



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent
Friday, March 11, 2022, 9:30 AM, Central Office

HILLIARD CITY SCHOOL DISTRICT
OPERATIONS DEPARTMENT

Committee Members

Beth Murdoch, Board of Education

Brian Perry, Board of Education

Brian Wilson, Treasurer/CFO

Mike McDonough, Deputy Superintendent

Stacie Raterman, Communications Director

Herb Higginbotham, Director of Elementary Education

Samantha Althouse, Director of Secondary Education

Jamie Lennox, Assistant Special Education Director

Hilary Sloat, Director of Diversity, Equity & Inclusion

Matt Middleton, Principal Hilliard Darby HS

Matthew Trombitas, Principal Hilliard Heritage MS

Erin Dooley, Principal Hilliard Station Sixth Grade School

Holly Meister, Principal Scioto Darby Elementary

Stephanie Borlaza, Principal Britton Elementary

AGENDA

Agenda Notes

- White copies are OSBA sample policies
- Blue copies are current HCSD policies
- Yellow copies are proposed revisions
- Item Status: M (Move Forward), T (Tabled), R (Refs Only) & N (No Action)

Section I – Guest/Request to Address the Policy Review Committee

- None scheduled for this meeting

Section II – Review of Policies/Regulations/Exhibits – Tabled at a Previous Policy Review Meeting

Status

1. BBA – School Board Powers and Duties

2. BBF-E – Board Member Code of Ethics

- Not required policies – HCSD re-adopted May 11, 2015
- Review as requested by Board of Education
- Add underlined language and remove language with a ~~line drawn through it~~
- BBF – Board Member Code of Ethics – included for informational purposes

3. BF – Board Policy Development and Adoption

4. BFB – Preliminary Development of Policies

5. BFB-E – Preliminary Development of Policies

6. BFC – Policy Adoption

- Not required policies – HCSD re-adopted May 11, 2015
- Review as requested by Board Members on the Policy Review Committee
- OSBA sample BF-Board Policy Development and Adoption is included
- Consider revising policy BF to combine language from BFB, BFB-E and BFC
- Consider rescinding policies BFB, BFB-E and BFC

7. IND/INDA – School Ceremonies and Observances/Patriotic Exercises

- A required policy – HCSD re-adopted October 26, 2020
- Review proposed changes submitted by community member and Board of Education
- Add underlined language and remove language with a ~~line drawn through it~~

8. KJA – Distribution/Advertisement/Promotion of Any Kind of Non-School-Sponsored Literature

9. KJA-R – Distribution/Advertisement/Promotion of Any Kind of Non-School-Sponsored Literature

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- KJA is not a required policy – HCSD re-adopted October 26, 2020
- KJA-R is not a required regulation – HCSD re-adopted February 10, 2020
- Review as requested by Board of Education
- Add underlined language and remove language with a ~~line drawn through it~~

Section III – Review of Policies/Regulations/Exhibits – as Requested by District Administration and Board of Education

Status

1. BD – School Board Meetings
2. BFF – Suspension of Policies
 - BD is not a required policy – HCSD re-adopted February 10, 2020
 - BFF is not a required policy – HCSD re-adopted May 11, 2015
 - Review as requested by District Administration and Board of Education
 - Received input from legal counsel on how to proceed moving forward
3. BDDDB – Agenda Format
4. BDDC – Agenda Preparation and Dissemination
 - Not required policies – HCSD re-adopted February 10, 2020
 - Review as requested by District Administration and Board of Education
 - Add underlined language and remove language with a ~~line drawn through it~~
5. JEFB – Released Time for Religious Instruction
 - Not a required policy – Not currently an HCSD adopted policy
 - Review as requested by District Administration
 - OSBA sample policy included
 - Adopt JEFB as a new policy?

Section IV – Review of Policies/Regulations/Exhibits – OSBA February 2022 PDQ

Status

1. OAC CHANGES IMPACT POLICY

In recent review of various Ohio Administrative Code (OAC) changes, updates are necessary in the following areas:

Alternative administrator and superintendent licenses

- State law allows for the issuance of alternative administrative licenses, allowing individuals from nontraditional career paths to serve as school administrators. The requirements are outlined in OAC and allow for an alternative principal, alternative superintendent or administrative specialist license. Each license requires a specific set of criteria to be met. The requirements have been in place for several years, but some recent changes are worth noting.
- Districts should review the full OAC provisions to ensure compliance with all requirements

GCB-2 – Professional Staff Contracts and Compensation Plans (Administrators)

GCB-2-R – Professional Staff Contracts and Compensation Plans (Administrators)

- GCB-2 is not a required policy – HCSD re-adopted November 12, 2018

February 2022 PDQ
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- GCB-2-R is not a required regulation – HCSD re-adopted April 26, 2016
- Both have been updated to reflect OAC changes
- Add language in **bold-type** and remove language with a line drawn through it

Educational options

- OAC [3301-35-01](#) sets forth the purpose and definitions for the rules adopted in OAC 3301-35. The rule was replaced entirely with a new rule, which also includes the reorganization within the rule of some provisions.

IGCD (Also LEB) – Educational Options

IGCD-R (Also LEB-R) – Educational Options

- IGCD (Also LEB) is a required policy – HCSD re-adopted May 11, 2015
- IGCD-R (Also LEB-R) is a required regulation – HCSD re-adopted May 11, 2015
- Updated to better reflect the process and current practices in educational options.
- Add language in **bold-type** and remove language with a line drawn through it

Student conduct on district managed transportation

- OAC [3301-83-08](#) establishes the requirements for district policies for student conduct on school buses. Changes were made during the last major revision to this rule.

EEACC (Also JFCC) – Student Conduct on District Managed Transportation

- Not a required policy – HCSD re-adopted February 8, 2016
- Add language in **bold-type**

EEAACC-R (Also JFCC-R) – Student Conduct on District Managed Transportation

- Not a required regulation – Not an HCSD regulation

2. **SB 229 PROVIDES FLEXIBILITY FOR BLENDED LEARNING, REINSTITUTES FINANCIAL LITERACY REQUIREMENTS AND MORE**

On Dec. 14, 2021, Gov. **Mike DeWine** signed Senate Bill (SB) 229 to offer flexibility to schools as they continue to respond to the COVID-19 pandemic. The bill contained an emergency clause, making it effective immediately upon the governor's signature.

The bill makes changes to the following alternative learning models:

Blended Learning

- Ohio Revised Code (RC) [3301.079](#) previously defined “blended learning” as the delivery of instruction in a combination of time primarily in a supervised physical location away from home and online delivery whereby the student has some element of control over time, place, path or pace of learning. SB 229 modified this definition to include noncomputer-based learning opportunities.
- Additional changes and requirements as listed in the PDQ

IGCK – Blended Learning

- Not a required policy – HCSD adopted August 9, 2021
- Updated to include the definition of blended learning
- Add language in **bold-type**

3. **NEW COLLEGE CREDIT PLUS STUDENT ELIGIBILITY RULE**

House Bill (HB) 110 made several significant changes to the College Credit Plus (CCP) program established in Ohio Revised Code (RC) Chapter [3365](#). More detail on these changes

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Pages 2-3

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is available in the Aug 2021 PDQ. The revisions required the Ohio Department of Higher Education (ODHE) to adopt a new student eligibility rule. The final student eligibility rule needed to implement RC 3365.03 was approved with a Feb 13, 2022, effective date.

- RC [3365.03](#) defines the requirements for student eligibility for program participation.

R

IGCH (Also LEC) – College Credit Plus

- A required policy – HCSD re-adopted October 18, 2018
- Update legal reference only

IGCH-R (Also LEC-R) – College Credit Plus

- Not a required regulation – HCSD re-adopted November 8, 2021
- Updated to reflect the new student eligibility options
- Add language in **bold-type** and remove language with a ~~line drawn through it~~

Section V – Additional Information to Review – OSBA February 2022 PDQ (Board Action Not Required)

1. **SB 229 PROVIDES FLEXIBILITY FOR BLENDED LEARNING, REINSTITUTES FINANCIAL LITERACY REQUIREMENTS AND MORE**

- **Remote learning** - SB 229 allows some districts to adopt a resolution to continue to provide instruction using the remote learning plan that the districts implemented last school year pursuant to House Bill 164 of the 133rd General Assembly. “Remote learning” means synchronous and asynchronous instruction and educational activities that take place when the students and teachers are not physically present in a traditional classroom environment. Only those districts that had not already adopted plans to offer online learning models under RC [3302.42](#) were eligible to take advantage of this language in SB 229. Additionally, those eligible districts that elected to provide remote learning were required to notify ODE of their decision by Dec. 15, 2021.
- **Online Learning** - SB 229 allows a district that operates an online learning school to allow a student who is in quarantine due to possible exposure to a contagious disease to participate in the online learning school for the duration of that student’s quarantine period.
- **Pending rules** - ODE currently has [draft rules](#) for blended and online learning available for public comment. They are monitoring these rules and will provide any necessary updates in future PDQ issues.
- **Remediation plans** - SB 229 requires districts to complete and submit to ODE a remediation plan to address the loss of learning students experienced because of the COVID-19 pandemic by March 14, 2022. Districts that submitted Extended Learning Plans in April 2021 or Local Use of Funds Plans in August 2021 are not required to submit remediation plans and will be deemed to have satisfied the SB 229 requirement.
- **Financial literacy changes** - SB 229 revised some of these changes to reinstate language requiring schools to integrate the study of economics and financial literacy into one or more existing social studies classes, or into the content of another class, for students entering ninth grade on or after July 1, 2010, but prior to July 1, 2022.
- The version of IKF, Graduation Requirements, provided in the November 2021 PDQ issue contains both the language applicable to students entering ninth grade prior to July 1, 2022, as well as the language applicable to students entering ninth grade on or after July 1, 2022. As a result, no further policy changes are necessary.

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Additional changes - SB 229 also does the following:

- Requires districts to report to ODE monthly, for the 2021-22 school year, the number of students quarantined and the duration of the quarantine due to a contagious disease.
- Exempts districts from retaining students under the Third Grade Reading Guarantee based solely on the student's academic performance in reading in the 2021-22 school year. A district may still retain a student if the student's principal and reading teacher, in consultation with the student's parent or guardian, agree that the student is not reading at grade level and is not prepared for fourth grade. Districts also are required to promote a student not reading at grade level to the fourth grade if the same parties agree that the student is prepared to be promoted. Each school must notify the parent or guardian of a student who does not attain a proficient reading score and describe the school's remediation plan to improve the student's academic performance in reading. OSBA model policies on the Third Grade Reading Guarantee include language covering general exceptions for retaining students, so no updates are necessary to reflect these changes.
- Exempts an online learning school from the requirement to develop an emergency management plan unless students participate in in-person instruction or assessments at a location that is not covered in a district or school's existing emergency management plan as of Dec 14, 2021.
- Prohibits ODE from considering performance on the chronic absenteeism measure on the state report card for any school district or school for the 2021-22 school year.
- Adds two school district superintendents and a school principal to the state report card review committee and specifies that they must represent urban, suburban and rural school districts.
- Adds a representative from a community school to the state report card review committee.
- Requires ODE to calculate an adjusted four-year graduation rate for those students who were continuously enrolled in the same district or building in grades nine-12.

