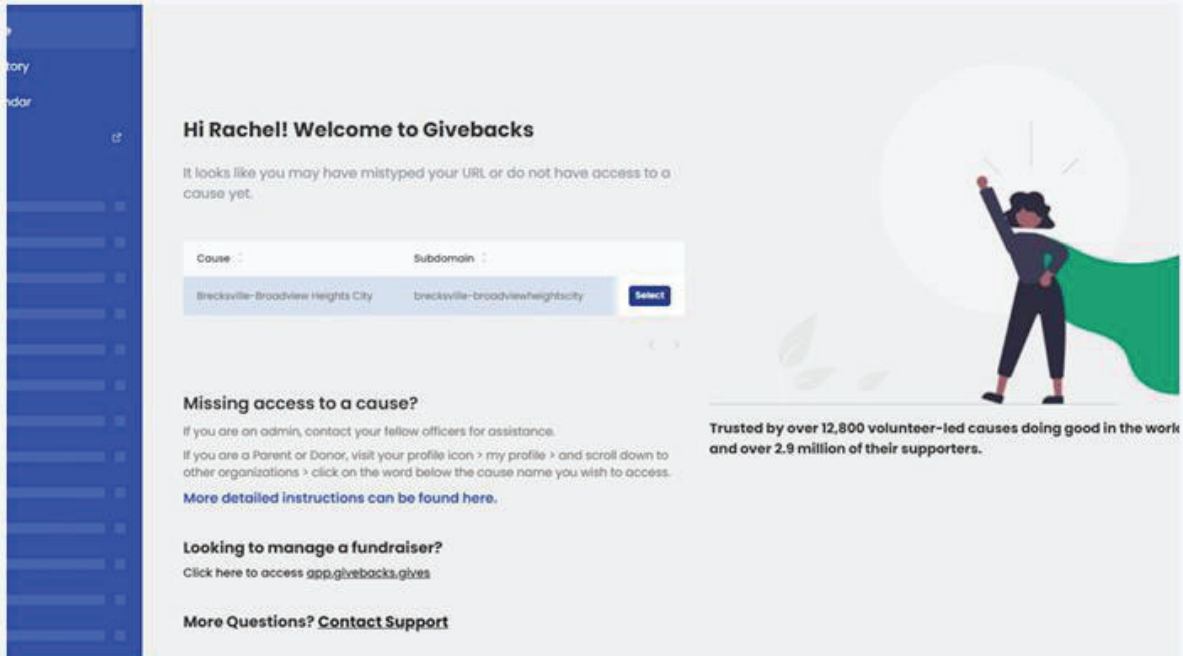
Total Coin  
\$0.00

## Givebacks: Form Steps for 'Request for Approval of Fundraising Event'

Visit Givebacks at: <https://npo.givebacks.com/>

1

Navigate to <https://npo.givebacks.com/> and log in to Givebacks



The screenshot shows the Givebacks login interface. On the left is a dark blue sidebar with a list of menu items. The main content area has a light gray background. At the top, it says 'Hi Rachel! Welcome to Givebacks'. Below this, a message states: 'It looks like you may have mistyped your URL or do not have access to a cause yet.' There is a form with two dropdown menus labeled 'Cause' and 'Subdomain'. The 'Cause' dropdown is open, showing 'Brecksville-Broadview Heights City' as the selected option. The 'Subdomain' dropdown also shows 'brecksville-broadviewheightscity'. A 'Select' button is to the right of the subdomain dropdown. To the right of the form is an illustration of a person in a green cape and mask, holding a flashlight. Below the form, there are three sections: 'Missing access to a cause?' with instructions for admins, parents, and donors, and a link to 'More detailed instructions'; 'Looking to manage a fundraiser?' with a link to 'app.givebacks.gives'; and 'More Questions? Contact Support'.

**Hi Rachel! Welcome to Givebacks**

It looks like you may have mistyped your URL or do not have access to a cause yet.

Cause: Brecksville-Broadview Heights City Subdomain: brecksville-broadviewheightscity **Select**

**Missing access to a cause?**

If you are an admin, contact your fellow officers for assistance.

If you are a Parent or Donor, visit your profile icon > my profile > and scroll down to other organizations > click on the word below the cause name you wish to access.

[More detailed instructions can be found here.](#)

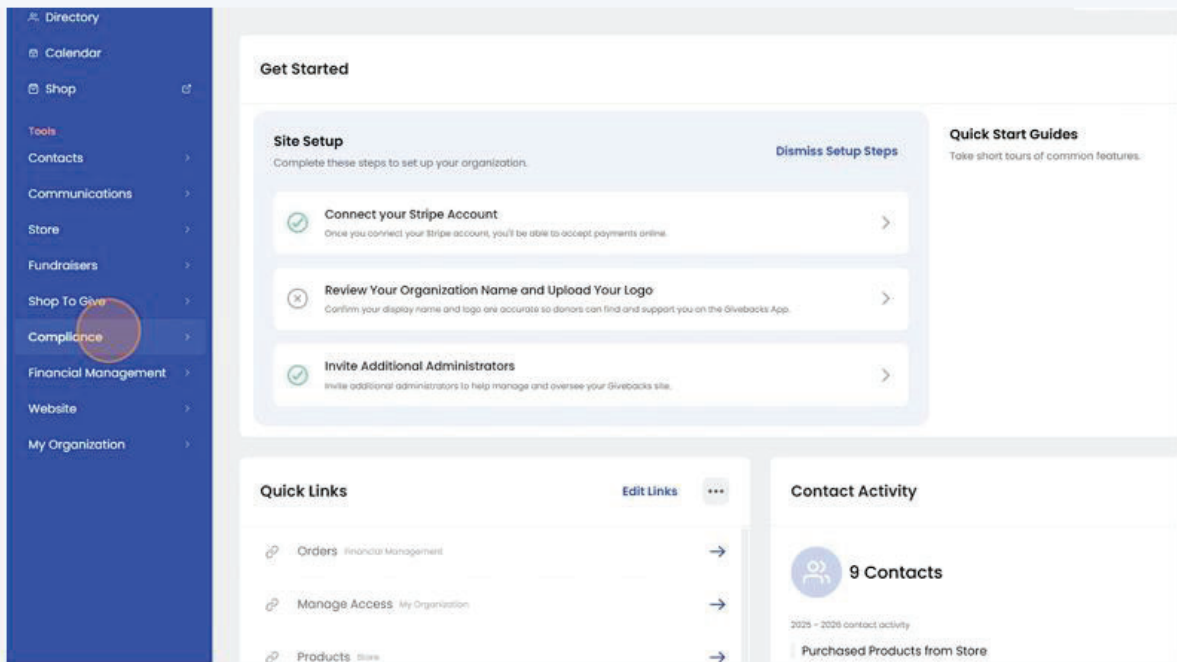
**Looking to manage a fundraiser?**

Click here to access [app.givebacks.gives](https://app.givebacks.gives)

**More Questions? [Contact Support](#)**

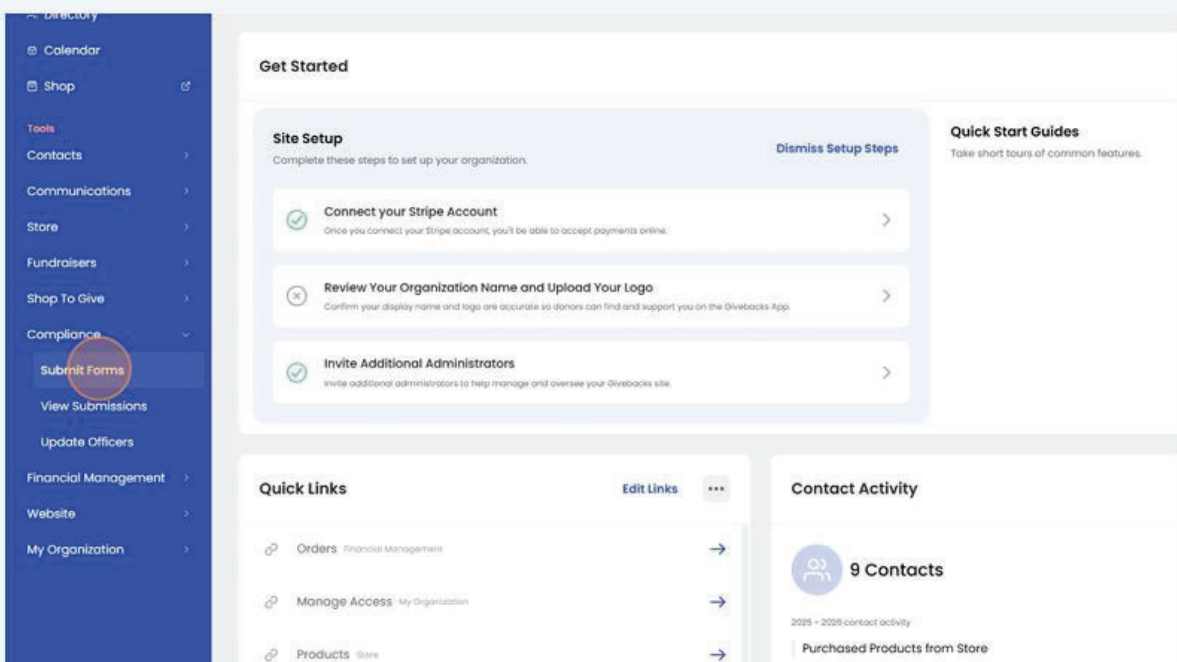
Trusted by over 12,800 volunteer-led causes doing good in the world and over 2.9 million of their supporters.

