# GUIDELINES FOR IMPLEMENTATION OF NONPUBLIC SCHOOL AUXILIARY SERVICES FUNDING

#### **GUIDELINES**

## FOR IMPLEMENTATION OF NONPUBLIC SCHOOL AUXILIARY SERVICES FUNDING

#### General

A. Any chartered, nonpublic school that reports K-12 enrollment on the SF-ADM-1 for the first full week of October is eligible to receive Auxiliary Services funding. In addition, new schools that receive their approved charter by January 1 will be eligible to receive the full Auxiliary Services payment with no pro-ration. Schools receiving an approved charter after January 1 will not be eligible to receive any auxiliary funds in its first year, but would be eligible to receive a full payment in every year after the first, if enrollment for the first full week of October is reported on the web-based SF-ADM-1 form in the SFPS system.

Funds allocated for use by one nonpublic school in a district may not be used for purchases in another nonpublic school in the same district.

- B. Moneys paid to public school districts under Division (L) of Section 3317.024, O.R.C. shall be used as follows:
  - 1. To purchase secular textbooks or electronic textbooks to loan to pupils attending chartered nonpublic schools or to their parents and to employ clerical personnel to administer such lending programs;
  - 2. To provide certain specific services to pupils;
  - 3. To purchase secular, neutral, and non-ideological computer software, site licenses, prerecorded video laserdiscs, Digital Videos on Demand (DVD), compact discs (CD), video cassette cartridges, wide area connectivity and related technology as it relates to internet access, mathematics and science equipment and materials, instructional materials, and school library materials, and
  - 4. To purchase instructional equipment including computer hardware and related equipment that is in general use in the public schools of the state and loan such items to pupils attending nonpublic schools within the district or to their parents, and
  - 5. To employ clerical personnel to administer the lending program to pupils attending eligible nonpublic schools within the district or to their parents.

All requests for such textbooks, services, computer software, mathematics, and science equipment, instructional materials and instructional equipment shall be submitted on forms prescribed by the State Department of Education.

- C. Nonpublic pupils or their parents may be loaned the approved items and may be provided services, computers, computer software, mathematics and science equipment, instructional materials and instructional equipment only if the nonpublic school of attendance is chartered by the State Board of Education. (Section 3317.024 (L))
- D. Expenditures by school districts for textbooks, services, computers, computer software, mathematics and science, instructional materials and instructional equipment pursuant to Section 3317.06, O.R.C., shall not exceed the amount allocated to the public school district plus any interest earned on the funds used for the purposes of implementing such section. (Section 3317.06)
- E. Each school district may retain not more than four (4) percent of the maximum allocation plus four (4) percent of the interest earned on the maximum allocation to defray the administrative, accounting and handling costs related to the provisions of Section 3313.06 O.R.C. If 4% is taken on the amount expended for third party contracts, the public school district must provide justification for such action.
- F. All interest earned by a public school district on the investment of the nonpublic pupil maximum allocation shall be used by the district for the same purposes and in the same manner as the payments may be used. (Section 3317.06)
- G. "Parent" shall include a person standing in *loco parentis* to a child. (Section 3317.06)
- H. All services to be provided to pupils attending nonpublic schools must be available for pupils in the school district in which the chartered nonpublic school is located. (Section 3317.06)
- I. No school district shall loan textbooks, computers, computer software, mathematics and science equipment, instructional materials and instructional equipment, or provide services for use in religious activity. (Section 3317.06)
- J. Textbooks, computer software, mathematics and science equipment, and instructional materials shall be on loan to individual pupils attending chartered nonpublic schools or to their parents by the public school district in which the nonpublic pupils attend school. (Section 3317.06) Instructional equipment including computers and related equipment shall be on loan to individual pupils or to groups of pupils for instructional purposes.
- K. When instructional equipment, including computer hardware, is purchased, in-service training for the nonpublic teachers may be purchased at the same time.
- L. Repair and maintenance of instructional equipment purchased with Auxiliary Services funds is permissible with these funds.
- M. Section 3317.06 (K) and (L) includes lease purchase agreements.
- N. The public school district shall approve requests for textbooks, services, mathematics and science equipment, and instructional materials and instructional equipment prior