2. HB 51 AUTHORIZES VIRTUAL BOARD MEETINGS

On Feb. 17, 2022, Gov. **Mike DeWine** signed House Bill (HB) [HB 51](#). This bill allows a public body, including a board of education, to temporarily meet remotely until June 30, 2022.

- HCSD Board of Education approved a resolution suspending the last sentence of policy BD – School Board Meetings, at the February 28, 2022 Board of Education work session.
 - Based on input from legal counsel, we will make necessary adjustments moving forward



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of School Board Powers and Duties
Code	BBA
Status	draft
Adopted	August 14, 2001
Last Revised	May 11, 2015

School Board Powers and Duties

Under the laws of the state of Ohio, the Board acts as the governing body of the public schools. Within the extent of its legal powers, the Board has responsibilities for operating the District in accordance with the desires of local citizens who elect its members.

The Board's major responsibilities are:

1. to select and employ a Superintendent/CEO;
2. to select and employ a Treasurer/CFO;
3. to determine and approve the annual budget and appropriations;
4. to provide needed facilities;
5. to provide for the funds necessary to finance the operation of the District;
6. to consider and approve or reject the recommendations of the Superintendent/CEO in all matters of policy, appointment or dismissal of employees, salary schedules, courses of study, selection of textbooks and other matters pertaining to the operation of the District;
7. to require reports of the Superintendent/CEO concerning the conditions, efficiency and needs of the District;
8. to evaluate the effectiveness with which the District is achieving the educational purposes of the Board;
9. to inform the public about the progress and needs of the District and to solicit and weigh public opinion as it affects the District and
10. to adopt policies for its governance and the governance of its employees and the students of the District.

Legal

- ORC 3313.17
- ORC 3313.18
- ORC 3313.20
- ORC 3313.22
- ORC 3313.37
- ORC 3313.375
- ORC 3313.39
- ORC 3313.47
- ORC 3313.94
- ORC 3315.07
- ORC 3319.01
- ORC 5705.01(A)
- ORC 5705.03
- ORC 5705.28



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7. to require reports of the Superintendent/CEO concerning the conditions, efficiency and needs of the District;
8. to evaluate the effectiveness with which the District is achieving the educational purposes of the Board;
9. to inform the public about the progress and needs of the District and to solicit and weigh public opinion as it affects the District
and
10. to adopt policies for its governance and the governance of its employees and the students of the District, and to abide by them
and
11. follow Board Member Code of Ethics.

ORC 3313.17

ORC 3313.18

ORC 3313.20

ORC 3313.22

ORC 3313.37

ORC 3313.375

ORC 3313.39

ORC 3313.47

ORC 3313.94

ORC 3315.07

ORC 3319.01

ORC 5705.01(A)

ORC 5705.03

ORC 5705.28



Policy Manual

Book

Section 33 School Board Governance and Operations

Section

Copy of School Board Powers and Duties

Title

BBA

Code

Status

August 14, 2001

Adopted

May 17, 2012

Last Revised

School Board Powers and Duties

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The Board's major responsibilities are:

1. to select and employ a Superintendent/CEO;

2. to select and employ a Treasurer/CFO;

3. to determine and approve the annual budget and expenditures;

4. to provide needed facilities;

5. to provide for the funds necessary to finance the operation of the District;

6. to consider and approve or reject the recommendations of the Superintendent/CEO in all matters of policy, appointment or dismissal of employees, salary schedules, review of textbooks and other matters pertaining to the operation of the District;

7. to require reports of the Superintendent/CEO concerning the conditions, efficiency and needs of the District;

8. to evaluate the effectiveness with which the District is achieving the educational purposes of the Board;

9. to inform the public about the progress and needs of the District and to solicit and weigh public opinion as it affects the District;

and

10. to adopt policies for its governance and the governance of its employees and the students of the District; and to advise by letter

and

11. follow Board Manual Code of Ethics.



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Board Member Code of Ethics
Code	BBF-E
Status	draft

Board Member Code of Ethics

While serving as a member of my Board of Education, I accept the responsibility to improve public education. To that end I will:

- remember that my first and greatest concern must be the educational welfare of all students attending the public schools;
- obey the laws of Ohio and the United States;
- respect the confidentiality of privileged information;
- recognize that as an individual Board member I have no authority to speak or act for the Board;
- work with other members to establish effective Board policies;
- delegate authority for the administration of the schools to the Superintendent and staff;
- encourage ongoing communications among Board members, the Board, students, staff and the community;
- render all decisions based on the available facts and my independent judgment rather than succumbing to the influence of individuals or special interest groups;
- make efforts to attend all Board meetings;
- become informed concerning the issues to be considered at each meeting;
- improve my boardmanship by studying educational issues and by participating in in-service programs;
- support the employment of staff members based on qualifications and not as a result of influence;
- cooperate with other Board members and administrators to establish a system of regular and impartial evaluations of all staff;
- avoid conflicts of interest or the appearance thereof;
- refrain from using my Board position for benefit of myself, family members or business associates and
- express my personal opinions, but, once the Board has acted, accept the will of the majority.

NOTE: This Code of Ethics has been adopted by the Ohio School Boards Association Delegate Assembly on November 11, 1991 and remains unchanged.



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Board Member Code of Ethics

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- remember that my first and greatest concern must be the educational welfare of all students attending the public schools;
- **obey board policies, resolutions and applicable administrative regulations;**
- obey the laws of Ohio and the United States;
- respect the confidentiality of privileged information;
- recognize that as an individual Board member I have no authority to speak or act for the Board;
- work with other members to establish effective Board policies;
- delegate authority for the administration of the schools to the Superintendent and staff;
- encourage ongoing communications among Board members, the Board, students, staff and the community;
- render all decisions based on the available facts and my independent judgment rather than succumbing to the influence of individuals or special interest groups;
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Title	Copy of Board Member Code of Ethics
Code	BBF
Status	draft
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	12/11/2001

Board Member Code of Ethics

The Board believes public education should be conducted in an ethical manner. In addition to Ohio law, the conduct of Board members should conform to the code of ethics recommended by the Ohio School Boards Association which includes the following.

1. It is unethical for a board member to:

- A. seek special privileges for personal gain;
- B. personally assume unauthorized authority;
- C. criticize employees publicly;
- D. disclose confidential information;
- E. place the interest of one group or community above the interest of the entire District.

2. It is unethical for a Board member or his/her representative to ask an employee for contributions, campaigning privileges, endorsements or to have employees put campaign signs in their yards.

3. It is unethical for a board to:

- A. withhold facts from the Superintendent/CEO, particularly about the incompetency of an employee.
- B. declare potential action before the proposition has been discussed by the Board.

Legal	ORC 102.03	
	ORC 102.04	
	ORC 2921.01(A)	
	ORC 2921.42	
	ORC 2921.43	
	ORC 2921.44	
	ORC 3313.13	
	ORC 3319.21	

Cross References	BBFA - Board Member Conflict of Interest
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Book	Policy Manual
Section	Section B: School Board Governance and Operations
Title	Board Policy Development and Adoption
Code	BF
Status	From OSBA

Board Policy Development and Adoption

Proposals regarding Board policies and operations may originate at any of several sources, including students, community residents, employees, Board members, consultants or civic groups. A careful and orderly process is used when examining policy proposals prior to Board action.

The formulation and adoption of written policies constitute the basic method by which the Board exercises its leadership in the operation of the District. The study and evaluation of reports concerning the execution of its written policies constitute the basic method by which the Board exercises its control over District operations.

The formal adoption of policies is recorded in the minutes of the Board. Only those written statements so adopted and recorded are regarded as official Board policy.

Final action by the Board on proposals shall be in accordance with this policy. The Board takes action on most matters on the basis of recommendations presented by the Superintendent.

The Superintendent bases his/her recommendations upon the results of a study and upon the judgment of the staff and study committees.

Policies introduced and recommended to the Board should not be adopted until a subsequent meeting in order to permit further study and provide opportunity for interested parties to react. However, temporary approval may be granted by the Board in lieu of formal adoption to address emergency conditions or special events, which may occur before formal action can be taken.

Unless otherwise specified, a new policy or policy amendment is effective as of the date of adoption by the Board and supersedes all previous policies in that area. Unless otherwise specified, the repeal of a policy is effective as of the date the Board takes such action.

CROSS REFS.: AD, Development of Philosophy of Education
BDDG, Minutes
BFCA, Board Review of Regulations (Also CHB)
BFD, Policy Dissemination
BFE Administration in Policy Absence (Also CHD)
BFF, Suspension of Policies
BFG, Policy Review and Evaluation
CH, Policy Implementation

NOTE: One of the first policy needs of the board is a policy, or set of policies, on policy development. The policy above is one of a set of policies adopted by an Ohio school board. Other statements covered Preliminary Development of Policies (code BFB) and Policy Adoption (code BFC); however, a policy that includes content related to these categories could be included under the more general code, BF, Board Policy Development.

Any policy establishing a policy council or advisory committee is usually included under this category. Specific regulations pertaining to the functioning of such groups can be filed under code BCE-R. A regulation pertaining to drafting and development of board policy would ordinarily require official board approval.

Except in an emergency situation, policies should not be adopted at the meeting at which they are initially introduced.



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Board Policy Development and Adoption
Code	BF
Status	draft
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	07/12/2005

Board Policy Development and Adoption

Proposals regarding Board policies and operations may originate at any of several sources, including students, community residents, employees, Board members, the Superintendent, consultants or civic groups. A careful and orderly process is used when examining policy proposals prior to Board action.

The formulation and adoption of written policies constitute the basic method by which the Board exercises its leadership in the operation of the District. The study and evaluation of reports concerning the execution of its written policies constitute the basic method by which the Board exercises its control over District operations.

The formal adoption of policies is recorded in the minutes of the Board. Only those written statements so adopted and recorded are regarded as official Board policy.

Final action on proposals, whatever their sources, is by the Board in accordance with this policy. The Board takes action on most matters on the basis of recommendations presented by the Superintendent. The Superintendent/designee bases his/her recommendations upon the results of a study and upon the judgment of the staff and study committees.

Policies introduced and recommended to the Board should not be adopted until a subsequent meeting in order to permit further study and provide opportunity for interested parties to react. However, temporary approval may be granted by the Board in lieu of formal adoption to address emergency conditions or special events, which may occur before formal action can be taken.

Unless otherwise specified, a new policy or policy amendment is effective as of the date of adoption by the Board and supersedes all previous policies in that area. Unless otherwise specified, the repeal of a policy is effective as of the date the Board takes such action.

Cross References

AD - Development of Philosophy of Education
BFCA (Also CHB) - Board Review of Regulations
BFD - Policy Dissemination
BFE (Also CHD) - Administration in Policy Absence
BFF - Suspension of Policies
BFG - Policy Review and Evaluation
CH - Policy Implementation



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Preliminary Development of Policies
Code	BFB
Status	draft
Adopted	August 14, 2001
Last Revised	May 11, 2015

Preliminary Development of Policies

Proposals regarding District policies and operations may originate at any of several sources: a parent, a student, a community resident, an employee, a member of the Board, the Superintendent, a consultant, a civic group.

A careful and orderly process shall be used in examining such proposals prior to action upon them by the Board.

All proposed new policies, revisions of current policies or additions to current policies shall be reviewed by the Policy Review Committee prior to being presented to the Board for adoption. The Policy Review Committee shall be composed of two Board members, representation of building and District level administrators and others as appointed by the Board or the Superintendent/designee.