## 2 Click "Compliance"



The screenshot shows the Givebacks dashboard interface. On the left is a dark blue sidebar with a list of navigation items: Directory, Calendar, Shop, Tools, Contacts, Communications, Store, Fundraisers, Shop To Give, Compliance (highlighted with a red circle), Financial Management, Website, and My Organization. The main content area is titled 'Get Started' and contains three sections: 'Site Setup' with three steps (Connect your Stripe Account, Review Your Organization Name and Upload Your Logo, Invite Additional Administrators), 'Quick Start Guides', 'Quick Links' with links to Orders, Manage Access, and Products, and 'Contact Activity' showing 9 contacts and a bar chart for 2025-2026 contact activity.

## 3 Click "Submit Forms"



This screenshot is identical to the one above, showing the Givebacks dashboard. The difference is that in the sidebar, the 'Submit Forms' item (located under the 'Tools' section) is highlighted with a red circle instead of 'Compliance'.

4

Click "Start New Form"

Year > 2025 - 2026 X

**2025 - 2026 Required Forms**

Year 2025 - 2026

| Name                                                        | Due Date | Status                      |
|-------------------------------------------------------------|----------|-----------------------------|
| SCHOOL SUPPORT ORGANIZATION ANNUAL REGISTRATION (Form 9219) | 08/01/25 | <a href="#">Submit Form</a> |
| School Support Organization Annual Upload Documents         | 08/01/25 | <a href="#">Submit Form</a> |

Display 25 per page

**Available Forms**

| Name                                                              | Drafts                         |
|-------------------------------------------------------------------|--------------------------------|
| Request for Approval of Fundraising Event                         | <a href="#">Start New Form</a> |
| Request for Approval of Athletic Fundraising Event                | <a href="#">Start New Form</a> |
| Fundraising Report After Completion of Fundraising Event          | <a href="#">Start New Form</a> |
| Athletic Fundraising Report After Completion of Fundraising Event | <a href="#">Start New Form</a> |

Display 25 per page

**Submission History**

Filter

5

Click "Choose Date" to select the date you are making this request.

Year > 2025 - 2026 X

**2025 - 2026 Required Forms**

Year 2025 - 2026

| Name                                                        | Due Date | Status                      |
|-------------------------------------------------------------|----------|-----------------------------|
| SCHOOL SUPPORT ORGANIZATION ANNUAL REGISTRATION (Form 9219) | 08/01/25 | <a href="#">Submit Form</a> |
| School Support Organization Annual Upload Documents         | 08/01/25 | <a href="#">Submit Form</a> |

Display 25 per page

**Available Forms**

| Name                                                              | Drafts                         |
|-------------------------------------------------------------------|--------------------------------|
| Request for Approval of Fundraising Event                         | <a href="#">Start New Form</a> |
| Request for Approval of Athletic Fundraising Event                | <a href="#">Start New Form</a> |
| Fundraising Report After Completion of Fundraising Event          | <a href="#">Start New Form</a> |
| Athletic Fundraising Report After Completion of Fundraising Event | <a href="#">Start New Form</a> |

Display 25 per page

**General Details**

Brecksville-Broadview Heights High School

Rachel

Blanchette

blanchetter@bbhcsd.org

**Fields**

Date of Request: \*

[Choose Date](#)

Building:

☐ High School

☐ Middle School

☐ Elementary School

Date of event: \*

[Choose Date](#)

Name of Organization/Club \*

[Save](#) [Submit](#)

## 6 Click on today's date.

Year: 2025 - 2026 X

**2025 - 2026 Required Forms**

Name

SCHOOL SUPPORT ORGANIZATION ANNUAL REGISTRATION (Form 928F)

School Support Organization Annual Upload Documents

Display: 25 per page

**Available Forms**

Name

Request for Approval of Fundraising Event

Request for Approval of Athletic Fundraising Event

Fundraising Report After Completion of Fundraising Event

Athletic Fundraising Report After Completion of Fundraising Event

Display: 25 per page

Submission History

Brecksville-Broadview Heights High School

Rachel

Blanchette

blanchetter@bbhcsd.org

**Fields**

Date of Request: \*

Choose Date

July 2025

Mon Tue Wed Thu Fri Sat Sun

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31

Save

Submit

## 7 Click on the correct school selection.

Year: 2025 - 2026 X

**2025 - 2026 Required Forms**

Name

SCHOOL SUPPORT ORGANIZATION ANNUAL REGISTRATION (Form 928F)

School Support Organization Annual Upload Documents

Display: 25 per page

**Available Forms**

Name

Request for Approval of Fundraising Event

Request for Approval of Athletic Fundraising Event

Fundraising Report After Completion of Fundraising Event

Athletic Fundraising Report After Completion of Fundraising Event

Display: 25 per page

Submission History

Brecksville-Broadview Heights High School

Rachel

Blanchette

blanchetter@bbhcsd.org

**Fields**

Date of Request: \*

July 9, 2025

Building:

☒ High School

☐ Middle School

☐ Elementary School

Date of event: \*

Choose Date

Name of Organization/Club \*

Save

Submit

8

Click "Choose Date" and select the planned date of your fundraiser.

The screenshot shows a web form for fundraising. On the left, there are two sections: "2025 - 2026 Required Forms" and "Available Forms", each with a search bar and a "Display 25 per page" dropdown. The "Available Forms" section lists four items: "Request for Approval of Fundraising Event", "Request for Approval of Athletic Fundraising Event", "Fundraising Report After Completion of Fundraising Event", and "Athletic Fundraising Report After Completion of Fundraising Event". On the right, there are input fields for "Brecksville-Broadview Heights High School", "Rachel", "Blanchette", and "blanchetter@bbhcsd.org". Below these is a "Fields" section with "Date of Request \*" set to "July 9, 2025", "Building:" with radio buttons for "High School" (checked), "Middle School", and "Elementary School", "Date of event \*" with a "Choose Date" button highlighted by an orange circle, and "Name of Organization/Club \*". At the bottom right are "Save" and "Submit" buttons.

9

Select the date you plan to hold your fundraiser.

This screenshot is similar to the previous one, but with a calendar overlay for the "Date of event \*" field. The calendar is for "September 2025" and shows days from 1 to 30. The date "23" is highlighted with an orange circle. The "Choose Date" button is also visible below the calendar. The rest of the form, including the "Required Forms" and "Available Forms" sections on the left and the "Save" and "Submit" buttons at the bottom right, remains the same.

10 Ensure every field with a "\*" is completed.

The screenshot shows a web interface for '2025 - 2026 Required Forms'. On the left, there are two sections: '2025 - 2026 Required Forms' and 'Available Forms'. The 'Available Forms' section lists several forms, including 'Request for Approval of Fundraising Event', 'Request for Approval of Athletic Fundraising Event', 'Fundraising Report After Completion of Fundraising Event', and 'Athletic Fundraising Report After Completion of Fundraising Event'. On the right, there is a 'Fields' section with several input fields. An orange circle highlights the 'Name of Organization/Club' field, which is marked with an asterisk (\*). Other fields include 'Date of Request', 'Building', 'Date of event', 'Advisor's Name', and 'Type of Fundraising Activity Being Requested', all of which are also marked with an asterisk. At the bottom right, there are 'Save' and 'Submit' buttons.

11 Let us know if this is a repeat fundraiser that has been held before by your group.

The screenshot shows the same web interface as in the previous image, but with additional fields. The 'Fields' section now includes 'Advisor's Name', 'Type of Fundraising Activity Being Requested', 'Name and Address of Company/Supplier of products', 'Contact Person', 'Contact Telephone Number', 'Has fundraiser been used by your club before?', 'Estimated Income', and 'Estimated Profit'. An orange circle highlights the 'Has fundraiser been used by your club before?' checkbox, which is marked with an asterisk (\*). The 'Estimated Income' and 'Estimated Profit' fields are also marked with an asterisk. At the bottom right, there are 'Save' and 'Submit' buttons.

## 12 Enter the estimated income and profit for this event.

Year: 2025 - 2026 X

**2025 - 2026 Required Forms**

Name: SCHOOL SUPPORT ORGANIZATION ANNUAL REGISTRATION (Form 920F1)  
School Support Organization Annual Upload Documents

Display: 25 per page

**Available Forms**

Name: Request for Approval of Fundraising Event  
Request for Approval of Athletic Fundraising Event  
Fundraising Report After Completion of Fundraising Event  
Athletic Fundraising Report After Completion of Fundraising Event

Display: 25 per page

Submission History

Advisor's Name: \*

Your Name: [Field]

Type of Fundraising Activity Being Requested: \*

Fill: [Field]

Name and Address of Company/Supplier of products: \*

Out: [Field]

Contact Person: \*

All: [Field]

Contact Telephone Number: \*

Fields: [Field]

Has fundraiser been used by your club before?

☐ Yes  
☒ No

Estimated Income: \*

[Field]

Estimated Profit: \*

[Field]

Save Submit

## 13 Let us know if there will be any POs associated with this fundraiser, but do NOT enter any POs until your event has received approval. Then, click "Submit".

Year: 2025 - 2026 X

**2025 - 2026 Required Forms**

Name: SCHOOL SUPPORT ORGANIZATION ANNUAL REGISTRATION (Form 920F1)  
School Support Organization Annual Upload Documents

Display: 25 per page

**Available Forms**

Name: Request for Approval of Fundraising Event  
Request for Approval of Athletic Fundraising Event  
Fundraising Report After Completion of Fundraising Event  
Athletic Fundraising Report After Completion of Fundraising Event

Display: 25 per page

Submission History

Contact Person: \*

All: [Field]

Contact Telephone Number: \*

Fields: [Field]

Has fundraiser been used by your club before?

☐ Yes  
☒ No

Estimated Income: \*

\$1000

Estimated Profit: \*

\$1000

Total number of items being ordered: \*

[Field]

⚠ Do not proceed or enter any purchase orders until your fundraising event has been approved.