- to the purchase of such goods and services. The Ohio Department of Education may provide consultative services on the approval of requests.
- O. School districts may employ supervisory personnel to supervise the providing of services, textbooks, computers, computer software, mathematics and science equipment, etc.
  - 1. Supervisory personnel hired pursuant to Division (J) of Section 3317.06 may perform their services in the public schools, in the nonpublic schools, in public centers, or in mobile units.
  - 2. Costs for such supervisory personnel shall be charged to the Auxiliary Services account only at the request of the nonpublic school using Form SF-200.
- P. Health services, textbooks, remedial services, mathematics and science equipment, and instructional materials and instructional equipment provided for the benefit of nonpublic school pupils and the admission of pupils to such nonpublic schools shall be provided without distinction as to race, creed, color, or national origin of such pupils or of their teachers.
- Q. On request of the principal or other chief administrator of any nonpublic school located within the public school district's territory, the Treasurer shall provide such principal or administrator with an account of the moneys received, interest earned, expenditures and encumbrances by the district under division (L) of Section 3317.024 of the Revised Code as reported to the district's board in the Treasurer's most recent monthly statement. (Section 3313.29)

#### **Fund Disbursement**

- A. The Ohio Department of Education will distribute funds for each fiscal year for which funds are appropriated to the public school district for the purposes of implementing Section 3317.06 of the Revised Code in the following manner:
  - 1. In August, a first-quarter payment of an estimated allotment to the public school district will be disbursed.
  - 2. In November, a second-quarter payment of an estimated allotment to the public school will be disbursed.
  - 3. In February, the remainder of the actual maximum allocation, as determined by the October nonpublic average daily membership, as reported on the ADM-1 form, will be disbursed.
- B. The October nonpublic average daily membership (online Form ADM-1) shall include pupils where parents are Ohio residents and who are enrolled in grade kindergarten through twelfth grade in nonpublic schools chartered by the Ohio Department of Education. The enrollment on the ADM-1 will be verified by area coordinators during ADM Administrative Reimbursement Cost Reviews.
- C. Payments to public school districts to loan textbooks, computer software, mathematics

and science equipment, instructional materials and instructional equipment, and to provide services as identified in these guidelines will be notwithstanding the provisions of Section 3317.01, O.R.C. (Section 3317.06)

- D. Unencumbered and unexpended funds, at the close of the first year of the biennium, for a participating chartered nonpublic school shall be carried forward into the succeeding fiscal year by the public school district and expended for the purposes authorized by 3317.06. (Auditor's Circular No 78-6. 08/25/78)
- E. Following the close of the first fiscal year of a biennium for which funds were expended, a report of expenditures for each chartered nonpublic school within the public school district shall be filed by the public school district with the Ohio Department of Education on or before November 15 on the online forms prescribed by the Ohio Department of Education.
- F. On or before July 30 following the close of the second year of the biennium, any unencumbered or unexpended funds and any interest earned on these funds shall be returned to the Area Coordinator's office in a check made payable to Treasurer, State of Ohio for inclusion in the Auxiliary Services personnel unemployment compensation fund, pursuant to Section 3317.06 and 4141.48 of the Revised Code (Chapter 4141.091(c) (Auditor's Circular No. 78-6 (8/25/78). A report of expenditures for each chartered nonpublic school within the public school district shall be filed by the school district with the State Department of Education on or before November 15, following the close of the biennium for which funds were expended, on the forms prescribed by the State Department of Education (Section 3301.07 (C) (Auditor's Circular No. 78-6 08/25/78)

#### **Implementation Procedure**

#### Use of the SF-200

An SF-200, which specifies what is being requested by the nonpublic school, must be prepared for the use of all Auxiliary Services funds, except for the expenditure of up to 4% administrative costs expended by the public school district. The SF-200 is generated by the nonpublic school. If the district has a requisition form process, the nonpublic school may simply type the words "Substitute SF-200" on the top of the requisition form used by the public school district. An SF-200 is required to request the employment of any personnel by the public school district for services in the nonpublic school.

#### Use of the SF-200T

The parent or pupil fills out and signs the SF-200T. It is only necessary for one SF-200T per class to be completed. This form should list all of the books loaned to the students in the self-contained class and then the student signs the back of the form. For departmentalized situations and/or high school classes individual student forms will be necessary.