Cross References	BFC - Policy Adoption
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Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Preliminary Development of Policies
Code	BFB-E
Status	draft

Preliminary Development of Policies

BFB-E.pdf (59 KB)

PRELIMINARY DEVELOPMENT OF POLICIES

1. Topic: _____
2. Why policy is needed: _____

3. Controlling Factors: State laws related to topic, budget limitations, etc.

4. Key points to be covered in policy:
 - A. _____
 - B. _____
 - C. _____
 - D. _____
 - E. _____
 - F. _____
 - G. _____
 - H. _____
 - I. _____
5. Date of: First Reading _____ Second Reading _____ Adoption _____



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Policy Adoption
Code	BFC
Status	draft
Adopted	August 14, 2001
Last Revised	May 11, 2015

Policy Adoption

Adoption of new policies or changing or repealing existing policies is solely the responsibility of the Board/policy review committee. Policies shall be adopted, amended or repealed only by the affirmative vote of a majority of the members of the Board when such action has been scheduled on the agenda of a regular meeting.

Proposals for a new policy or for the amendment or repeal of existing policy shall be submitted in writing to the Superintendent for submission to the Board. Two readings at two separate meetings shall normally be required before a new policy or a policy amendment can be adopted. Action to adopt will take place at a subsequent or third meeting of the Board. The Board does have the option, however, of voting for adoption at the second meeting.

Unless otherwise specified, a new policy or policy amendment shall be effective upon the date of adoption by the Board and shall supersede all previous policies in that area. Unless otherwise specified, the repeal of a policy shall be effective on the date the Board takes such action.

Legal	ORC 3313.20
Cross References	BFB - Preliminary Development of Policies BFF - Suspension of Policies



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of School Ceremonies and Observances/Patriotic Exercises
Code	IND / INDA
Status	draft
Adopted	August 14, 2001
Last Revised	October 26, 2020
Prior Revised Dates	10/11/2005, 12/14/2009, 05/11/2015

School Ceremonies and Observances/Patriotic Exercises

The Board believes that special recognition should be given to national holidays. The building principal/designee may encourage a discreet observance of these holidays which have become a part of the American heritage. These observances may, in some instances, be in the form of a school assembly while in other instances they are a part of the classroom work.

The Board directs the administration to develop specific activities within each building to convey the meaning and significance of Veterans Day. The observance must be at least one hour long, except in buildings that schedule class periods of less than an hour. In those buildings, the observance must be at least one standard class period in length.

Religious Holidays and Observances

The following guidelines govern the observance of, and teaching about, religious holidays in the schools.

1. The public schools must be neutral in matters of religion. The schools must show no preference for one religion over another. They must refrain from the promotion of any religion or all religions; consequently, no religious celebrations may be conducted by the public schools.

"Religious celebration" is defined as:

- A. a formal observance, including worship or religious services of any kind, whether or not conducted by a member of the clergy. Religious observances cannot be justified by the fact that the majority of students or individuals in a given community happen to approve of the practice or by the fact that individual students may absent themselves upon parental request;
 - B. the display of religious objects or symbols, except those that are integral parts of a short-term study in the curriculum, such as art, history, etc., or
 - C. the presentation of religious music, except to the extent that such music is presented for its musical rather than its religious content. Songs or music programs which have significance for a particular religion should not be sung or performed in the school during the period which coincides with the community celebration of the events portrayed in the music. Festive songs that cannot be associated with a religious celebration are permitted.
2. A program or observance related to a religious holiday in theme or timing should be evaluated as to its purpose and effect. If either the purpose or the effect is judged to be religious rather than secular, the activity should not be undertaken.
 3. The school should avoid any activity, display or exhibit that promotes or gives its approval to religious matters.

Patriotic Exercises

The Board does not require the daily recitation of the Pledge of Allegiance. However, the Board encourages reciting of the pledge on a regular basis as determined by the classroom teacher or building principal. The District is prohibited from preventing a teacher from having students recite the Pledge of Allegiance in the teacher's classroom.

In addition, District administrators, staff and students are prohibited from altering the wording of the Pledge of Allegiance.

The Board recognizes that beliefs of some persons prohibit participation in the pledge, the salute to the United States flag or other opening exercises. Therefore, such persons are excused from participation.

The Board prohibits the intimidation of any student by other students or staff aimed at coercing participation in reciting the pledge.

Constitution Day

On September 17 of each year, the District may participate in the celebration of Constitution Day by reciting the Preamble of the Constitution at 2:00 p.m. EST. When the 17th falls on a weekend, the day of celebration will be announced.

Legal

U.S. Constitution Amend. I, Establishment Cl.

Elementary and Secondary Education Act; 20 USC 1221 et seq.

ORC 5.23

ORC 3313.601

ORC 3313.602

ORC 3313.63

ORC 3313.80

ORC 3320.01

ORC 3320.02

ORC 3320.03

OAC 3301-35-04

Book
Policy Manual

Section
Section I: Instruction

Title
School Ceremonies and Observances/Patriotic Exercises

Code
IND / INDA

Status
Active

Adopted
August 14, 2001

Last Revised
October 26, 2020

Prior Revised Dates
10/11/2005, 12/14/2009, 05/11/2015

School Ceremonies and Observances/Patriotic Exercises

The Board believes that special recognition should be given to national holidays. The building principal/designee may encourage a discreet observance of these holidays which have become a part of the American heritage. These observances may, in some instances, be in the form of a school assembly while in other instances they are a part of the classroom work.

The Board directs the administration to develop specific activities within each building to convey the meaning and significance of Veterans Day. The observance must be at least one hour long, except in buildings that schedule class periods of less than an hour. In those buildings, the observance must be at least one standard class period in length.

Religious Holidays and Observances

The following guidelines govern the observance of, and teaching about, religious holidays in the schools.

1. The public schools must be neutral in matters of religion. The schools must show no preference for one religion over another. They must refrain from the promotion of any religion or all religions; consequently, no religious celebrations may be conducted by the public schools.

“Religious celebration” is defined as:

- A. a formal observance, including worship or religious services of any kind, whether or not conducted by a member of the clergy. Religious observances cannot be justified by the fact that the majority of students or individuals in a given community happen to approve of the practice or by the fact that individual students may absent themselves upon parental request;
 - B. the display of religious objects or symbols, except those that are integral parts of a short-term study in the curriculum, such as art, history, etc., or
 - C. the presentation of religious music, except to the extent that such music is presented for its musical rather than its religious content. Songs or music programs which have significance for a particular religion should not be sung or performed in the school during the period which coincides with the community celebration of the events portrayed in the music. Festive songs that cannot be associated with a religious celebration are permitted.
- 2. A program or observance related to a religious holiday in theme or timing should be evaluated as to its purpose and effect. If either the purpose or the effect is judged to be religious rather than secular, the activity should not be undertaken.
 - 3. The school should avoid any activity, display or exhibit that promotes or gives its approval to religious matters.

Patriotic Exercises

~~The Board does not require the daily recitation of the Pledge of Allegiance. However, the Board encourages reciting of the pledge on a regular basis as determined by the classroom teacher or building principal.~~ **The school should start each day with the Pledge of Allegiance, and every classroom should have the American flag.** ~~The District is prohibited from preventing a teacher from having students recite the Pledge of Allegiance in the teacher's classroom.~~

~~In addition,~~ District administrators, staff and students are prohibited from altering the wording of the Pledge of Allegiance.

The Board recognizes that beliefs of some persons prohibit participation in the pledge, the salute to the United States flag or other opening exercises. Therefore, such persons are excused from participation.

The joining in the Pledge of Allegiance by students shall be encouraged but without penalty for not participating. ~~The Board prohibits the intimidation of any student by other students or staff aimed at coercing participation in reciting the pledge.~~

Constitution Day

On September 17 of each year, the District may participate in the celebration of Constitution Day by reciting the Preamble of the Constitution at 2:00 p.m. EST. When the 17th falls on a weekend, the day of celebration will be announced.

Legal

U.S. Constitution Amend. I, Establishment Cl.

Elementary and Secondary Education Act; 20 USC 1221 et seq.

ORC 5.23

ORC 3313.601

ORC 3313.602

ORC 3313.63

ORC 3313.80

ORC 3320.01

ORC 3320.02

ORC 3320.03

OAC 3301-35-04



Book	Policy Manual
Section	Section K: School-Community Relations
Title	Copy of Distribution/Advertisement/Promotion of Any Kind of Non-School-Sponsored Literature
Code	KJA
Status	draft
Adopted	August 14, 2001
Last Revised	October 26, 2020
Prior Revised Dates	09/23/2002, 09/22/2014, 05/11/2015, 08/08/2016, 02/10/2020

**Distribution/Advertisement
Promotion of Any Kind of Non-School-Sponsored Literature**

This policy governs distribution/advertisement/promotion of any kind of non-school-sponsored literature (including publications, leaflets, handbills or other printed or electronic material) on District property, at school-sponsored functions or electronically, including material that will be taken home by students. The District is not a public forum and individuals or entities are not granted access to District property for the purpose of indiscriminate dissemination of information. Accordingly, except as otherwise provided in this policy, persons desiring the distribution/advertisement/promotion of any kind of literature on District property, at school-sponsored functions or electronically, including material to be sent home with students must obtain prior approval for distribution/advertisement/promotion of any kind in compliance with the procedures and guidelines established by this policy.

Literature must comply with the following guidelines in order to be approved for distribution/advertisement/promotion of any kind.

1. The literature must not appear to bear the authority of the school.
2. The literature must contain the name of the sponsoring entity; the names of editors and publishers, if any; and the specific authority of each article, letter, story or other writing.
3. Except as otherwise provided in this policy, literature which promotes the products, activities or services of any non-school entity must not be 'primarily' commercial in nature and must prominently display the following statement: 'The opinions, products, activities and/or services of this organization are neither sponsored nor endorsed by the District.' All other standard distribution/advertisement/promotion of any kind guidelines will apply. Purchase of advertising space is governed by Advertising Policy, file KJ.
4. A cover letter should indicate the grade levels and buildings and date (based on the District distribution list) requested for distribution/advertisement/promotion of any kind.
5. The literature must be appropriate for the age and maturity level of the intended recipients and distribution/advertisement/promotion of any kind of the literature must not be inconsistent with or interfere with the educational mission of the District. Examples of the kinds of literature that will not be approved pursuant to this guideline include the following:
 - A. literature that is defamatory, invasive of privacy or an infringement of copyright;
 - B. literature that is vulgar, indecent, plainly offensive or obscene to a minor;
 - C. literature that incites students to engage in or otherwise promotes illegal conduct or conduct that violates the student code of conduct, including the use of substances that are prohibited to minors (such as tobacco, alcohol and drugs);

- D. literature inconsistent with an environment of civility and decency and/or that violates the District's policy prohibiting ethnic intimidation;
 - E. to avoid conflict with church and state, no literature promoting or sponsored by a religious organization and
 - F. literature that violates any other policy of the District.
6. Literature that concerns sexual or reproductive issues, whether or not it has any explicit content (including, for example, issues relating to birth control and abortion, whether from a pro-choice or a pro-life perspective), shall not be approved for distribution/advertisement/promotion of any kind.
7. Literature that promotes or opposes any political figure, candidate or issue, including ballot issues of any kind, shall not be approved for distribution/advertisement/ promotion. Exceptions may be granted by the Board for issues that directly affect Hilliard City Schools including, but not limited to, District levies and bond issues. These exceptions must have Board resolution.