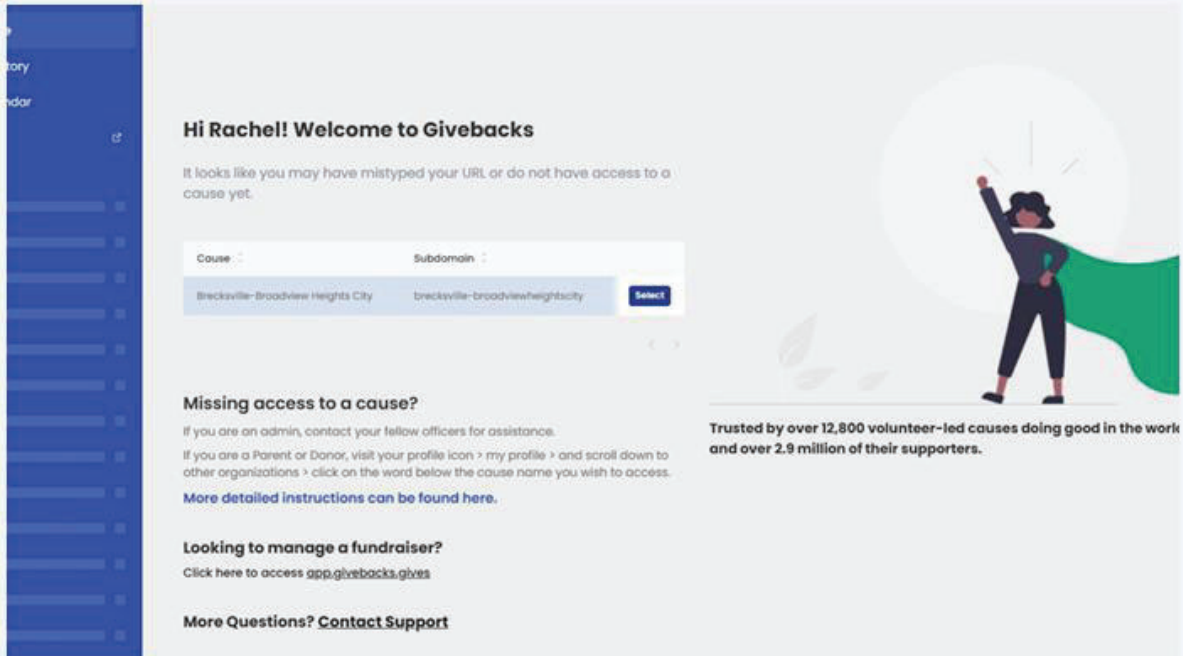
Save Submit

## Givebacks Where to Find: Fundraising Report After Completion of Fundraising Event

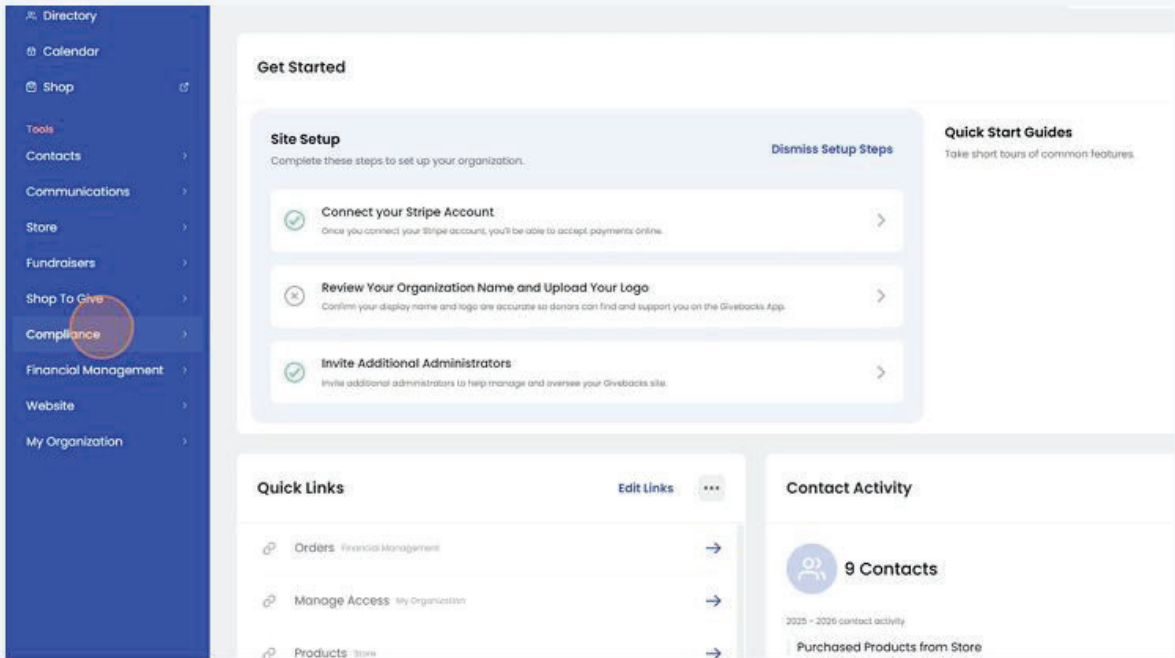
Visit Givebacks at: <https://npo.givebacks.com/>

1

Navigate to <https://npo.givebacks.com/> and log in to Givebacks



## 2 Click "Compliance"



The screenshot shows the Givebacks dashboard interface. On the left is a dark blue sidebar with a list of navigation items: Directory, Calendar, Shop, Tools, Contacts, Communications, Store, Fundraisers, Shop To Give, Compliance (highlighted with a red circle), Financial Management, Website, and My Organization. The main content area is titled 'Get Started' and contains three sections: 'Site Setup' with three steps (Connect your Stripe Account, Review Your Organization Name and Upload Your Logo, Invite Additional Administrators), 'Quick Start Guides', 'Quick Links' with links to Orders, Manage Access, and Products, and 'Contact Activity' showing 9 contacts and a bar chart for 2025-2026 contact activity.

**Get Started**

**Site Setup**  
Complete these steps to set up your organization.

**Connect your Stripe Account**  
Once you connect your Stripe account, you'll be able to accept payments online.

**Review Your Organization Name and Upload Your Logo**  
Confirm your display name and logo are accurate so donors can find and support you on the Givebacks App.

**Invite Additional Administrators**  
Invite additional administrators to help manage and oversee your Givebacks site.

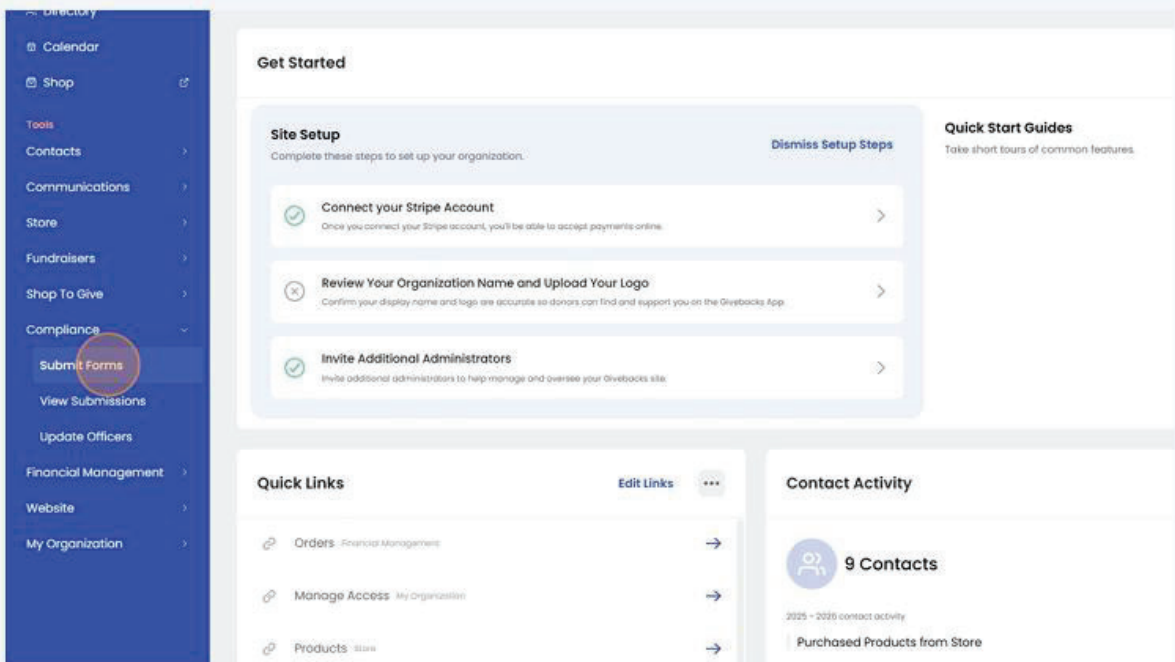
**Quick Start Guides**  
Take short tours of common features.

**Quick Links**  
Edit Links

Orders Financial Management  
Manage Access My Organization  
Products Store

**Contact Activity**  
9 Contacts  
2025 - 2026 contact activity  
Purchased Products from Store

## 3 Click "Submit Forms"



This screenshot is identical to the one above, showing the Givebacks dashboard. The only difference is that in the sidebar, 'Submit Forms' is highlighted with a red circle instead of 'Compliance'. The rest of the interface, including the 'Get Started' section with site setup steps, quick links, and contact activity, remains the same.

**Get Started**

**Site Setup**  
Complete these steps to set up your organization.

**Connect your Stripe Account**  
Once you connect your Stripe account, you'll be able to accept payments online.

**Review Your Organization Name and Upload Your Logo**  
Confirm your display name and logo are accurate so donors can find and support you on the Givebacks App.