#### **Use of the SF-200 Materials and Equipment Form**

The SF-200 Materials and Equipment Form is a form that helps track instructional materials, computer software, computer hardware and other instructional equipment that, for some reason or other, leaves the building with a student and/or parent. Examples could include when a student needs to do some extra work to catch up or stay up with his class.

#### **Approval of the use of Auxiliary Service Funds**

The public school district has the final responsibility for approving the SF-200s generated by the nonpublic schools and thereby the expenditures of all Auxiliary Services funds including

textbook requests. If a public school district refuses a request by a nonpublic school for a service or an item to be paid for with Auxiliary Services funds, there is no requirement in law for the public school district to provide it.

#### **Disposal Procedures for Obsolete Loaned Textbooks**

Obsolete Loaned Textbooks are to be returned to the public school district and handled in the same manner as obsolete textbooks are handled in the public district. If they are sold, the money is returned to the Area Coordinator's office in a check made payable to the Treasurer, State of Ohio.

#### Disposal Procedures for Materials and Equipment in the Event of the Closure of a Nonpublic School

Materials and equipment are disposed of per Auditor's Circular #78-6, which lists in priority order three points as follows:

- 1. The equipment may be distributed to the remaining nonpublic schools located within the public school district.
- 2. The equipment may be used by the public school.
- 3. The equipment may be sold pursuant to 3313.41 and funds returned to Treasurer, State of Ohio.

#### **Service Programs**

#### A. Diagnostic Services

- 1. Diagnostic services shall include only the following programs:
  - a) Speech and hearing diagnosis. (Section 3317.06 (B))
  - b) Physician, nursing, dental, and optometric services. (Section 3317.06 (C))
  - c) Diagnostic psychological services. (Section 3317.06 (D))
- 2. Such diagnostic services shall be provided in the nonpublic school attended by the nonpublic pupil receiving the service (Section 3317.06 (B),(C),(D))
- 3. Such services shall not be provided to participating chartered nonpublic pupils unless such services are available to pupils attending public schools within the district. (Section 3317.06)
- 4. Diagnostic services personnel may be employed directly by the public school district or may be provided under contract with the State Department of Health, City or General Health Districts, educational service centers, or private agencies whose personnel are properly licensed by an appropriate state board or agency. (Section 3317.06) Public school districts may engage in third party contracts with private agencies for those diagnostic services specified.
- B. Health, Remedial, Handicapped, Gifted, Guidance, Counseling, and Social Work Services

- 1. These programs shall include only the following:
  - a. Therapeutic psychological services. (Section 3317.06 (E))
  - b. Therapeutic speech and hearing services. (Section 3317.06 (E))
  - c. Remedial services (Section 3317.06 (G))
  - d. Services for the developmentally handicapped, hearing handicapped, speech handicapped, visually disabled, severe behavior handicapped, orthopedically handicapped, multihandicapped or other health handicapped, specific learning disabled, autistic, or traumatic brain injured. (Section 3323.01(A))
  - e. Guidance, counseling, and social work services. (Section 3317.06 (F))
  - f. Programs for the gifted.
- 2. Such programs shall not be provided to participating chartered nonpublic pupils unless such services are available to pupils attending the public schools within the public school district. (Section 3317.06)
- 3. Such programs shall be provided in the public school, in nonpublic schools, in public centers, or in mobile units located on or off the participating chartered nonpublic school's premises.
- 4. If these programs are offered in the public school or in public centers, and transportation is necessary, the transportation shall be provided by the public school district in which the nonpublic school is located. (Section 3317.06 (E),(F),(G), and (I))
- 5. The public school district shall pay the cost of transporting pupils in these programs from its general fund when such programs are offered in the public school or in public centers unless the parent of the child receiving the service submits a special transportation request. If such application is presented, the public school district may pay for the transportation from moneys paid to it under Division (L) of Section 3317.024 of the Revised Code. (Section 3317.06)

NOTE: Parent request forms for this special transportation shall be summarized by the nonpublic school and forwarded to the school district. (Section 3317.06)

6. Therapeutic psychological and speech and hearing services personnel and any of the health, remedial, handicapped, gifted, guidance, counseling, and social work personnel authorized in Section 3317.06 may be employed directly by the public school district or may be provided under contract with the State Department of Health, City or General Health Districts, educational service centers, or private agencies whose personnel are properly licensed by an appropriate state board or agency. (Section 3317.06) Public school districts may engage in third party contracts with private agencies for those services that are specified in this paragraph.