Literature includes, but not limited to, a notice, placard, advertisement and written/printed material of any nature.

8. In district facilities designated as a polling place by the Franklin County Board of Elections (Board of Elections), the area being used as the polling place is subject to all Board of Election rules and regulations on the day of the election. A polling place, as defined by Ohio Revised Code 3501.01, means that place provided for each precinct at which the electors having a voting residence in such precinct may vote. All District property outside of the polling place is governed by the policies of the Hilliard City School Board of Education.

Legal	U.S. Constitution Amend. I
	ORC 3313.20
	ORC 3313.47
	ORC 3313.66
	ORC 3313.661
	ORC 3320.01
	ORC 3320.02
	ORC 3320.03

Cross References	EDE - Computer/Online Services
	IGDB - Student Publications
	IIBH - District Website Publishing
	KJ - Advertising in the Schools

Book
Policy Manual

Section
Section K: School-Community Relations

Title
Distribution/Advertisement/Promotion of Any Kind of Non-School-Sponsored Literature

Code
KJA

Status
Active

Adopted
August 14, 2001

Last Revised
October 26, 2020

Prior Revised Dates
09/23/2002, 09/22/2014, 05/11/2015, 08/08/2016, 02/10/2020

**Distribution/Advertisement
Promotion of Any Kind of Non-School-Sponsored Literature**

This policy governs distribution/advertisement/promotion of any kind of non-school-sponsored literature (including publications, leaflets, handbills or other printed or electronic material) on District property, at school-sponsored functions or electronically, including material that will be taken home by students. **In order to serve and inform our community, candidates and their designated teams may campaign as members of the public walk to and from public functions hosted by the district, such as sporting events, concerts, plays, and school board meetings. Such campaigning must not take place within 100 ft. of the entrance or exit of the venue, entry gate, or playing surface. At any time, candidates and their teams can wear campaign-related apparel. Printed materials may not be distributed at these events.** The District is not a public forum and individuals or entities are not granted access to District property for the purpose of indiscriminate dissemination of information. Accordingly, except as otherwise provided in this policy, persons desiring the distribution/advertisement/promotion of any kind of literature on District property, at school-sponsored functions or electronically, including material to be sent home with students must obtain prior approval for distribution/advertisement/promotion of any kind in compliance with the procedures and guidelines established by this policy.

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1. The literature must not appear to bear the authority of the school.

2. The literature must contain the name of the sponsoring entity; the names of editors and publishers, if any; and the specific authority of each article, letter, story or other writing.
3. Except as otherwise provided in this policy, literature which promotes the products, activities or services of any non-school entity must not be 'primarily' commercial in nature and must prominently display the following statement: 'The opinions, products, activities and/or services of this organization are neither sponsored nor endorsed by the District.' All other standard distribution/advertisement/promotion of any kind guidelines will apply. Purchase of advertising space is governed by Advertising Policy, file KJ.
4. A cover letter should indicate the grade levels and buildings and date (based on the District distribution list) requested for distribution/advertisement/promotion of any kind.
5. The literature must be appropriate for the age and maturity level of the intended recipients and distribution/advertisement/promotion of any kind of the literature must not be inconsistent with or interfere with the educational mission of the District. Examples of the kinds of literature that will not be approved pursuant to this guideline include the following:
 - A. literature that is defamatory, invasive of privacy or an infringement of copyright;
 - B. literature that is vulgar, indecent, plainly offensive or obscene to a minor;
 - C. literature that incites students to engage in or otherwise promotes illegal conduct or conduct that violates the student code of conduct, including the use of substances that are prohibited to minors (such as tobacco, alcohol and drugs);
 - D. literature inconsistent with an environment of civility and decency and/or that violates the District's policy prohibiting ethnic intimidation;
 - E. to avoid conflict with church and state, no literature promoting or sponsored by a religious organization and
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Literature includes, but not limited to, a notice, placard, advertisement and written/printed material of any nature.

8. In district facilities designated as a polling place by the Franklin County Board of Elections (Board of Elections), the area being used as the polling place is subject to all Board of Election rules and regulations on the day of the election. A polling place, as defined by Ohio Revised Code 3501.01, means that place provided for each precinct at which the electors having a voting residence in such precinct may vote. **When a district facility is designated as a polling place, campaign workers are permitted to distribute literature. The placement of campaign signs on the lawns adjacent to the driveway to the boundary of the district property to the designated parking lot and along the perimeter of that parking lot will also be permitted. Campaign workers must remain at least 100 feet from the entrances to the entry doors. Campaign workers must also remove signs within 12 hours of the polls closing and pick up items they pass out that end up on the ground. All District property outside of the polling place is governed by the policies of the Hilliard City School Board of Education.** All District property outside of the polling place is governed by the policies of the Hilliard City School Board of Education.

Legal

U.S. Constitution Amend. I

ORC 3313.20

ORC 3313.47

ORC 3313.66

ORC 3313.661

ORC 3320.01

ORC 3320.02

ORC 3320.03

Cross References

EDE - Computer/Online Services

IGDB - Student Publications

IIBH - District Website Publishing

KJ - Advertising in the Schools



Book	Policy Manual
Section	Section K: School-Community Relations
Title	Copy of Distribution/Advertisement/Promotion of Any Kind of Non-School-Sponsored Literature
Code	KJA-R
Status	draft
Adopted	August 14, 2001
Last Revised	February 10, 2020
Prior Revised Dates	09/23/2002, 05/11/2015

**Distribution/Advertisement
Promotion of Any Kind of Non-School-Sponsored Literature**

Approval Procedure

When prior approval for distribution/advertisement/promotion of any kind of non-school-sponsored literature is required, individuals seeking such approval must follow these procedures.

1. A person seeking approval for distribution/advertisement/promotion of any kind of literature must submit a copy of the literature, together with a description of the proposed recipients, to the Superintendent/designee for review. The Superintendent/designee shall review the literature in light of the guidelines established in this policy. The person requesting approval shall be informed of the Superintendent's/designee's decision. Request for approval is allowed once per semester.
2. If approval for distribution/advertisement/promotion of any kind is denied, the person requesting approval may appeal to the Superintendent/designee. The appeal shall be in writing and shall state the reasons why the appellant believes the denial of approval was incorrect. The Superintendent/ designee shall receive such information as is presented to him/her by the appellant and may conduct such investigation as he/she deems necessary to be apprised of the facts. The Superintendent/designee shall render his/her decision in writing.

Method of Distribution/Advertisement/Promotion of Any Kind

1. The method of distribution/advertisement/promotion of any kind process is available online.
2. No recipient may be charged a fee to receive any literature.
3. Literature may not be distributed/advertised/promoted in a manner that violates any other policy of the District.
4. No literature shall be placed on the windshields of cars parked on District property. Most ordinarily, literature will be distributed/advertised/promoted hand-to-hand.
5. If someone is distributing/advertising/promoting in any way literature in violation of these policies, the individual(s) will be asked to immediately stop distribution/advertisement/promotion. If the individual refuses, authorities will be notified, and legal action may be taken.

Exception

This policy does not apply to the distribution/advertising/promotion of any kind of literature by non-school-sponsored groups during those non-school times when such groups have permission to use school premises.

Book
Policy Manual

Section
Section K: School-Community Relations

Title
Distribution/Advertisement/Promotion of Any Kind of Non-School-Sponsored Literature

Code
KJA-R

Status
Active

Adopted
August 14, 2001

Last Revised
February 10, 2020

Prior Revised Dates
09/23/2002, 05/11/2015

**Distribution/Advertisement
Promotion of Any Kind of Non-School-Sponsored Literature**

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4. No literature shall be placed on the windshields of cars parked on District property. Most ordinarily, literature will be distributed/advertised/promoted hand-to-hand.
5. If someone is distributing/advertising/promoting in any way literature in violation of these policies, the individual(s) will be asked to immediately stop distribution/advertisement/promotion. If the individual refuses, authorities will be notified, and legal action may be taken.

Exception

This policy does not apply to the distribution/advertising/promotion of any kind of literature by non-school-sponsored groups during those non-school times when such groups have permission to use school premises: **or when the district facilities are designated as a polling place by the Franklin County Board of Elections (Board of Elections).**



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of School Board Meetings
Code	BD
Status	draft
Adopted	August 14, 2001
Last Revised	February 10, 2020
Prior Revised Dates	01/14/2013, 05/11/2015

School Board Meetings

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

All regular and special meetings of the Board are open to the public, school personnel and members of the news media. All Board meetings are publicized and conducted in compliance with the Open Meetings Act (Sunshine Law). No action may be taken in executive session.

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

Legal	ORC 121.22(B)
	ORC 121.22(C)
	ORC 3313.14
	ORC 3313.15
	ORC 3313.16

Cross References	BCA - Board Organizational Meeting
	BCE - Board Committees
	BDC - Executive Sessions
	BDDA - Notification of Meetings
	BDDF - Voting Method
	BDDH (Also KD) - Public Participation at Board Meetings
	BDDJ (Also KBCD) - Broadcasting and Taping of Board Meetings



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Suspension of Policies
Code	BFF
Status	draft
Adopted	August 14, 2001
Last Revised	May 11, 2015

Suspension of Policies

If the Board wishes to take action contrary to existing policy, it may suspend the policy for only one meeting at a time and in only one of the following ways:

1. upon a majority vote of the Board at a meeting in which the proposed suspension has been described in writing or
2. upon a unanimous vote of all members of the Board if no notice has been given.

Legal	ORC 3313.20
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Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Agenda Format
Code	BDDDB
Status	Active
Adopted	August 14, 2001
Last Revised	February 10, 2020
Prior Revised Dates	01/12/2009, 05/11/2015

Agenda Format

The agenda format is developed by the Superintendent and the Board in order to give direction to the Board meetings.

The tentative agenda, along with related materials and minutes of the previous meeting, is distributed to each member at least 48 hours prior to the Board meeting. The particular order of agenda items may vary from meeting to meeting in keeping with the business at hand.

The agenda is adopted or modified by a majority vote of those members present. Once the agenda is approved, it requires a two-thirds vote of the Board members present to make additional modifications.

Consent Agenda

In order to use time within the Board meetings more efficiently, the Board may use a consent agenda, whenever appropriate. Items placed on the consent agenda are routine in nature and noncontroversial.

When the consent agenda is presented to the Board for action, the Board President provides the opportunity for any member of the Board to request a discussion or removal of any items on the agenda. Items removed are placed on the regular agenda or postponed. Remaining items on the consent agenda are then voted on by a single motion.

Cross References	BDDC - Agenda Preparation and Dissemination BDDH (Also KD) - Public Participation at Board Meetings
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Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Agenda Format
Code	BDDDB
Status	
Adopted	August 14, 2001
Last Revised	February 10, 2020
Prior Revised Dates	01/12/2009, 05/11/2015

Agenda Format

The agenda format is developed by the Superintendent and the Board in order to give direction to the Board meetings.

The tentative agenda, along with related materials and minutes of the previous meeting, is distributed to each member at least **48 hours two business days** prior to the Board meeting. The particular order of agenda items may vary from meeting to meeting in keeping with the business at hand.

The agenda is adopted or modified by a majority vote of those members present. Once the agenda is approved, it requires a two-thirds vote of the Board members present to make additional modifications.