**Invite Additional Administrators**  
Invite additional administrators to help manage and oversee your Givebacks site.

**Quick Start Guides**  
Take short tours of common features.

**Quick Links**  
Edit Links

Orders Financial Management  
Manage Access My Organization  
Products Store

**Contact Activity**  
9 Contacts  
2025 - 2026 contact activity  
Purchased Products from Store

4

Locate the 'Fundraising Report After the Completion of a Fundraiser' and click "Start New Form"

Year: 2025 - 2026 X

### 2025 - 2026 Required Forms

Year: 2025 - 2026

| Name                                                        | Due Date | Status                      |
|-------------------------------------------------------------|----------|-----------------------------|
| SCHOOL SUPPORT ORGANIZATION ANNUAL REGISTRATION (Form 921F) | 08/01/25 | <a href="#">Submit Form</a> |
| School Support Organization Annual Upload Documents         | 08/01/25 | <a href="#">Submit Form</a> |

Display: 25 per page

### Available Forms

| Name                                                              | Drafts                         |
|-------------------------------------------------------------------|--------------------------------|
| Request for Approval of Fundraising Event                         | <a href="#">Start New Form</a> |
| Request for Approval of Athletic Fundraising Event                | <a href="#">Start New Form</a> |
| Fundraising Report After Completion of Fundraising Event          | <a href="#">Start New Form</a> |
| Athletic Fundraising Report After Completion of Fundraising Event | <a href="#">Start New Form</a> |

Display: 25 per page

### Submission History

Filter

# Licensure Code of Professional Conduct for Ohio Educators



# Licensure Code of Professional Conduct for Ohio Educators

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# Introduction

Educators are entrusted by the public with the responsibility of providing a high-quality education to each student. Through various roles, these professionals devote themselves to providing a safe and nurturing environment in which all students can learn. In alignment with the Standards for Ohio Educators and Ohio's Learning Standards, Ohio's educators strive for excellence through the high expectations they hold for themselves and their students. The professional conduct of every educator affects attitudes toward the profession. Educators are trustees of the profession and share with the broader community the responsibility of providing high-quality public education. Educators recognize the need to balance the demands of the profession by caring for their own physical and emotional well-being in order to successfully carry out their professional responsibilities.

Aware of the importance of maintaining the confidence and trust of students, parents, colleagues and the public, Ohio educators maintain the highest degree of professional conduct for themselves and their peers. Ohio educators are all individuals applying for a credential or individuals credentialed by the State Board of Education, and the Licensure Code of Professional Conduct for Ohio Educators serves as the basis for decisions on issues pertaining to licensure that are consistent with applicable law. It provides a guide for conduct in situations that have professional implications for all individuals, such as teachers, principals, superintendents, educational aides, coaches, substitute teachers and others credentialed by the State Board of Education.

Ohio is nationally known as a state that produces high-quality educators and recognizes that its 250,000 practicing educators hold the fundamental beliefs defined in the following nine principles:

1. Educators behave in a professional manner, realizing that one's actions reflect directly on the status and substance of the profession.
2. Educators maintain a professional relationship with all students at all times, both in and out of the classroom.
3. Educators accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law.
4. Educators adhere to federal, state and local laws and statutes regarding criminal activity.
5. Educators comply with state and federal laws related to maintaining confidential information.
6. Educators serve as positive role models and do not use, possess or unlawfully distribute illegal or unauthorized drugs.
7. Educators ensure school property, public funds or fees paid by students or the community are used in the best interest of students and not for personal gain.
8. Educators fulfill all the terms and obligations in their employment contracts.
9. Educators use technology in a responsible manner and safeguard the electronic devices and data entrusted to them.

As education is a public trust, the Ohio Department of Education pursues allegations of unprofessional conduct. The Department recognizes that an accusation of misconduct is not conclusive proof that the educator engaged in conduct unbecoming. By law, educators are entitled to all due process rights, with each circumstance considered on a case-by-case basis to determine appropriate action. Not all referrals or investigations result in disciplinary action. The Licensure Code of Professional Conduct for Ohio Educators includes the presumptive range of applicable disciplinary actions involving any individual credentialed by the State Board of Education.

# 1. Professional Behavior

Educators shall behave as professionals, realizing their actions directly reflect on the status and substance of the education profession.

*An educator serves as a positive role model to both students and adults and is responsible for preserving the dignity and integrity of the teaching profession and for practicing the profession according to the highest ethical standards.*

**Conduct unbecoming** to the profession includes, but is not limited to, the following actions:

- a) Failing to adhere to the Licensure Code of Professional Conduct for Ohio Educators.
- b) Assisting another in committing an act of conduct unbecoming, as described in the Licensure Code of Professional Conduct for Ohio Educators.
- c) Having a continuing physical or mental inability, incapacity or addiction that significantly impacts the educator's ability to carry out his or her professional responsibilities and renders the educator incapable of safely maintaining the care, custody and control of students.
- d) Committing any violation of state or federal laws, statutes or rules although the conduct may not have resulted in a criminal charge, indictment, prosecution or conviction. (Except as noted in Principle 6(b), this does not include traffic violations.)
- e) Disparaging a colleague, peer, or other school personnel while working in a professional setting (teaching, coaching, supervising or conferencing) on the basis of race or ethnicity, socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics, age, disability or English language proficiency.
- f) Harassing, intimidating, or retaliating against a colleague, peer, or other school personnel.
- g) Sexually harassing any student, minor or adult in the school community.
- h) Failing to complete a criminal background check, as required by state or federal law.
- i) Violating local, state or federal procedures related to the security of standardized tests, test supplies or resources.
- j) Negligently failing to verify, prior to hiring, recommending for employment, or issuing payment, except as permitted by law, that an educator possesses the appropriate credential type for the educator's position (for example, the appropriate credential type means a teacher must possess a teaching credential, principal a principal credential, superintendent a superintendent credential, etc.).
- k) Accepting or holding employment that requires the educator to engage in activities or duties outside the scope of the educator's credential type.
- l) Being disciplined by another state educational entity or other professional licensing board or entity for unethical conduct.
- m) Committing an act of academic dishonesty (for example, plagiarism, falsification, fabrication, sabotage, or cheating in an academic setting).
- n) Engaging in nepotism, as prohibited by local, state, or federal law.

*The disciplinary actions for violations of Principle 1 can be found on [page 13](#).*

## 2. Professional Relationships with Students

Educators shall maintain a professional relationship with all students at all times, both in and out of the classroom.

*An educator's responsibility includes nurturing the intellectual, physical, emotional, social and civic potential of all students and providing a safe environment free from harassment, intimidation and criminal activity. An educator creates, supports and maintains an appropriate learning environment for all students and fulfills the roles of trusted confidant, mentor and advocate for students' rights while maintaining appropriate professional, emotional and social boundaries. An educator must serve as a champion against child abuse and be cognizant of student behaviors that suggest abuse or neglect.*

**Conduct unbecoming** includes, but is not limited to, the following actions:

- a) Committing any act of sexual abuse of a student or minor or engaging in inappropriate sexual conduct with a student or minor.
- b) Committing an act of cruelty to children or an act of child endangerment (for example, physical, psychological, or emotional abuse).
- c) Soliciting, encouraging, engaging or consummating an inappropriate relationship with any student, minor, or individual who was a student in the preceding twelve months.
- d) Engaging in grooming a student or minor (befriending and establishing an emotional connection with a student or minor or a student's or minor's family to lower the student's or minor's inhibitions for the purpose of an inappropriate emotional, romantic or sexual relationship).
- e) Disparaging a student on the basis of race or ethnicity, socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics, academic or athletic performance, disability or English language proficiency.
- f) Using inappropriate language, gestures or signs at any school-related activity (such as racial slurs, or biased, lewd or lascivious expressions).
- g) Provoking an altercation with or between students or engaging in a physical altercation with students that is not for the purpose of ensuring the health, safety, and welfare of students.
- h) Failing to provide appropriate supervision of students, within the scope of the educator's official capacity, which risks the health, safety and welfare of students or others in the school community.
- i) Knowingly contributing to or failing to intervene in the harassment, intimidation, or bullying of a student.

*The disciplinary actions for violations of Principle 2 can be found on [page 13](#).*

### 3. Accurate Reporting

Educators shall accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law.

*An educator communicates appropriate representation of facts concerning qualifications for professional practice, student information, school board policy and other educational matters. An educator must notify the superintendent or designee, of any conduct by a licensed educator that substantially impairs his or her ability to function professionally or is detrimental to the health, safety and welfare of students. It is not considered conduct unbecoming for an educator to, in good faith, notify a superintendent as required by this principle and said educator shall not be the subject of retaliation.*

**Conduct unbecoming** includes, but is not limited to, the following actions:

- a) Falsifying, intentionally misrepresenting, willfully omitting or being negligent in reporting information submitted to federal, state and other governmental agencies including, but not limited to, staff, student, district, and financial data and information submitted in the course of an official inquiry or investigation.
- b) Falsifying, intentionally misrepresenting, willfully omitting or being negligent in reporting professional qualifications, criminal history, discipline of a professional license or credential, college or professional development credit and/or degrees, academic awards and employment history when applying for employment and/or licensure or when recommending an individual for employment, promotion or licensure.
- c) Falsifying, intentionally misrepresenting, willfully omitting or being negligent in reporting reasons for absences or leaves.
- d) Falsifying, intentionally misrepresenting, willfully omitting or being negligent in reporting information regarding the evaluation of students and/or personnel.
- e) Knowingly failing to notify the superintendent or designee upon becoming aware that an educator's ability to function in his or her position has been substantially impaired or of any conduct that is detrimental to the health, safety and welfare of students.
- f) Intentionally failing to make a mandated report of any violation of state or federal law.
- g) Directing, instructing, assisting or requesting another to commit an act described in Principle 3 of the Licensure Code of Professional Conduct for Ohio Educators.