#### **Clerical Personnel**

One person may serve part-time as services clerk, part-time as textbook clerk, and/or part-time as instructional materials and equipment clerk. Such a clerk shall be requested by the nonpublic school on an SF-200 form.

Clerical personnel shall perform their services in public schools, in nonpublic schools, in public centers or mobile units where services are provided (Section 3317.06 permits these services to be delivered within the nonpublic school even if it is religiously affiliation.)

#### A. Services Clerk

The public school district may employ clerical personnel to assist in the administration of services, and that performs duties shall include the following:

- 1. Receive requests for pupil counseling, remedial, therapeutic, handicapped, gifted, and diagnostic services from authorized non-public personnel.
- 2. Secure appropriate permanent record data in regard to pupils referred for services and present the same to service personnel.
- 3. Schedule students for services.
- 4. Accompany students to and from the site where services are given when necessary to insure the safety of the children receiving the services.
- 5. Request, receive, catalog and distribute materials and equipment required by service personnel.
- 6. Type and file evaluations, progress reports, and test results for students who have received counseling, remediation, diagnostic, handicapped, gifted, or therapeutic services.

#### B. Textbook Clerk

The school district may employ clerical personnel to administer the textbook loan program and that person's duties shall include the following:

- 1. Distribute individual textbook and textbook substitute request forms to parents and pupils.
- 2. Receive individual request forms.

Catalog individual request forms.

- 1. Prepare collective summaries.
- 2. Prepare public school district requisition forms.

- 3. Maintain an inventory of textbooks and book substitutes.
- 4. Distribute textbooks and book substitutes to pupils or parents.
- 5. Retrieve textbooks and book substitutes from pupils or parents.

#### C. Instructional Materials and Equipment Clerk

A school district may hire clerical personnel to administer the instructional materials and equipment lending program and that person's duties shall include the following:

- 1. Distribute request forms.
- 2. Receive request forms.
- 3. Catalog request forms.
- 4. Prepare collective summaries.
- 5. Prepare public school district requisition forms.
- 6. Maintain an inventory of computer software, computer hardware and related equipment, and instructional materials and equipment.
- 7. Assist students and parent representatives in the selection of computer software, computer hardware and related equipment, and instructional materials and equipment.
- 8. Distribute computer software, computer hardware and related equipment materials and equipment.
- 9. Retrieve computer software, computer hardware and related equipment and instructional materials and equipment.

#### **Textbooks**

- A. Using Auxiliary Services funds the school district may purchase or lease and loan secular textbooks or electronic textbooks to pupils attending nonpublic schools within the district or to their parents. (Section 3317.06(A))
- B. An electronic textbook is computer software, interactive video disc, magnetic media, CD-ROM, computer courseware, local and remote computer-assisted instruction, on-line service, electronic medium, or other means of conveying information to the student or otherwise contributing to the learning process through electronic means.
- C. Textbook means any book or book substitute that a pupil uses as a consumable or Non-consumable text, text substitute, or text supplement in the school the pupil regularly attends.
- D. Text supplements are any text workbooks, or other materials, that supplement the material

in the text.

- E. The loaning of textbooks shall be based upon individual requests submitted by authorized nonpublic personnel.
- F. Requests for textbook loans shall be summarized by the public school and forwarded to the school district.
- G. Textbooks loaned to nonpublic school pupils or their parents do not have to conform to texts used in the public school, but shall be in compliance with Section 3329.01 of the Ohio Revised Code. (This is the publisher's list approved by the Superintendent of Public Instruction.)

NOTES: Textbooks, including book substitutes, shall be limited to books, whether bound or in loose-leaf form, consumable or non-consumable, intended for use as a principal source of study material for a given class or a group of students, a copy of which is expected to be available for the individual use of each pupil in such class or group.

If textbooks or other materials are considered by the nonpublic school to be obsolete, they are to be disposed of in accordance with the public school district's policies. If any money is received through the sale of these items, the money is returned in a check made payable to the Treasurer, State of Ohio. This is sent to the Area Coordinator's office with a letter of explanation and the name of the nonpublic school from which these obsolete items came.