Consent Agenda

In order to use time within the Board meetings more efficiently, the Board may use a consent agenda, whenever appropriate. Items placed on the consent agenda are routine in nature and noncontroversial.

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Cross References	BDDC - Agenda Preparation and Dissemination BDDH (Also KD) - Public Participation at Board Meetings
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Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Agenda Preparation and Dissemination
Code	BDDC
Status	Active
Adopted	August 14, 2001
Last Revised	February 10, 2020
Prior Revised Dates	05/11/2015, 05/13/2019

Agenda Preparation and Dissemination

The Superintendent/designee, in consultation with the President of the Board, arranges the order of items on meeting agendas so that the Board can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

Items of business may be suggested by a Board member, staff member or citizen of the District. The agenda may allow suitable time for the remarks of the public who wish to speak briefly before the Board.

The Board follows the order of business established by the agenda, except as it may vote to rearrange the order for the convenience of visitors or other individuals appearing before the Board or to expedite Board business. Prior to adopting the agenda, an item of business that is not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider the item. Once the agenda is approved, a two-thirds vote of the Board is required to make additional modifications. The Board should not revise Board policies, or adopt new ones, unless such action has been scheduled.

The agenda, together with supporting materials, is distributed to Board members at least one business day prior to the Board meeting to permit them to give items of business careful consideration. The agenda and supporting documents, with the exception of any documents concerning matters to be considered in executive session, documents which reveal student travel plans, and any other document the Superintendent identifies, are also made available to the press, representatives of the community, staff groups and others by posting on the website one business day prior to the Board meeting.

Cross References	Bddb - Agenda Format
	BDDH (Also KD) - Public Participation at Board Meetings



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Agenda Preparation and Dissemination
Code	BDDC
Status	
Adopted	August 14, 2001
Last Revised	February 10, 2020
Prior Revised Dates	05/11/2015, 05/13/2019

Agenda Preparation and Dissemination

The Superintendent/designee, in consultation with the President of the Board, arranges the order of items on meeting agendas so that the Board can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

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The agenda, together with supporting materials, is distributed to Board members at least ~~one~~ two business days prior to the Board meeting to permit them to give items of business careful consideration. The agenda and supporting documents, with the exception of any documents concerning matters to be considered in executive session, documents which reveal student travel plans, and any other document the Superintendent identifies, are also made available to the press, representatives of the community, staff groups and others by posting on the website one business day prior to the Board meeting.

Cross References	BDDB - Agenda Format
	BDDH (Also KD) - Public Participation at Board Meetings



Book	Policy Manual
Section	Section J: Student
Title	Released Time for Religious Instruction
Code	JEFB
Status	From OSBA

Released Time for Religious Instruction

The Board permits students to be released from school for religious instruction consistent with law. Absence during the school day for religious instruction is permitted, provided:

1. the student's parents or guardians submit a written request to the building principal;
2. the private entity providing instruction maintains attendance records and makes them available to the District and
3. the student is not absent from core curriculum subject courses.

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

No public funds are expended and no public school personnel are involved in providing religious instruction. This policy is not intended and shall not be construed in any way, to associate the District with any faith or religious denomination.

CROSS REFS.: IGAC, Teaching About Religion
JED, Student Absences and Excuses
KJA, Distribution of Materials in the Schools

NOTE: House Bill 171 (2014) enacted Ohio Revised Code 3313.6022 specifying the conditions under which a board may adopt a policy on released time for religious instruction. Districts also may choose to add language to this policy authorizing high school students to earn elective credit toward graduation through released time courses, provided statutory requirements are met when evaluating the course for credit. The decision to award credit for a released time course of religious instruction must be neutral to, and cannot involve any test for religious content or denominational affiliation. Districts should work with board counsel to implement such programs.

On April 17, 2019, the Ohio Attorney General released a new opinion (2019-015) on released time for religious instruction, which focuses on what a school district's policy may permit or prohibit, and the implementation of these policies.

The opinion analyzes and resolves several specific questions and scenarios. Districts are cautioned to keep in mind that these scenarios and questions are fact-specific and rely on certain assumptions. As the facts change, so may the answer. Districts should work with board counsel to assure legal compliance when implementing these policies.

Legal	U.S. Constitution Amend. I
	ORC 3313.20
	ORC 3313.47
	ORC 3313.6022
	ORC 3321.04



Book	Policy Manual
Section	Section J: Student
Title	Copy of Released Time for Religious Instruction
Code	JEFB
Status	

Released Time for Religious Instruction

The Board permits students to be released from school for religious instruction consistent with law. Absence during the school day for religious instruction is permitted, provided:

1. the student's parents or guardians submit a written request to the building principal give consent in writing;
2. the private sponsoring entity providing instruction maintains attendance records and makes them available to the District; and
3. the sponsoring entity provides and assumes liability for the student;
4. the student assumes responsibility for any missed schoolwork;
5. no public funds are expended and no public school personnel are involved in providing the religious instruction;
6. the sponsoring entity, the students, and/or their parents/guardians are solely responsible for all transportation to and from the programs and
7. the student is not absent from core curriculum subject courses students will not be released from any core curriculum subject to attend.

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

~~No public funds are expended and no public school personnel are involved in providing religious instruction.~~ This policy is not intended and shall not be construed in any way, to associate the District with any faith or religious denomination.

CROSS REFS.: IGAC, Teaching About Religion
JED, Student Absences and Excuses
KJA, Distribution of Materials in the Schools

NOTE: House Bill 171 (2014) enacted Ohio Revised Code 3313.6022 specifying the conditions under which a board may adopt a policy on released time for religious instruction. Districts also may choose to add language to this policy authorizing high school students to earn elective credit toward graduation through released time courses, provided statutory requirements are met when evaluating the course for credit. The decision to award credit for a released time course of religious instruction must be neutral to, and cannot involve any test for religious content or denominational affiliation. Districts should work with board counsel to implement such programs.

On April 17, 2019, the Ohio Attorney General released a new opinion (2019-015) on released time for religious instruction, which focuses on what a school district's policy may permit or prohibit, and the implementation of these policies.

The opinion analyzes and resolves several specific questions and scenarios. Districts are cautioned to keep in mind that these scenarios and questions are fact-specific and rely on certain assumptions. As the facts change, so may the answer. Districts should work with board counsel to assure legal compliance when implementing these policies.



Book	Policy Manual
Section	Issue 1 of 2022 February PDQ (Revised)
Title	Professional Staff Contracts and Compensation Plans (Administrators)
Code	GCB-2
Status	From OSBA

Professional Staff Contracts and Compensation Plans (Administrators)

Fair compensation plans are necessary in order to attract and retain properly certified or licensed administrators to provide and manage a quality educational program.

The Board may establish a salary schedule for its administrators, with the exception that the salary of the Superintendent is usually determined by the employee contract. Notice of annual salary is given to each administrator by July 1.

All administrators shall be issued written limited contracts. The contract specifies the administrative position and duties, the salary and other compensation to be paid for performance of such duties, the number of days to be worked, the number of days of vacation leave and any paid holidays in the contractual year.

The term of the administrator's contract will not exceed three years, except that an individual who has been employed as an administrator for three years or more shall be entitled to receive a contract of not fewer than two nor more than five years. The Superintendent may recommend employment of an individual who has served as an administrator in the District for three years or more under a one-year administrative contract once during such individual's administrative career in the District.

An administrator who has earned teacher tenure in the District retains such status while serving as administrator. Any administrator who previously obtained teacher tenure in another district achieves teacher tenure in the District after re-employment with two or more years' experience as an administrator in the District.

The Superintendent's recommendation is considered in all contract renewals. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed and a written copy is given to the administrator no later than the end of the administrator's contract year as defined by his/her salary notice.

In the year an administrator's contract does expire, two evaluations are completed: one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to any Board action on the employee's contract, and a written copy of the preliminary evaluation is given to the administrator at this time.

The final evaluation includes the Superintendent's intended recommendation for the employee's contract. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. If the Board fails to take action on the expiring contract, then the administrator is renewed. If the administrator has been in the District for two years or less, he/she will receive a one-year contract. If the administrator has been in the District three years or more, he/she will receive a two-year contract.

Before June 1, any administrator whose contract expires at the end of the school year is notified by the Board of the date on which the contract expires and of the individual's right to request a meeting with the Board in executive session to discuss the reasons for considering renewal or nonrenewal of his/her contract. Also prior to June 1 of the year in which the employment contract expires, any administrator whom the Board intends to nonrenew receives written notification of the Board's intent not to re-employ.

The Board may request an alternative administrative license valid for employing a superintendent, principal or assistant principal or ~~any other administrator~~ administrative specialist working in a central office or supervisory capacity, consistent with State law.

4117.01
OAC 3301-24-11; 3301-24-12

CROSS REFS.: GCBA, Professional Staff Salary Schedules
GCBB, Professional Staff Supplemental Contracts
GCBC, Professional Staff Fringe Benefits
GCBD, Professional Staff Leaves and Absences
GCBE, Professional Staff Vacations and Holidays

Legal

ORC 3319.01
ORC 3319.02
ORC 3319.111
ORC 3319.12
ORC 3319.27
ORC 4117.01
OAC 3301-24-11
OAC 3301-24-12



Book	Policy Manual
Section	Section G: Personnel
Title	Copy of Professional and Certificated Staff Contracts and Compensation Plans (Administrators)
Code	GCB-2
Status	draft
Adopted	August 14, 2001
Last Revised	November 12, 2018
Prior Revised Dates	12/11/2001, 05/12/2008, 07/09/2013, 05/11/2015

Professional and Certificated Staff Contracts and Compensation Plans (Administrators)

Fair compensation plans are necessary in order to attract and retain properly certified or licensed administrators to provide and manage a quality educational program.

The Board may establish a salary schedule for its administrators, with the exception that the salary of the Superintendent/CEO is usually determined by the employee contract. Notice of annual salary is given to each administrator by July 1.

All administrators shall be issued written limited contracts. The contract specifies the administrative position and duties, the salary and other compensation to be paid for performance of such duties, the number of days to be worked, the number of days of vacation leave and any paid holidays in the contractual year.

The term of the administrator's contract will not exceed three years, except that an individual who has been employed as an administrator for three years or more shall be entitled to receive a contract of not fewer than two nor more than five years. The Superintendent/CEO may recommend employment of an individual who has served as an administrator in the District for three years or more under a one-year administrative contract once during such individual's administrative career in the District.

An administrator who has earned teacher tenure in the District retains such status while serving as administrator. Any administrator who previously obtained teacher tenure in another district achieves teacher tenure in the District after re-employment with two or more years' experience as an administrator in the District.

The Superintendent's/CEO's recommendation is considered in all contract renewals. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed and a written copy is given to the administrator no later than the end of the administrator's contract year as defined by his/her salary notice.

In the year an administrator's contract does expire, two evaluations are completed: one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to any Board action on the employee's contract, and a written copy of the preliminary evaluation is given to the administrator at this time.

The final evaluation includes the Superintendent's/CEO's intended recommendation for the employee's contract. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. If the Board fails to take action on the expiring contract, then the administrator is renewed. If the administrator has been in the District for two years or less, he/she will receive a one-year contract. If the administrator has been in the District three years or more, he/she will receive a two-year contract.

Before June 1, any administrator whose contract expires at the end of the school year is notified by the Board of the date on which the contract expires and of the individual's right to request a meeting with the Board in executive session to discuss the reasons for considering renewal or nonrenewal of his/her contract. Also prior to June 1 of the year in which the employment contract expires, any administrator whom the Board intends to nonrenew receives written notification of the Board's intent not to re-employ.