*The disciplinary actions for violations of Principle 3 can be found on [page 13](#).*

## 4. Criminal Acts

Educators shall adhere to federal, state and local laws and statutes.

***An educator shall not engage in criminal activity as evidenced by a criminal conviction, guilty plea, finding of guilt, or participation in a court-ordered diversion or treatment in lieu of conviction program.***

**Conduct unbecoming** includes, but is not limited to, the following actions:

- a) A criminal offense that is an offense of violence, theft, drug abuse, or sexually-oriented offense as defined in Ohio Administrative Rule 3301-20-01 (for example, murder, rape, drug trafficking, kidnapping, robbery, felonious assault).
- b) A criminal offense that requires an educator to meet the rehabilitation standards, as defined in Ohio Administrative Code Rule 3301-20-01 (for example, assault, passing bad checks, fraud, domestic violence, possession of drugs).
- c) Conveying or possessing a deadly weapon or dangerous ordnance in a school safety zone, on school premises or at a school-related activity, unless authorized by state or federal law.
- d) A criminal offense that is not identified as an absolute bar offense or offense requiring rehabilitation pursuant to Ohio Administrative Code Rule 3301-20-01 and the offense involves a student, minor, school district, or school personnel.
- e) A criminal offense that is not identified as an absolute bar offense or offense requiring rehabilitation pursuant to Ohio Administrative Code Rule 3301-20-01 and the offense does not involve a student, minor, school district, or school personnel. (Except as noted in Principle 6(b), this does not include traffic violations.)

*The disciplinary actions for violations of Principle 4 can be found on [page 14](#).*

## 5. Confidentiality

Educators shall comply with local, state and federal laws related to maintaining confidential information.

*An educator is entrusted with information that could be misused to embarrass or damage a student's reputation or relationship with others. Therefore, the educator has the responsibility to keep information about students confidential unless disclosure serves professional purposes, affects the health, safety, and welfare of students and others, is required by law, or parental permission has been given. An educator maintains the security of confidential information, such as academic and disciplinary records, testing materials, personal confidences, photographs, health and medical information, family status and/or income.*

**Conduct unbecoming** includes, but is not limited to, the following actions:

- a) Willfully or knowingly violating any student confidentiality required by federal or state laws, including publishing, providing access to, or altering confidential student information on district or public websites, such as grades, personal information, photographs, disciplinary actions, or individualized educational programs (IEPs) without parental consent or consent of students 18 years of age and older.
- b) Using confidential student, family, or school-related information in a non-professional way (for example, gossip, malicious talk or disparagement).
- c) Violating local, state, or federal procedures or laws related to the confidentiality of standardized tests, test supplies, or resources.

*The disciplinary actions for violations of Principle 5 can be found on [page 14](#).*

## 6. Use, Possession, or Unlawful Distribution of Alcohol, Drugs and Tobacco

Educators shall not use, possess or unlawfully distribute illegal or unauthorized drugs. Educators shall not use alcohol during any school activity involving students, minors or underage persons. Educators shall not use tobacco during any school activity except in designated areas. Educators shall not furnish, provide or encourage students or underage persons to use, possess or unlawfully distribute alcohol, tobacco, or illegal or unauthorized drugs.

*As a positive role model, an educator is entrusted with protecting the health, safety, and welfare of students at any school event. The use of alcohol or illegal or unauthorized drugs causes impairment of professional judgment that may potentially harm others. A professional educator must refrain from the illegal use of tobacco on any school grounds or at any school activity.*

**Conduct unbecoming** includes, but is not limited to, the following actions:

- a) Being under the influence of, possessing, using or consuming illegal or unauthorized drugs.
- b) Engaging in habitual or excessive abuse of alcohol, as demonstrated by two or more alcohol-related convictions within a five-year span or a severe alcohol-related conviction (for example, a high blood alcohol content, significant injury or property damage, or incidents involving minors).
- c) Being on school premises in an official capacity (for example, teaching, coaching, supervising, or conferencing) or at any school activity involving students, minors or underage persons while under the influence, possessing, or consuming alcoholic beverages.
- d) Furnishing or providing tobacco, alcohol or illegal or unauthorized drugs to any student, minor, or underage person.
- e) Being on school premises or at any school activity involving students, minors or underage persons while using tobacco except in a designated area.
- f) Promoting the use of steroids, stimulants, or nutritional supplements to accelerate physical growth or contribute to the control of weight loss or weight gain to enhance physical performance.

*The disciplinary actions for violations of Principle 6 can be found on [page 14](#).*

## 7. Financial Management and Improper Compensation for Personal Gain

Educators shall ensure all school funds and accounts are managed in a responsible and transparent manner. Educators shall ensure school property, public funds or fees paid by students or the community are not used for personal gain. Educators shall not make decisions based upon gifts, gratuities, favors or the socioeconomic status of parents, family members, community members or businesses.

*An educator is entrusted with public funds and school property in the course of performing job duties and maintains a high level of honesty, accuracy and accountability to ensure institutional privileges are not used for personal gain. An educator maintains integrity with students, colleagues, parents, families, the community or businesses when accepting gifts, gratuities, or favors. To avoid bias or prejudice, an educator needs to ensure decisions made about students or school policy are not negatively influenced by the socioeconomic status of parents, family members, community members or businesses.*

**Conduct unbecoming** includes, but is not limited to, the following actions:

- a) Using public school property or public funds for personal use not in accordance with local, state or federal laws.
- b) Soliciting students or parents of students to purchase equipment, supplies, or services or to participate in activities that financially benefit the educator without notifying the superintendent or designee and/or not in accordance with local board policy.
- c) Accepting gifts from vendors or potential vendors for personal use or gain exceeding \$25 in value.
- d) Tutoring students in one's district for profit without notifying the superintendent or designee and/or not in accordance with local board policy.
- e) Coaching and/or promoting athletic or artistic camps, off-season leagues, etc., in one's district for profit without notifying the superintendent or designee and/or not in accordance with local board policy.
- f) Failing to transparently and responsibly account for and manage any and all school-related funds in accordance with local board policies and local, state, or federal laws, including rules, opinions, and bulletins promulgated by the Ohio Auditor of State or the Ohio Ethics Commission.
- g) Failing to account for funds related to school activities collected from students, parents, family members, community members, staff or peers in accordance with local board policy.
- h) Co-mingling public or school-related funds with personal funds or checking accounts.
- i) Submitting fraudulent requests for reimbursement of expenses.
- j) Failing to pay a finding for recovery issued by the Ohio Auditor of State.

*The disciplinary actions for violations of Principle 7 can be found on [page 14](#).*

## 8. Commitment to Contract

Educators shall fulfill all of the terms and obligations detailed in their employment contract with the local board of education, public educational agency, or community school for the duration of the contract.

*An educator knows and understands the rights and responsibilities as outlined in the employment contract and adheres to the terms and conditions of the agreement by fulfilling responsibilities and duties required of the position.*

**Conduct unbecoming** includes, but is not limited to, the following actions:

- a) Abandoning the contractual agreement for professional services without the consent of the board of education or designee, according to Ohio Revised Code 3319.15, or without the consent of the community school's governing authority or operator, according to Ohio Revised Code 3314.103.
- b) Willfully refusing to perform services and duties required by the contract, except as outlined in Ohio Revised Code Chapter 4117.
- c) Violating or interfering with due process as outlined in the contractual agreement.

*The disciplinary actions for violations of Principle 8 can be found on [page 15](#).*

## 9. Appropriate and Responsible Use of Technology

Educators shall always use technology, electronic communications, and social media in a responsible and professional manner and appropriately safeguard the unauthorized use or access to electronic devices and data entrusted to them.

*An educator responsibly creates, uses, consumes, distributes, and protects information and data across all technologies. Educators shall maintain appropriate boundaries with colleagues, students, and the school community when using technology and electronic communications. While maintaining their constitutional rights, educators recognize that when using technology, the words they choose and the content of their statements can reflect negatively on their positions, schools, and the profession.*

**Conduct unbecoming** includes, but is not limited to, the following actions:

- a) Negligently failing to prevent others from unauthorized use of professional electronic devices to access improper or inappropriate material or confidential data.
- b) Negligently failing to prevent students from unauthorized use of the educator's personal electronic devices to access improper or inappropriate material or confidential data.
- c) Accessing inappropriate, non-school-related material on a school-owned device not in accordance with local board policy.
- d) Presenting inappropriate, non-school-related media to students.
- e) Using technology, social media, or other electronic communications to promote inappropriate communications with students (for example, excessively, for non-educational purposes or requesting students or minors to conceal communication).
- f) Knowingly failing to report and/or address instances of electronic or online harassment, bullying, or intimidation of a student.
- g) Knowingly failing to appropriately intervene when made aware of inappropriate or illegal images or material involving students or minors in electronic forms.
- h) Using technology, social media or other electronic communications to host, post, or distribute improper or inappropriate material that could reasonably be accessed by the school community (includes, but is not limited to, pornography, obscene material, promotion of drug use or underage consumption of alcohol, promotion of violence, disparagement of students, and disparagement based upon gender, gender identity, race, sex, ethnicity, sexual orientation, disability, military status, or religion).
- i) Using school technology to run, manage, or promote a personal business venture.

*The disciplinary actions for violations of Principle 9 can be found on [page 15](#).*

# Disciplinary Procedure

## DUE PROCESS

The State Board of Education has the authority to suspend, limit, revoke or deny licenses; issue a letter of admonishment; or enter into a consent agreement with an applicant or licensed educator to administer the educator discipline process in accordance with Chapter 33 and Chapter 119 of the Ohio Revised Code and Chapter 3301 of the Ohio Administrative Code.

When an educator is reported to the Ohio Department of Education for an allegation of unprofessional conduct made by a principal, parent, teacher, student, superintendent or community member, the Department will determine whether the State Board of Education has jurisdiction to investigate the matter pursuant to Section 3319.311 of the Ohio Revised Code.