#### **Standardized Tests and Scoring Services**

- A. The school district shall purchase standardized tests and scoring services for use by pupils attending nonpublic schools within the school district. (Section 3317.06 (H))
- B. Standardized tests and scoring services provided hereunder shall include only such tests and scoring services as are in use in the public schools of Ohio. (Section 3317.06 (H)

#### **Computer Software**

- A. Using Auxiliary Service funds a school district may purchase or lease any secular, neutral and non-ideological computer software, including site-licensing, prerecorded video laserdiscs, Digital Video on Demand (DVD), compact discs (CD's) and video cassette cartridges, wide area connectivity and related technology as it relates to internet access, and loan such items to pupils attending nonpublic schools within the district or to their parents. (Section 3317.06(K))
- B. Computer software shall be purchased or leased and loaned under the following provisions: It is in general use in the public schools of the state. Usage within the state may be proven by a copy of a purchase order from a public school district or by a statement on a public school district's letterhead stating its use within the district.
- C. Site licensing may be for the individual classroom, the entire building, or may be for an entire diocese or synod.

- D. Wide area connectivity and related technology as it relates to Internet access permits the purchase or lease of the equipment necessary to bring this technology into the building. Items such as all the equipment and wiring outside the building, e.g., satellites, T-1 lines, routers and switches or the materials and equipment necessary for interbuilding connectivity, are permitted to be purchased with Auxiliary Services Funds.
- E. Computer software must be incapable of diversion to religious use.
- F. Computer software must be susceptible to individual use rather than classroom use.

### Mathematics and Science Equipment and Materials/Instructional Materials/School Library Materials

A. Using Auxiliary Service funds a school district may purchase or lease of the following any secular, neutral, and non-ideological equipment and materials and loan such equipment and materials to pupils attending nonpublic schools within the district or to their parents. (Section 3317.06 (K))

- 1. Mathematics and science
- 2. Instructional materials
- 3. School library materials.
  - 1. This mathematics and science instructional equipment and material shall be purchased or leased and loaned under the following provisions:
    - a. They are in general use in the public schools of the state.
    - b. They are incapable of diversion to religious use.
    - c. They are susceptible to individual use rather than classroom use.
    - d. The loaning of mathematics and science equipment and materials shall be based upon individual requests submitted by the nonpublic school.
  - 2. Instructional materials may be purchased or leased with Auxiliary Service funds and used in the regular classroom for instructional purposes.
    - a. Instructional materials means prepared written learning materials. This includes prepared instructional art materials and supplies for associated classrooms.
    - b. They are incapable of diversion to religious use.
    - c. They are susceptible to individual use rather than classroom use.
  - 3. School library materials may be items which are in a central library, a classroom library, a department library, etc. This may include items such as:
    - Subscriptions.
    - Encyclopedias.

- Dictionaries.
- Reference materials.

#### **Instructional Equipment**

A. A school district shall purchase or lease instructional equipment, including computer hardware and related equipment, for use by pupils attending nonpublic schools within the district, which are permitted to be used in the regular classroom for general secular instruction.

The computer hardware and instructional equipment must be in current use in the schools of the state of Ohio.

There is no specification in 3317.06 that such equipment be able to be loaned to individual pupils.

- B. The use of this equipment is available to any student attending the nonpublic school. This equipment may be physical education equipment for the physical education classes, musical instruments for music classrooms, or instructional equipment for entire classroom use.
- C. The decision as to whether any equipment is instructional is left to the public school district in which the nonpublic school is located.
- D. The tracking of Instructional Equipment (Computer Software, Computer Hardware and other instructional equipment in all subject areas) that leaves the building with a student and/or parent is done through the SF-200 Materials and Equipment form. This form is to be used whenever any material leaves the building. This may occur because the student is on home instruction due to accident, injury, or illness. It may also occur if a student needs additional help to keep up with his/her studies, or is trying to complete some additional assignment that requires this sort of equipment.
- E. The purchase or lease of computer hardware and related equipment includes all related items, e.g., modems, printers, scanners, etc. Nothing may be purchased, however, if it will change the infrastructure of the building. The equipment must be able to be easily removed and/or transferred should the nonpublic school ever close its doors.