The Board may request an alternative administrative license valid for employing a superintendent or any other administrator, consistent with State law.

Legal

ORC 3319.01
ORC 3319.02
ORC 3319.111
ORC 3319.12
ORC 3319.27
ORC 4117.01
OAC 3301-24-11
OAC 3301-24-12

Cross References

GCBA - Professional and Certificated Staff Salary Schedules
GCBB - Professional and Certificated Staff Supplemental Contracts
GCBD - Professional and Certificated Staff Leaves and Absences
GCBE - Professional and Certificated Staff Vacations and Holidays



Book	Policy Manual
Section	Issue 1 of 2022 February PDQ (Revised)
Title	Professional Staff Contracts and Compensation Plans (Alternative Administrative License)
Code	GCB-2-R
Status	From OSBA

**Professional Staff Contracts and Compensation Plans
(Alternative Administrative License)~~(Administrators)~~**

The Board may request that the Ohio Department of Education (ODE) issue an alternative administrative license valid for employing a principal, **assistant principal**, superintendent, or other administrative specialist **working in a central office or supervisory capacity as specified by the Board**.

ODE may issue a one-year alternative principal license (**renewable two times**), valid for serving as principal or assistant principal, or a two-year alternative superintendent or administrative specialist license (**renewable one time**) at the request of the District. The individual must:

1. be of good moral character;
2. submit to a BCI background check;
3. **meet the following educational requirements:**
 - A. have a bachelor's degree **or master's degree** (for principals, **assistant principals** and administrative specialists) **and have a cumulative undergraduate with a grade-point average (GPA) of at least 3.0 on a 4.0 scale, or a cumulative graduate level GPA of at least 3.0 on a 4.0 scale if the individual holds a master's degree.**
 - B. **holder** a master's degree (for superintendents) with a **cumulative GPA grade point average** of at least 3.0 **on a 4.0 scale and**
4. have two or more years of teaching experience or five years of documented successful work experience in education, management or administration (for principals) or five or more years of documented successful experience in teaching, education, management or administration (for administrative specialists and superintendents).

The District provides a mentoring program for alternatively licensed administrators compliant with State law.

ODE may issue a professional administrative license to an individual with an alternative principal license or alternative superintendent or alternative administrative specialist license in accordance with State law.

The District develops and implements a planned program for obtaining classroom-teaching experience for individuals issued an alternative principal license without two years of teaching experience under a standard teaching license, a professional pupil services license, an alternative teaching license, or a permanent non-tax certificate. The District develops and implements a plan outlining observation or classroom instruction across grade levels and subject area for individuals issued an alternative administrative specialist or superintendent license without two years of teaching experience under a standard teaching license, a professional pupil services license, an alternative teaching license, or a permanent non-tax certificate. All such programs meet the requirements of State law. ~~For non-educators issued an alternative administrative specialist or superintendent license, the District develops and implements a plan that outlines observation or classroom instruction across grade levels and subject areas.~~

NOTE: The State Board of Education ~~(SBOE)~~ adopted requirements for alternative licensure to ensure that qualified individuals have increasing opportunities to become school administrators through alternative routes. The law ensures that alternative routes are standards-based and high quality. ~~Alternative administrative licenses eliminate temporary licenses.~~

Alternative administrator licenses are available to individuals for whom their employing district has a board resolution supporting their position.

The requirements for the alternative principal license are outlined in Ohio Administrative Code (OAC) 3301-24-11. OAC 3301-24-12 outlines the requirements for alternative superintendent or other administrative specialist licenses.

~~There are currently two pilot programs assisting alternatively licensed administrators gain licensure. They are operated through the Ohio Hamilton County Educational Service Center and Bowling Green State University.~~

~~House Bill 64 (15) created the Bright New Leaders for Ohio Schools Program, which is meant to provide an alternative path for individuals to receive training and development in administration of primary and secondary education and leadership, enable those individuals to earn degrees and obtain licenses in public school administration, and promote placement of those individuals in public schools that have a poverty percentage greater than 50%.~~

~~ODE is required to issue alternative principal or administrator licenses to individuals who successfully complete the program and satisfy the requirements of the SBOE adopted rules. Those rules must be developed by the SBOE, in consultation with the board of directors of the program. The rules adopted under Ohio Revised Code Section 3319.27 must be used as a guide in the SBOE development of rules for this program.~~



Book	Policy Manual
Section	Section G: Personnel
Title	Copy of Professional and Certificated Staff Contracts and Compensation Plans (Administrators)
Code	GCB-2-R
Status	draft
Adopted	August 14, 2001
Last Revised	April 26, 2016
Prior Revised Dates	12/11/2001, 05/12/2008, 05/11/2015

Professional and Certificated Staff Contracts and Compensation Plans
(Administrators)

The Board may request the State Board of Education to issue an alternative administrative license valid for employing a superintendent or any other administrator as specified by the Board.

The State Board of Education may issue the alternative administrative license if the Board has determined that the individual:

1. is of good moral character in accordance of the Licensure Code of Professional Conduct for Ohio Educators;
2. holds at least a baccalaureate degree from an accredited institution of higher education in a field related to finance or administration or has five years of recent work experience in education, management or administration and
3. submit to a BCII background check.

An alternative administrative license is valid only in this District. The State Board of Education may renew the license annually upon request of the Board.



Book	Policy Manual
Section	Issue 1 of 2022 February PDQ (Revised)
Title	Educational Options
Code	IGCD (Also LEB)
Status	From OSBA

Educational Options

~~The Board recognizes that an effective educational program is one that provides opportunities for students to learn both within the classroom and, for specific reasons, beyond the traditional classroom and school day. These expanded opportunities are viewed as educational options to supplement the regular school program.~~

~~The intent of educational options is to allow educators, other professionals, parents and others to work together to provide opportunities for students to learn in an independent or individual setting and to study or work with recognized experts in specific fields. Educational options are seen as additional curricular opportunities to improve, expand and enrich student learning experiences and perspectives.~~

Educational options are learning experiences or activities designed to extend, enhance, supplement, or serve as an alternative to classroom instruction and meet the personalized and individualized needs of each student. Educational options are offered in accordance with State law, Board policy, and parental approval.

Experiences that the Board views as representative of educational options supplementing the regular school program include but are not limited to: Independent study, distance learning, tutoring, educational travel, mentoring and study abroad programs.~~are representative of experiences which the Board views as educational options supplementing the regular school program.~~

Fees are established for educational options as needed and are managed in accordance with Board policies for student fees.-
~~Participating students are expected to pay fees upon beginning educational options.~~

~~The Superintendent develops regulations when the educational options are initiated. Each program option developed is presented to the Board for adoption; its regulations are presented for approval.~~

Credit for approved educational options is granted in accordance with student performance relative to stated objectives of the approved instructional and performance plan and in accordance with all applicable Board policies.

The Board directs the Superintendent/designee to communicate information and procedures for educational options available in the district to students, parents and all interested stakeholders.

Legal References

~~OAC 3301-35-01(B)(6)~~
OAC 3301-35-01(B)(9)
OAC 3301-35-06

CROSS REFS.: IGBM, Credit Flexibility
IGCB, Innovative Education Programs
IGCH, College Credit Plus (Also LEC)
~~IIG, Independent Study~~
IKE, Promotion and Retention of Students
IKF, Graduation Requirements
JN, Student Fees, Fines and Charges

NOTE: THIS IS A REQUIRED POLICY

Legal OAC 3301-35-01(B)(9)
 OAC 3301-35-06



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Educational Options
Code	IGCD (Also LEB)
Status	draft
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	06/11/2002

Educational Options

The Board recognizes that an effective educational program is one that provides opportunities for students learning both within the classroom and, for specific reasons, beyond the traditional classroom and school day. These expanded opportunities are viewed as educational options.

The intent of educational options is to allow educators, other professionals, parents and others to work together to provide opportunities for students to learn in an independent or individual setting and to study or work with recognized experts in specific fields. Educational options are seen as additional curricular opportunities to improve, expand and enrich student learning experiences and perspectives.

Independent study, distance learning, tutoring, educational travel, mentoring and study abroad program are representative of experiences which the Board views as educational options.

Fees are established for educational options as needed. Participating students are expected to pay fees upon beginning educational options.

The Superintendent/designee develops regulations when the educational options are initiated. Each program option developed is presented to the Board for adoption; its regulations are presented for approval.

Legal	OAC 3301-35-01(D) OAC 3301-35-02(C)
Cross References	IGCH (Also LEC) - College Credit Plus IKE - Promotion and Retention of Students IKF - Graduation Requirements JN - Student Fees, Fines and Charges



Book	Policy Manual
Section	Issue 1 of 2022 February PDQ (Revised)
Title	Educational Options
Code	IGCD-R (Also LEB-R)
Status	From OSBA

Educational Options

All educational options require an instructional and performance plan based on individual student needs. A credentialed teacher is involved in reviewing the plan; such involvement may include providing, supervising or reviewing instruction or learning experiences and the evaluation of student performance. The instructional and performance plan includes:

1. instructional and performance objectives aligned with the District or school's curriculum requirements;
2. an outline specifying instructional activities, materials and learning environments and
3. a description of the criteria and methods for assessing student performance.

Parents must provide written permission for students under 18 to participate. Superintendent approval is required prior to student participation.

~~When initiated, educational options must adhere to the following criteria:~~

- ~~1. The parent(s) must provide written approval for students under 18 years of age to participate. A copy of the written approval must be retained in the school files. Students 18 years of age or older must submit a written request to participate. This request is kept on file.~~
- ~~2. An instructional plan that contains written measurable objectives must be submitted to, and approved by, the Superintendent. Instructional objectives must align with the District's curriculum requirements.~~
- ~~3. The instructional plan includes an outline specifying major instructional activities and identifying materials, resources, facilities and equipment needed to achieve instructional objectives.~~
- ~~4. Promotion and retention decisions for students, kindergarten through eighth grade, participating in an optional instructional plan are based on student performance relative to the objectives of the option.~~
- ~~5. The instructional plan includes a written plan for the evaluation of student performance.~~
- ~~6. In tutorial and independent study programs, a certificated/licensed teacher provides both the instruction and evaluation of students. In all other cases, a certificated/licensed teacher provides only the evaluation of student progress.~~
- ~~7. The written instructional plan includes a time for the evaluation of the educational option. Continuance of the option is determined by the results of evaluation.~~

THIS IS A REQUIRED REGULATION



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Educational Options
Code	IGCD-R (Also LEB-R)
Status	draft
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	06/11/2002, 01/24/2005

Educational Options

When initiated, educational options must adhere to the following criteria.

1. The parent(s) must provide written approval for students under 18 years of age to participate. A copy of the written approval must be retained in the school files. Students 18 years of age or older must submit a written request to participate. This request is kept on file.
2. An instructional plan which contains written measurable objectives must be submitted to, and approved by, the Superintendent/designee.
3. The instructional plan includes an outline specifying major instructional activities and identifying materials, resources, facilities and equipment needed to achieve instructional objectives.
4. Promotion and retention decisions for students, kindergarten through eighth grade, participating in an option as a substitute instructional plan are based on student performance relative to the objectives of the option.
5. The instructional plan includes a written plan for the evaluation of student performance.
6. A maximum of six credits may be applied to those required for graduation for grades nine through 12. No more than four of the six credits are applied unless under District sponsorship to the credits required for graduation in English, health, mathematics, science, physical education and social studies. Any variation of the maximum number of credits must be approved by the Superintendent/designee.
7. In tutorial and independent study programs, a certificated/licensed teacher provides both the instruction and evaluation of students. In all other cases, a certificated/licensed teacher provides only the evaluation of student progress.
8. The written instructional plan includes a time for the evaluation of the educational option. Continuance of the option is determined by the results of evaluation.