If it is determined an investigation is warranted, a thorough investigation would be conducted pursuant to Section 3319.311 of the Ohio Revised Code at which time **all mitigating circumstances will be fully examined to determine whether the allegation can be substantiated**. If an allegation is reported and turns out to be a false allegation or unsubstantiated, all information obtained in the case file will be sealed two years after the investigation is concluded in accordance with Section 3319.311 of the Ohio Revised Code.

If the results of an investigation warrant initiating an action under Section 3319.31 of the Ohio Revised Code, **an educator is entitled to all due process rights** afforded pursuant to Chapter 33 and Chapter 119 of the Ohio Revised Code and Chapter 3301 of the Ohio Administrative Code.

## DISCIPLINARY GUIDELINES

Upon a determination that the results of an investigation warrant the State Board of Education to impose a disciplinary action pursuant to Section 3319.31 of the Ohio Revised Code, the State Board may impose an appropriate penalty within the presumptive range on a **case-by-case basis**, as set forth in these disciplinary guidelines, unless the aggravating and mitigating factors in an individual case warrant a penalty outside the presumptive range.

The range of disciplinary actions are presumptions and may include a letter of admonishment, consent agreement, limitation of a license, suspension of a license, revocation of a license, or denial of a license. The terms "suspension," "revocation," and "denial" shall mean any length of suspension, revocation or denial, including permanent revocation or permanent denial. A license may be suspended or limited pursuant to a consent agreement or State Board resolution. A complete explanation of the types of disciplinary actions can be accessed on the Ohio Department of Education's website, [education.ohio.gov](http://education.ohio.gov), search keywords *disciplinary actions*.

The State Board may determine that a penalty outside the range of the disciplinary guidelines is more appropriate in an individual case based upon aggravating and mitigating factors as outlined in Sections 3301-73-21 (A) (B) and Section 3301-20-01 (E) of the Ohio Administrative Code, or any other factors the State Board, district or educational entity, or superintendent consider relevant. Further, the State Board may determine not to impose a disciplinary action involving an educator's licensure or application for licensure based upon conduct being a minor violation or a local school district or educational entity appropriately addressing the violation of the Licensure Code of Professional Conduct for Ohio Educators at the district or building level.

**The Licensure Code of Professional Conduct for Ohio Educators applies to all individuals licensed by the Ohio Department of Education.** The presumptive ranges are only applicable for disciplinary actions involving an educator's licensure or application for licensure. The presumptive ranges are not applicable for any discipline imposed at the local level. Possible discipline at the local level must follow all local contractual provisions including, but not limited to, due process, progressive discipline, and just cause. However, an educator who violates one or more of the principles may be subject to discipline at both the state and local levels.

Following are the disciplinary actions, including a presumptive range of penalties that shall apply to violations of the *Licensure Code of Professional Conduct for Ohio Educators*.

# DISCIPLINARY ACTIONS

## 1. Professional Behavior

**Educators shall behave as professionals realizing that their actions directly reflect on the status and substance of the education profession.**

**If an educator violates Principle 1,** the presumption for the appropriate range of disciplinary action is the following:

- I. Suspension (one day to one year) of a license depending upon the violation of the testing procedure;
- II. Suspension of a license until the educator comes into compliance with the required background checks;
- III. Letter of admonishment up to revocation/denial of a license for other acts unbecoming to the professional conduct of educators.

## 2. Professional Relationships with Students

**Educators shall maintain a professional relationship with all students at all times, both in and out of the classroom.**

**If an educator violates Principle 2,** the presumption for the appropriate range of disciplinary action is the following:

- I. Revocation/denial of a license for sexual/physical abuse;
- II. Suspension (one day to five years) of a license up to revocation/denial of a license for psychological or emotional abuse or for soliciting, encouraging, engaging or consummating an inappropriate written, verbal, psychological, emotional or physical relationship with a student or minor;
- III. Suspension (one day to five years) of a license for disparagement, inappropriate language, physical altercations, inappropriate supervision or harassment.

## 3. Accurate Reporting

**Educators shall accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law.**

**If an educator violates Principle 3,** the presumption for the appropriate range of disciplinary action is the following:

- I. Suspension (one day to three years) of a license for falsifying, intentionally misrepresenting, willfully omitting, or being negligent in reporting criminal history, discipline of a professional license or credential, academic awards or employment history;
- II. Suspension (three years to five years) of a license up to revocation/denial of a license for falsifying, intentionally misrepresenting, willfully omitting, or being negligent in reporting professional qualifications, or college or professional development credit and/or degrees;
- III. Suspension (one day to five years) of a license for all other violations of this principle.

## 4. Criminal Acts

**Educators shall adhere to federal, state and local laws and statutes.**

**If an educator violates Principle 4**, the presumption for the appropriate range of disciplinary action is the following:

- I. Revocation/denial of a license for a criminal offense that is an offense of violence, theft offense, drug abuse offense or sexually oriented offense, as defined in Ohio Administrative Code Rule 3301-20-01;
- II. Revocation/denial of a license for a criminal offense involving the school community or where the victim is a student or minor;
- III. Suspension (one day to five years) of a license up to revocation/denial of a license for all other felony criminal acts;
- IV. Letter of admonishment up to revocation/denial of a license for all other misdemeanor criminal acts (for example, disorderly conduct, trespassing, assault, passing bad checks, fraud, domestic violence, possession of drugs).

## 5. Confidentiality

**Educators shall comply with local, state and federal laws related to maintaining confidential information.**

**If an educator violates Principle 5**, the presumption for the appropriate range of disciplinary action is suspension (one day to two years) of a license.

## 6. Use, Possession, or Unlawful Distribution of Alcohol, Drugs and Tobacco

**Educators shall not use, possess or unlawfully distribute illegal or unauthorized drugs. Educators shall not use alcohol during any school activity involving students, minors or underage persons. Educators shall not use tobacco during any school activity except in designated areas. Educators shall not furnish, provide or encourage students or underage persons to use, possess or unlawfully distribute alcohol, tobacco, or illegal or unauthorized drugs**

**If an educator violates Principle 6**, the presumption for the appropriate range of disciplinary action is the following:

- I. Suspension (one year to five years) of a license up to revocation/denial of a license for violations dealing with students, minors, or underage persons or school activities;
- II. Suspension (one day to five years) of a license for misuses unrelated to students, minors, or underage persons or school activities.

## 7. Financial Management and Improper Compensation for Personal Gain

**Educators shall ensure all school funds and accounts are managed in a responsible and transparent manner. Educators shall ensure school property, public funds or fees paid by students or the community are not used for personal gain. Educators shall not make decisions based upon gifts, gratuities, favors or the socioeconomic status of parents, family members, community members or businesses.**

**If an educator violates Principle 7**, the presumption for the appropriate range of disciplinary action is the following:

- I. Suspension (two years to five years) up to revocation/denial of a license for theft of school property or school funds;
- II. Letter of admonishment up to suspension (one day to one year) of a license for using one's position for personal gain;
- III. Suspension (one day to five years) up to revocation/denial of a license for all other violations of this principle.

## 8. Commitment to Contract

**Educators shall fulfill all of the terms and obligations detailed in their employment contract with the local board of education, public educational agency, or community school for the duration of the contract.**

**If an educator violates Principle 8**, the presumption for the appropriate range of disciplinary action is a letter of admonishment up to suspension (one day to one year) of a license.

## 9. Appropriate and Responsible Use of Technology

**Educators shall always use technology, electronic communications, and social media in a responsible and professional manner and appropriately safeguard the unauthorized use or access to electronic devices and data entrusted to them.**

**If an educator violates Principle 9**, the presumption for the appropriate range of disciplinary action is the following:

- I. Letter of admonishment up to suspension (one day to five years) of a license for negligence in failing to prevent others from unauthorized access of professional devices and students from unauthorized access of personal devices; accessing inappropriate, non-school-related material on school-owned devices; and use of school technology to run, manage, or promote a personal business;
- II. Suspension (one day to five years) of a license up to revocation/denial of a license for presenting inappropriate, non-school-related media to students and for violations involving the use of technology to host, post, or distribute inappropriate material;
- III. Suspension (one year to five years) of a license up to revocation/denial of a license for violations involving use of technology for promoting and/or engaging in inappropriate communication with students;
- IV. Suspension (one day to five years) of a license for failing to report or address instances of electronic or online harassment, bullying, or intimidation of a student, or failing to appropriately intervene when made aware of inappropriate or illegal materials involving students or minors appearing in electronic form.

## NOTES

[illegible]

# Ohio Department of Education

## Office of Professional Conduct

25 S. Front St., MS 104 | Columbus, OH 43215

614-466-5638 | 614-995-3752 (fax)

[education.ohio.gov](http://education.ohio.gov)



Licensure Code of Professional Conduct for Ohio Educators

# Brecksville-Broadview Heights City School District

## Bylaws & Policies

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### **6610 - STUDENT ACTIVITY FUND**

It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate activities of the student body organization.

For purposes of this policy, a "student activity fund" may include, but not be limited to activities such as co-curricular and approved extra-curricular activities.

Each activity covered by this policy must be recognized by the Board of Education before monies can be collected or disbursed in the name of said activity. Any and all proposed expenditures from a student activity fund must be approved by the Board or its designee prior to disbursement and must serve a valid and proper public purpose.

The Superintendent/designee is directed to obtain annually prior to the start of the new school year a list of student activities with a brief description of their objectives, activities, and limitations of each fund.

The Board authorizes the maintenance of approved student activity funds.

The Board authorizes the Treasurer/CFO to act on its behalf to review and approve each expenditure from a student activity fund prior to disbursement. In approving an expenditure, the Treasurer/CFO or designee shall determine that it is related to achieving one (1) or more of the stated purposes for which the student activity has been organized and will serve a valid and proper public purpose.

A charitable donation may be made to an organization or individual in accordance with the Treasurer/CFO's guidelines for activity fund expenditures.

An expenditure shall not be approved if it accrues to the personal benefit of a member of the staff or a member of the student group. Monies are not to be disbursed to a school class or group for any activity or event that will occur after the students have graduated.

Fund raising for all student activities will be in accordance with Board Policy **5830** and Policy **9700**.

All monies accumulated in the account of a specific class or activity will, upon the discontinuance of the activity, be disposed of in accordance with the recommendation approved by the Superintendent.

The Treasurer/CFO shall implement administrative guidelines which will ensure that all student activity funds are managed, recorded, and deposited in accordance with law and sound fiscal practice.

R.C. 9.39, 3313.47, 3313.51, 3313.53, 3315.01, 3315.062

R.C. 3315.12, 3315.14, 3317.024, 5705.41, 5705.412

A.C. 117-2-18, 117-2-20

# Brecksville-Broadview Heights City School District

## Administrative Guidelines

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### **5830 - STUDENT FUND-RAISING**

The following guidelines are to be followed for any activity that involves fund-raising by students and from students.

No advisor for an approved school organization is to accept any form of compensation from vendors that will provide a fund-raising activity, including, but not limited to, cash, gifts, travel vouchers, tickets, passes, and other things of such value. In the event that such compensation is received, albeit unsolicited, the advisor shall notify the Treasurer, in writing, that s/he received such compensation and shall turn in such compensation to the Treasurer at his/her earliest convenience.

In any fund-raising activity involving students, the following conditions must be met:

- A. Minimal instructional time is to be used to plan, conduct, assess, or manage a fund-raising activity unless such an activity is part of an approved course of study.
- B. Fund-raising activities conducted in a school or on District premises are not to interfere with the conduct of any co-curricular or extra-curricular activity. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- C. Student participation in fund-raising activities conducted by school-related groups of which they are not members must be voluntary and must be approved by the student's teacher or counselor to ensure that participation will not adversely affect his/her school work and other school responsibilities.
- D. No student of any age may participate in off-District fund-raising activities without proper supervision by approved staff or other adults.
- E. In accordance with Board policy, each fund-raising activity must be approved by the principal if occurring on District premises and by the Superintendent if occurring off District property. (See [Form 5830 F1](#) and possibly [Form 5330 F2](#)). In order to be approved, the group leader or advisor is to submit a proposal in advance of the event so that all fund-raising efforts may be coordinated so as not to burden or be a nuisance to students, faculty, parents, or the community.
- F. Contracts with outside suppliers for merchandise to be sold in a fund-raising activity are to be reviewed by the principal and signed by the staff member in charge who shall be personally responsible for the merchandise and monies collected. The contract must specify that any merchandise which is unsold and is resaleable can be returned for full credit. The District will not be responsible for any unsold merchandise that cannot be returned to a supplier for credit for any reason.
- G. The staff member in charge should establish procedures to ensure that all merchandise is properly stored, distributed, and accounted for. (see [Form 5830 F4](#))
- H. Upon completion of a fund-raiser, a final report is to be submitted to the appropriate staff member within thirty (30) days. (See [Form 5830 F3](#)) The report should state:
  - 1. cost of items or merchandise;
  - 2. amount of money projected and amount of money raised;

3. any differences between the actual activity and the planned activity;
  4. any problems that occurred and how resolved;
  5. when and where funds were deposited;
  6. if merchandise was involved, how many items were offered for sale, how many sold, the amount of money collected, and the disposition of any unsold items.
- I. If an activity involves the students providing a service in return for money, such as a car wash, a member of the professional staff shall supervise the activity at all times. His/Her responsibility is to ensure the service is provided in a proper manner and also ensure the safety and well-being of the students and the property of both the purchaser and the owner of the site.
- J. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", must be monitored by a staff member who has the necessary knowledge and training to recognize and deal appropriately with a situation in which one or more students may be over-extending themselves to the point of potential harm.



|              |                                        |
|--------------|----------------------------------------|
| Book         | Policy Manual                          |
| Section      | 9000 Relations                         |
| Title        | RELATIONS WITH SPECIAL INTEREST GROUPS |
| Code         | po9700                                 |
| Status       | Active                                 |
| Adopted      | July 23, 2007                          |
| Last Revised | December 12, 2016                      |

#### 9700 - **RELATIONS WITH SPECIAL INTEREST GROUPS**

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests.

It is the policy of the Board of Education that students, staff members, and District facilities not be used for promoting the interests of any nonschool agency or organization, public or private, without the approval of the Board or its designee; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

##### **A. Political Interests**

All materials or activities proposed by outside political sources for student or staff use or participation shall be reviewed by the principal on the basis of their educational contribution to part or all of the school program, and no such approval shall have the primary purpose of advancing the special interest of the proposing group.

The Board shall not permit the use of any type of educational material, program, or equipment in its curricular, co-curricular, or extra-curricular activities or at any time during the school day if such materials, programs, or equipment contain partisan political or commercial messages.

Professional staff may, however, utilize political materials or those provided by special interest-groups in adopted courses of study with the approval of the principal.

School facilities or equipment may not be used as a means of producing or disseminating to the community any materials that advertises or promotes a political party, a political cause or the candidacy of an individual for public office. Students and employees of the Board shall not be used to distribute campaign literature within the schools or on school grounds.

##### **B. Contests/Exhibits**

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;

3. involve any direct cost to the District;
4. interrupt the regular school program;
5. cause the participants to leave the School District, unless:
  - a. the Board's Policy 2340 - Field and Other District- Sponsored Trips - has been complied with in all aspects;
  - b. the Board has granted special permission;
  - c. the parents of a minor student have granted their permission.

#### **C. Distribution/Posting of Literature**

No outside organization or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on District property either during or after school hours without the permission and prior review of the Superintendent.

The Superintendent shall develop administrative guidelines that:

1. establish criteria concerning distribution or posting of student materials;
2. address distribution or posting of materials employees wish to distribute on behalf of an employee organization in compliance with the terms of negotiated collective bargaining agreements;
3. prohibit the use of the District or school mail system by the community, students or staff for distribution of nonschool-related materials unless authorized by the Superintendent;
4. prohibit distribution of materials from any profit-making organization to students to take home to their parents unless authorized by the Superintendent;
5. permit flyers and notices from outside non-profit organizations to be made available for students to pick-up at the literature distribution rack/table by the school building's office, under the following circumstances:
  - a. the flyer/notice publicizes a specific community activity or event that is age-appropriate for the students that attend the school;
  - b. if the event or activity is religious in nature, the flyer may not contain a proselytizing message (i.e., a message that promotes and/or advocates the benefits of the specific religion);
  - c. the organization submits the number of copies of the flyer that it wants placed in the literature distribution rack/table;
  - d. the organization shows the building principal its 501(C)(3) or other proof of non-profit status, and the principal confirms that the flyer/notice does not overtly advocate or entice support for any religious organization;

No student shall be required to take any of the flyers/notices placed in the literature/distribution rack/table, and the rack/table shall contain a clear notice that the Board does not support or endorse any of the organizations and/or activities/events identified in the flyers/notices.

#### **D. Solicitation of Funds**

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the Superintendent.

Permission to solicit funds will be granted only to those organizations, individuals, or staff members who meet the permission criteria established in the District's administrative guidelines. Solicitation must take place at such times and places and in such a manner as specified in the administrative guidelines. In accordance with Board Policy 5830, no District student may participate in the solicitation without the Superintendent's approval.

The Board disclaims all responsibility for the protection of, or accounting for, such funds.

Solicited funds are not to be deposited in any regular or special accounts of the District.

A copy of this policy as well as the relevant administrative guidelines shall be given to any individual granted permission to solicit funds on District property.

This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.

Use of the name, logo, or any assets of the District, including, but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

#### **E. Prizes/Scholarship**

The Board of Education is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this District. But, in accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:

1. No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.
2. The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the principal.
3. The principal, together with a committee of staff members designated by the principal, may be involved in the selection of the recipient and, if agreeable to the sponsoring organization, the selection shall be left entirely to the principal and staff committee.

#### **F. Sale of School Supplies**

In determining the appropriateness of the sale of school supplies by organizations other than the School District, the Board requires that:

1. the organization have a purpose which will benefit the School District and its students;
2. the organization's planned activities are clearly in the best interest of the School District and its students;
3. the organization has submitted the following information and assurances on the form provided by the District: a statement noting the purpose of the organization, financial accountability assurances, and use of facility assurances.

All funds generated by the sale of such school supplies shall be kept separate from other activity funds or other transactions of the Board.

#### **G. Surveys and Questionnaires**

Neither District-related nor nondistrict-related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed plan is submitted, in advance, to the Superintendent. If approved, a copy of the results and the proposed manner of their communication are to be provided to him/her for review and approval before they are released.

Students shall not be required to complete surveys to provide marketing information to vendors, or distribute to vendors any personal information of students, including but not limited to names, addresses, and telephone numbers, except as may be required by law. In addition, the District shall not enter into any contract for products or services, including electronic media services, where personal information will be collected from the students by the providers of the services.

See also Policy 2416 and AG 2416.

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R.C. 3313.75-.78

# Brecksville-Broadview Heights City School District

## Administrative Guidelines

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### **9700 - FUND-RAISING BY CHARITABLE ORGANIZATIONS**

The following criteria will be used in order to ensure equitable consideration of all requests by charitable organizations or groups to solicit funds on District premises. In this context, fund-raising shall also include solicitation of clothing, foodstuffs, or other products. Charitable organizations are those defined in State law.