Book	Policy Manual
Section	Issue 1 of 2022 February PDQ (Revised)
Title	Student Conduct on District Managed Transportation
Code	EEACC (Also JFCC)
Status	From OSBA

Student Conduct on District Managed Transportation

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the vehicle and after the student leaves the vehicle at the end of the school day.

Policies and procedures for student conduct on District managed transportation are designed to ensure the safety and welfare of all passengers and are developed cooperatively with administrators and transportation personnel.

Students on District managed transportation are under the authority of, and directly responsible to, the driver. The driver has the authority to enforce the established regulations for rider conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from District managed transportation privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended suspension from District managed transportation and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

The Board's policy regarding suspension from District managed transportation privileges must be posted in a central location in each school building and made available to students upon request.

Regulations regarding conduct on District managed transportation, as well as general information about the school transportation program, are available to all parents and students.

Legal References:

ORC 3327.01
ORC 3327.014
OAC 3301-83-08

CROSS REFS.: JFC, Student Conduct (Zero Tolerance)

JG, Student Discipline
Staff Handbooks
Student Handbooks

NOTE: Ohio Revised Code Section 3327.014 requires the Board to identify in its policy "a period of time" for suspension of school bus riding privileges. The provision in the third paragraph to suspend for a period "not to exceed one school year" is intentionally broad to allow the District more flexibility in administering discipline.

Legal

ORC 3327.01

ORC 3327.014

OAC 3301-83-08



Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Student Conduct on District Managed Transportation
Code	EEACC (Also JFCC)
Status	draft
Adopted	August 14, 2001
Last Revised	February 8, 2016
Prior Revised Dates	09/28/2009, 05/11/2015

Student Conduct on District Managed Transportation

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the vehicle and after the student leaves the vehicle at the end of the school day.

Students on District managed transportation are under the authority of, and directly responsible to, the driver. The driver has the authority to enforce the established regulations for rider conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from District managed transportation privileges for a period not to exceed one school year.

The Board's policy regarding District managed transportation privileges must be posted in a central location and made available to students upon request.

After Board approval, regulations regarding conduct on District managed transportation, as well as general information about the school transportation program, are available to all parents and students.

CROSS REFS.: Staff Handbooks
Student Handbooks

Legal	ORC 3327.01 ORC 3327.014 OAC 3301-83-08
Cross References	JFC - Student Conduct (Zero Tolerance) JG - Student Discipline



Book	Policy Manual
Section	Issue 1 of 2022 February PDQ (Revised)
Title	Student Conduct on District Managed Transportation
Code	EEACC-R (Also JFCC-R)
Status	From OSBA

Student Conduct on District Managed Transportation

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. **wait in an area clear of traffic and refrain from exhibiting**~~not exhibit~~ behavior at the bus stop that threatens life, limb or property of any individual;
4. sit in assigned seats (drivers have the right to assign a student to a seat ~~and to expect reasonable conduct similar to conduct expected in a classroom~~);
5. **go directly to their**~~reach~~ assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. **observe classroom conduct, or the bus conduct established by administrators and transportation personnel and obey the driver promptly and respectfully**~~and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety~~;
7. keep the vehicle clean and **free of trip hazards**~~sanitary, and refrain from chewing gum or consuming candy, food or drinks on the vehicle at any time (except as required for medical reasons)~~;
8. **refrain from eating and drinking on the bus except as required for medical reasons or as permitted by the District for non-routine trips when supervised by an appropriate chaperone, school administrator or school personnel**;
9. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
10. remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
11. be courteous to fellow students and to the driver;
12. treat equipment as one would treat valuable furniture in ~~their~~**his/her** home (damage to the school vehicle is strictly forbidden);
13. **refrain from using nicotine products**~~not use~~ tobacco on the vehicle or possessing alcohol or drugs on the vehicle except as prescription medications may be required for a student and
14. carry on the vehicle only items that can be held in their laps ~~or can otherwise be stored on the vehicle in accordance with State law.~~

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation.

Discipline

The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
3. Problems that cannot be resolved by measures specified above are referred to the Superintendent.

The suspension of preschool students and students with disabilities from transportation may require a modification of these procedures and complies with all applicable statutory requirements.

NOTE: The coding indicates that the identical regulation also is filed in Section J, Students. It is advisable that regulations in the area of student transportation bear the Board's official stamp of approval.



Book	Policy Manual
Section	Issue 1 of 2022 February PDQ (Revised)
Title	Blended Learning
Code	IGCK
Status	From OSBA

Blended Learning

Blended learning is the delivery of instruction in a combination of time primarily in a supervised physical location away from home and online delivery whereby the student has some element of control over time, place, path, or pace of learning and includes noncomputer-based learning opportunities. The Board authorizes the Superintendent to determine the need for implementation of a blended learning environment for the District. When a blended learning environment is implemented, the Board directs the Superintendent to develop policies and procedures to be presented to the Board for adoption addressing the following:

1. Means of personalization of student-centered learning models to meet the needs of each student.
2. The evaluation and review of the quality of the online curriculum delivered to students.
3. Assessment of each participating student's progress through the curriculum. Students must be permitted to advance through each level of the curriculum based on demonstrated competency/mastery of the material. Students must advance from grade to grade based upon credits earned. Credit must not be based on a minimum number of days or hours in a classroom or on a digital learning device.
4. The assignment of a sufficient number of teachers to ensure a student has an appropriate level of interaction to meet the student's personal learning goals. Each participating student will be assigned to at least one teacher of record. A school or classroom that implements blended learning cannot be required to have more than one teacher for every 125 students.
5. The method by which each participating student will have access to the digital learning tools necessary to access the online or digital content.
6. The means by which each school will use a filtering device or install filtering software that protects against internet access to materials that are obscene or harmful to juveniles on each computer provided to or made available to students for instructional use. The school must also provide such device or software at no cost to any student who uses a device obtained from a source other than the school.
7. The means by which the school will ensure that teachers and other assigned personnel will be appropriately licensed or certified and have appropriate training in the pedagogy of the effective delivery of online or digital instruction.
8. Expectations for student attendance and how the school will document participation in learning opportunities.

A school is exempt from school year hourly requirements established in State law to the extent that a school alters the hours that it is open for instruction in order to accommodate blended learning opportunities that apply to all students.

If a school or part of a school is operated using a blended learning model or is to cease operating using a blended learning model, the Superintendent notifies the Ohio Department of Education of that fact by July 1 of the school year for which the change is effective.

LEGAL REFS.:

ORC 3301.079
3302.41
OAC 3301-35-03

CROSS REFS.:

AFE, Evaluation of Instructional Programs (Also IM)
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
GBH, Staff-Student Relations (Also JM)
GCL, Professional Staff Development Opportunities
IKE, Promotion and Retention of Students
JO, Student Records

NOTE: *Districts operating a blended learning program as provided for in Ohio Revised Code 3302.41 and Ohio Administrative Code (OAC) 3301-35-03 are required to have Board adopted policies and procedures addressing the components outlined in OAC 3301-35-03 and included in this policy. It is important to note that this policy language provided does not include all the details needed for the required policies and procedures for your local blended learning program operation. In addition to this policy, districts will need to locally determine what blended learning will look like in their district based on the minimums established above and craft those into local policies or procedures for Board approval. These additional local details can be integrated into the sample policy language provided here, or details could be added as a regulation IGCK-R. Some districts also may approve a separate blending learning plan that includes Board approved procedures for implementation.*

Legal

ORC 3301.079

ORC 3302.41

OAC 3301-35-03



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Blended Learning
Code	IGCK
Status	draft
Adopted	August 9, 2021

Blended Learning

The Board authorizes the Superintendent to determine the need for implementation of a blended learning environment for the District. When a blended learning environment is implemented the Board directs the Superintendent to develop policies and procedures to be presented to the Board for adoption addressing the following:

1. Instructional frameworks and resources will be utilized as means of personalization of student centered learning models to meet the needs of each student.
 2. A District approved, research-based certification will be used as a tool for evaluation and review of the quality of the online curriculum delivered to students.
 3. Students will be permitted to advance through each level of the curriculum based on demonstrated competency/mastery of the material through multiple assessment opportunities. Students will advance from grade to grade based upon credits earned. Credit is not based on a minimum number of days or hours in a classroom or on a digital learning device, but through demonstrated competency/mastery of learning standards and skills.
 4. The District will assign a sufficient number of teachers to ensure a student has an appropriate level of interaction to meet the student's personal learning goals. Each participating student will be assigned to at least one teacher of record. All existing collective bargaining agreement provisions regarding staffing still apply.
 5. The District will provide each participating student with access to the digital learning tools necessary to access the online or digital content.
 6. The District will install filtering software that protects against internet access to materials that are obscene or harmful to juveniles on each computer/device provided to or made available to students for instructional use. The school district will provide such device or software at no cost to any student who uses a device obtained from a source other than the school.
 7. The school district will ensure that teachers and other assigned personnel will be appropriately licensed or certified and have appropriate training in the pedagogy of the effective delivery of online or digital instruction.
 8. Student attendance will be based on engagement/progress in coursework and will be documented through participation in learning opportunities by the teacher and/or learning management system (LMS) submissions.
- A school is exempt from school year hourly requirements established in State law to the extent that a school alters the hours that it is open for instruction in order to accommodate blended learning opportunities that apply to all students.

If a school or part of a school is operated using a blended learning model or is to cease operating using a blended learning model, the Superintendent notifies the Ohio Department of Education of that fact by July 1 of the school year for which the change is effective.

Legal

ORC 3301.079
ORC 3302.41
OAC 3301-35-03

Cross References

AFE (Also IM) - Evaluation of Instructional Programs
EDE - Computer/Online Services
GBH (Also JM) - Staff-Student Relations
GCL - Professional and Certificated Staff Development Opportunities
IKE - Promotion and Retention of Students
JO - Student Records



Book	Policy Manual
Section	Issue 1 of 2022 February PDQ (Other)
Title	College Credit Plus
Code	IGCH (Also LEC)
Status	From OSBA

College Credit Plus

State law provides for student participation in the College Credit Plus (CCP) program for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university and any participating nonpublic college/university on a full- or part-time basis and complete eligible nonsectarian, nonremedial courses for transcribed high school and/or college credit.

The Board directs the Superintendent/designee to develop and establish the necessary administrative guidelines to ensure that the CCP program is operating in accordance with State requirements.