- A. The purpose of the fund-raising is to help alleviate an economic, health, cultural, educational, or social need in the school community area.
- B. The funds are not used for religious or political purposes.
- C. The organization has a definite plan for the collection and distribution of funds.

Regardless of how worthy the purpose of the fund-raising may be or how well the organization meets the criteria, the number of requests that may be approved in any given school year may be limited.

These guidelines shall apply to all fund-raising activities other than approved student fund-raising activities and those approved for District-related organizations.

R.C. 1716.01

# Brecksville-Broadview Heights City School District

## Bylaws & Policies

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### 3210 - STAFF ETHICS

An effective educational program and successful operation of the District requires the services of individuals with integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information as they may secure;
- F. pledge that their actions and/or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. refuse to accept anything of value offered by another for the purpose of influencing judgment;
- H. refuse to accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation, unless pre-approval is secured from the Superintendent/designee;
- I. refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)

In addition, the Board believes that each professional staff member should maintain standards of exemplary professional conduct and conform his/her behavior to the code of ethics set forth below as adopted, in part, from the Association of American Educators' Code of Ethics and the National Education Association's Code of Ethics of the Education Profession, by demonstrating a commitment to students, the educational profession, and the District and community.

Commitment to Students - each professional staff member shall:

- A. strive to create a learning environment that nurtures to fulfillment the potential of all students and stimulates the spirit of inquiry, acquisition of knowledge and understanding, and the formulation of worthy goals;
- B. not unreasonably restrain students from independent action in the pursuit of learning or deny each student's access to varying points of view;
- C. deal considerately and justly with each student and seek to resolve problems, including discipline, according to Board policy and law;
- D. refrain from intentionally exposing students to disparagement or embarrassment;
- E. refrain from revealing confidential information concerning students, unless disclosure serves a compelling professional purpose or is required by law;
- F. make a constructive effort to protect students from conditions detrimental to learning, health or safety;
- G. endeavor to present facts without distortion, bias or personal prejudice;
- H. refrain from using his/her professional relationships with students for private advantage;

- I. not on the basis of race, color, creed, sex, national origin, marital status, religious beliefs, family, social or cultural background, unfairly:
  - 1. exclude any student from participation in any program;
  - 2. deny benefits to any student;
  - 3. grant any advantage to any student.

Commitment to the Educational Profession - each professional staff member shall:

- A. assume responsibility and accountability for his/her performance and continually strive to demonstrate competence;
- B. endeavor to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity;
- C. apply for, accept, or assign a position or a responsibility on the basis of professional qualifications, and adhere to the terms of a contract or appointment;
- D. continue professional growth;
- E. comply with written Board policies, administrative guidelines, or applicable laws and regulations;
- F. honestly account for all funds committed to his/her charge;
- G. refrain from using District or professional privileges for personal or partisan advantage;
- H. refrain from knowingly or willfully making false statements about a colleague or the District;
- I. not assist a non-teacher in the unauthorized practice of teaching.

Commitment to District and Community - each professional staff member shall:

- A. recognize that quality education is the common goal of the public, Board of Education, administration, and staff members;
- B. make concerted efforts to communicate to parents all information that should be revealed in the interest of a student;
- C. endeavor to understand and respect the value and traditions of the diverse cultures represented in the community and in his/her classroom;
- D. manifest a positive and active role in District/community relations.



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|--------------|--------------------------------|
| Book         | Policy Manual                  |
| Section      | 9000 Relations                 |
| Title        | DISTRICT SUPPORT ORGANIZATIONS |
| Code         | po9211                         |
| Status       | Active                         |
| Adopted      | July 23, 2007                  |
| Last Revised | April 16, 2025                 |

#### 9211 - **DISTRICT SUPPORT ORGANIZATIONS**

The Board of Education appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.

District support organizations are defined as any non-profit entity, group, or other organization formed and operating for the purpose of supporting District programs.

Each support organization must maintain and provide proof of general liability insurance coverage. The Board shall offer the opportunity for any authorized school support entity to receive coverage under the District's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of any school-support entity. The entity shall pay for such coverage upon written notification from the Treasurer/CFO. The District's insurance company reserves the right to deny the addition of any group to the District's policy. Should a support organization receive a denial, it would be responsible for providing proof of its own liability insurance coverage.

Because of the connection between support organizations and the School District programs and students, and because of the common use of the School District name in connection with the organization's activities, the public perception may be that the organizations and their activities are school-sponsored and approved by the Board, notwithstanding the fact that such organizations are independent entities, are not agents of the Board, and are not under the control or authority of the Board. In order to prevent disruption to the District's educational programs and injury to the District's reputation by conduct and activities of a support organization which are inconsistent with the District's mission, only organizations formally recognized by the Board will be permitted to use the School District name, as well as any logos or other insignia or emblems associated with and used to identify the District and/or school-sponsored programs and activities.

The following rules and procedures shall govern the working relationships between the Board, administration, and any District support organization. The Board may revoke formal recognition of any support group that fails to comply with these rules:

- A. School employees and Board-approved school volunteers may not be directly compensated in any manner by District support organizations.

Additionally, school employees and Board members will not manage or have sole access to District support organization funds.

- B. In addition to parents, membership should be made available to District staff and members of the community.

- C. Each District support organization shall work in cooperation with the Principal and other staff members and shall abide by the policies of the Board.

- D. It shall be the responsibility of each District support organization to monitor its activities to assure compliance with Board Policy.

The organization shall permit the Board to review all financial books and documentation upon request, and shall conduct a financial audit upon request of the Board.

1. A determination letter from the Internal Revenue Service that verifies the organization is a tax-exempt organization in good standing as described in Section 501(c)(3) of the Internal Revenue Code (if applicable).
  2. A copy of the Articles of Incorporation or amended Articles of Incorporation on file with the Ohio Secretary of State (if applicable).
  3. A copy of any filing with the Ohio Attorney General (if applicable).
  4. A copy of the support organization's Bylaws and any amendments.
  5. A current list of names, addresses, and titles of each officer of the organization. No administrative employee of the School District may be an officer of the booster organization in order for the organization to obtain Board recognition.
  6. A description of the projects or activities the organization intends to undertake during the ensuing school year, and the objectives and goals of such projects or activities.
  7. The organization's balance sheet, together with an accounting of the organization's income and expenses for the preceding calendar year.
  8. Copies of State and Federal tax reports for the most recent year, as well as copies of any audit reports.
- E. Each District support organization is encouraged to set goals that are consistent with those of the particular programs, activities, or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity, or sport, to avoid duplication of effort and to maximize the benefit to the organization or group.
- F. The activities of District support organizations shall not involve the use of public funds, and the District shall not assume responsibility for any purchases made on behalf of any support organization governed by this policy. The School District tax identification number shall not be used for District support organization purchases.
- G. The time, date, purpose, location, and conduct of all fundraisers on District property shall have prior approval of the administration. District support organizations are encouraged to communicate their preferred activity dates to the administration as soon as possible, as consideration for dates and facilities will be given on a first-come, first-served basis.
- H. Each District support organization must abide by the policies and guidelines established for the use of District facilities and grounds. Projects that require any modification or alteration to District property must be pre-approved by the Superintendent.
- I. All food items and beverages available for sale to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before to thirty (30) minutes after the end of the official school day) as fundraisers, including items sold by student clubs and organizations, parent groups, or booster clubs, shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. Fundraisers also include giving away goods or services, but suggesting a monetary donation. All activities must be approved by the Principal in advance. If approved, fundraisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8550 - Competitive Food Sales.
- J. Proceeds from District support organization fundraisers shall not be commingled with a student activity or other Board accounts. Board employees who commingle such proceeds with a student activity or other Board account shall be subject to discipline.
- K. The Superintendent shall implement administrative guidelines that require each District support organization's fundraising activities to be in compliance with Board policies and that the funds generated by such fundraising activities and donated to the District are used for school-related projects that have the approval of the Superintendent and Principal.

L. District support organizations are encouraged to obtain 501(c)(3) status so that community members may properly take tax deductions for donations to the organization.

M. Donations from District support organizations must be made in accordance with Board Policy 7230 - Gifts, Grants, and Bequests, and any accompanying guidelines. Donations shall become the property of the Board and used in a manner determined by the Board, in accordance with its policies and administrative guidelines.

Revised 12/15/08

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Revised 11/17/14

Revised 12/14/15

Revised 10/25/23

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7 C.F.R. Parts 210 and 220

R.C. 3313.203

Ohio Ethics Commission Advisory Opinion 2008-01

# Brecksville-Broadview Heights City School District

## Administrative Guidelines

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### **9211 - DISTRICT-SUPPORT ORGANIZATIONS**

In accordance with Board policy, all District-support organizations, including parent associations, booster clubs and the like, are to abide by the following guidelines.

- A. Bylaws of the organization clearly state:
  - 1. the purpose of the organization which must be to benefit the students of the District;
  - 2. the name of the organization;
  - 3. the procedure for the election of officers and the length of terms;
  - 4. provisions for student and staff involvement which are to include that a District administrator or faculty member is included on the organization's advisory board and that any student or staff involvement in the conduct of the organization's activities is subject to the approval of the Superintendent.
- B. Each organization will, prior to the start of any fund raiser, submit its plan for any and all fund-raising activities to include the following:
  - 1. the purpose of each fund-raising activity
  - 2. the fund-raising procedure
  - 3. designation of a fiscal officer for the organization who will be responsible for the accounting of funds
  - 4. agreement that any purchases made by the organization are not represented as District expenditures and do not use identification numbers of the District such as tax I.D. numbers, purchase order numbers, sales tax exemption forms, and the like
- C. Each organization agrees that any donations made to the District shall be done in accordance with Board Policy **7230** and the accompanying guidelines.
- D. Each organization agrees to abide by the policies and guidelines established for the use of District facilities and grounds. (see [Form 9211 F1](#))