Legal References:

ORC 3313.5314
ORC Chapter 3365
OAC 3301-83-01(C)
OAC 3333-1-65 through 3333-1-65.~~14-13~~

CROSS REFS.: IGBM, Credit Flexibility
IGCD, Educational Options (Also LEB)

NOTE: *College Credit Plus replaces Postsecondary Enrollment opportunities beginning with the 2015-2016 academic year. All public school districts and public colleges and universities are required to participate in the program. While the accompanying regulation is not required, it outlines key program requirements.*

THIS IS A REQUIRED POLICY

Legal

ORC 3313.5314
ORC Chapter 3365
OAC 3301-83-01(C)
OAC 3333-1-65 through 3333-1-65.14



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of College Credit Plus
Code	IGCH (Also LEC)
Status	draft
Adopted	August 14, 2001
Last Revised	October 8, 2018
Prior Revised Dates	04/13/2011, 05/11/2015, 07/08/2015

College Credit Plus

State law provides for student participation in the College Credit Plus program (CCP) for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university and any participating nonpublic college/university on a full- or part-time basis and complete eligible nonsectarian, nonremedial courses for transcribed high school and/or college credit.

The Board directs the Superintendent/designee to develop and establish the necessary administrative guidelines to ensure that the CCP program is operating in accordance with State requirements.

Legal	ORC 3313.5314 ORC Chapter 3365 OAC 3301-83-01(C) OAC 3333-1-65 through 3333-1-65-13
Cross References	IGBM - Credit Flexibility IGCD (Also LEB) - Educational Options



Book	Policy Manual
Section	Issue 1 of 2022 February PDQ (Revised)
Title	College Credit Plus
Code	IGCH-R (Also LEC-R)
Status	From OSBA

College Credit Plus

District Obligations

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

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

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

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

1. program eligibility;
2. any necessary financial arrangements for tuition, textbooks and fees;
3. process of granting academic credits;
4. criteria for any transportation aid;
5. available support services;
6. scheduling;
7. the effect of the grade attained in the course being included in the student's grade-point average, if applicable;
8. consequences of failing or not completing a course under the program, including the effect on the student's ability to complete District graduation requirements;
9. benefits to the student of successfully completing a course under the program, including the ability to reduce the overall cost of, and the amount of time required for, a college education;
10. academic and social responsibilities of students and parents relative to this program;
11. information about and encouraging the use of college counseling services;

12. information about eligible courses;
13. information on CCP probation, dismissal and appeal procedures;
14. the standard program information packet developed by the Ohio Department of Higher Education (ODHE) and
15. the permission slip jointly developed by the Ohio Department of Education (ODE) and ODHE regarding the potential for mature subject matter in a course taken through CCP and information about the potential for mature subject matter in courses in which the student intends to enroll through CCP and that courses will not be modified based upon CCP enrollee participation regardless of where the course of instruction occurs.

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

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

Student Enrollment

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

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

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

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

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

1. The Board awards comparable credit for the eligible course(s) completed at the college.
2. If no comparable course is offered, the Board grants an appropriate number of elective credits.
3. Any disputes between the student and the Board regarding high school credits granted for a course may be appealed by the student to ODE. ODE's decision on these matters is final.
4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.
5. Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system CCP courses are treated in the same way as other advanced standing program or honors course.

High School/College Enrollment

1. A student who enrolls in CCP for the first time in:
 - A. grades 7, 8 or 9 may receive credit toward high school graduation for up to the equivalent of four academic school years.

B. 10th grade may receive credit toward high school graduation for up to the equivalent of three academic school years.

C. 11th grade may receive credit toward high school graduation for up to the equivalent of two academic school years.

D. 12th grade may receive credit for up to the equivalent of one academic school year.

2. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.

3. For the purpose of this program, an academic year begins with the summer term. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.

4. College courses for which three semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.

Student Eligibility

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

1. be considered remediation-free on one of the Ohio Revised Code (RC) 3345.061(F) assessments;

2. have a cumulative unweighted high school grade point average (GPA) of at least 3.0;

3. have a cumulative unweighted high school GPA of at least 2.75 but less than 3.0 and received an "A" or "B" grade in a relevant high school course;

4. for participating seventh or eighth grade students without a cumulative unweighted high school GPA available, have received an A or B grade in a relevant high school course ~~or meet an alternative remediation-free option as defined by the Chancellor of ODHE in consultation with the State Superintendent of Public Instruction or~~

5. have participated in CCP prior to September 30, 2021 and scored within one standard error of measurement below the remediation-free threshold on one of the RC 3345.061(F) assessments and

A. have a cumulative high school ~~grade point average (GPA)~~ of at least 3.0 or for participating seventh or eighth grade students a cumulative GPA of 3.0 in the applicable grade level or

B. receive a recommendation from a school counselor, principal or career-technical program advisor.

Underperforming Students/CCP Probation

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

1. Cumulative GPA of less than 2.0 in college courses taken through CCP or

2. Withdraw from or receive no credit for two or more courses in the same term.

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

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

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

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

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

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

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

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

The Superintendent's decision is final.

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

Summer Term Eligibility

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

Financial Responsibilities

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

Other Considerations

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

The Superintendent must send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the Board has denied

high school credit for postsecondary education courses taken during the expulsion. If the expulsion period is extended, the Superintendent must notify the college of the extension. The college may withdraw its acceptance of a student who has been expelled. Unless otherwise authorized by State law, the expelled student is ineligible to enroll in a college under CCP for subsequent college terms during the expulsion period.

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

NOTE: The notice provided to students and parents outlining the College Credit Plus (CCP) program must include the following information:

- *Cost, including:*
 - *notice of CCP opportunities that have no cost to students, including the free option to attend public institutions of higher education;*
 - *clear references to the potential cost of participation at a nonpublic institution of higher education and*
 - *the prohibition of charging economically disadvantaged students who choose to attend a nonpublic institution of higher education.*
- *Criteria for student participation, including but not limited to:*
 - *the requirement for a counseling session prior to participation (Ohio Revised Code (RC) 3365.04).*
 - *a notice that states: "Students must submit a written notice of their intent to participate in the upcoming academic year, by April 1, in accordance with Section 3365.03 of the RC, but may submit the written notice of intent to participate as early as February 15. Students desiring to participate in college credit plus in the summer are strongly encouraged to submit letters of intent and begin the admissions process starting in February and prior to the April 1 notice of intent deadline in order to improve chances of meeting summer registration timelines."*
- *Student participation options:*
 - *a statement secondary schools cannot limit a student's participation in CCP to only the courses offered in that school and that students may also participate online or at any other participating institution of higher education, or any combination thereof.*
 - *a statement that participating students may be concurrently enrolled in multiple postsecondary institutions and may concurrently take postsecondary courses from more than one institution of higher education.*
 - *list of courses offered at the secondary school through an agreement with an institution of higher education.*
 - *a statement students should review the course catalog of an institution of higher education for a full listing of course offerings of the institution.*
- *Specific information pertaining to the student's opportunity to participate during the summer term and the responsibility of the student to notify the college and students prior high school prior to a transfer to a new school when participating in a summer term course.*
- *Deadlines pertinent to the student's participation, including all deadlines associated with summer term participation.*
- *The designated point of contact at the secondary school for CCP who can answer questions from students, parents and the community regarding the program's operation and who will act as a liaison to the State to monitor future changes or amendments to the program.*
- *Specific information regarding a student's option to participate in CCP, at the high school-if applicable-, online, or at an institution of higher education, must also be part of all communications developed by the secondary school to promote CCP.*

Districts are required to report CCP program data by July 15 annually in accordance with requirements to be developed by the Ohio Department of Higher Education (ODHE) and Ohio Department of Education.

While districts are required to apply any weighted grading policy in a similar manner for CCP courses, districts are not required to create a weighted grade policy if they do not already have one. It is important to note, however, that if you are using a weighted grading policy, a higher value may not be placed on honors courses or other advanced standing program than on CCP courses.

Senate Bill 3 (2016) added RC 3313.5314 stating that students attending the District or homeschool, nonpublic school, community school and STEM school students otherwise eligible to participate in extracurricular activities in the District cannot be denied the opportunity to participate in extracurricular activities in the District solely because of their participation in CCP. Students still must meet the District eligibility requirements.

House Bill (HB) 49 (2017) amended RC 3365.03(E) to state that the college to which a student applies will pay for one assessment used to determine that student's eligibility. Any additional assessment used for this purpose will be the financial responsibility of the student.

Ohio Administrative Code (OAC) 3333-1.65.12 defines courses eligible for payment under CCP.

Each secondary school must adopt an academic progress policy in accordance with OAC 3333-1.65.13. Districts should review information provided by ODHE when developing this school specific policy.

Districts must include information on eligible courses and CCP probation in the required informational session. Districts may incorporate the required counseling session into the annual informational session provided the secondary school makes alternate dates available for those unable to attend the annual information session.

HB 110 (2021) adds new requirements for notice of the potential for mature subject matter in CCP courses. Mature subject matter is defined as any course subject matter or material of a graphic, explicit, violent or sexual nature. HB 110 also revised the academic eligibility requirements for student participation.



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of College Credit Plus
Code	IGCH-R (Also LEC-R)
Status	draft
Adopted	August 14, 2001
Last Revised	November 8, 2021
Prior Revised Dates	01/10/2011, 04/13/2011, 11/25/2013, 05/11/2015, 07/08/2015, 08/08/2016, 07/05/2015, 12/18/2017, 10/08/2018

College Credit Plus

District Obligations

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

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

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

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

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

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

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

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

Student Enrollment

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

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

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

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

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

1. The Board awards comparable credit for the eligible course(s) completed at the college.
2. If no comparable course is offered, the Board grants an appropriate number of elective credits.
3. Any disputes between the student and the Board regarding high school credits granted for a course may be appealed by the student to the Ohio Department of Education (ODE). ODE's decision on these matters is final.
4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.
5. Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system, CCP courses are treated in the same way as other advanced standing program or honors course.

High School/College Enrollment

1. A student who enrolls in CCP for the first time in:

- A. grades 7, 8 or 9 may receive credit toward high school graduation for up to the equivalent of four academic school years.
- B. 10th grade may receive credit toward high school graduation for up to the equivalent of three academic school years.
- C. 11th grade may receive credit toward high school graduation for up to the equivalent of two academic school years.
- D. 12th grade may receive credit for the equivalent of one academic school year.

2. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.

3. For the purpose of this program, an academic year begins with the summer term. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.

4. College courses for which three, or more, semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.

Student Eligibility

Students wishing to participate in CCP must meet all statutory eligibility requirements. To be eligible, students must meet one of the following criteria:

1. be considered remediation-free on one of the Ohio Revised Code (RC) 3345.061(F) assessments or
2. meet an alternative remediation-free option as defined by the Chancellor of ODHE in consultation with the State Superintendent of Public Instruction or
3. have participated in CCP prior to September 30, 2021 and scored within one standard error of measurement below the remediation-free threshold on one of the RC 3345.061(F) assessments and
 - A. have a cumulative high school grade point average (GPA) of at least 3.0 or for participating seventh or eighth grade students a cumulative GPA of 3.0 in the applicable grade level or
 - B. receive a recommendation from a school counselor, principal or career-technical program advisor.

Underperforming Students/CCP Probation

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

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

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

The student's secondary school will place an underperforming student on CCP probation within the program and notify the student, parent and the college they are enrolled in of their status. The student may enroll in no more than one college course in any term when on CCP probation and cannot enroll in a college course in the same subject as a college course in which they received a grade of D or F or for which they received no credit.

Students enrolled in impermissible courses who fail to dis-enroll prior to the college's no-fault withdrawal date are responsible for all costs associated with the course(s) and dismissed from CCP as an ineligible student.

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

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

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

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

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

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

The Superintendent's decision is final.

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

Summer Term Eligibility

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

Financial Responsibilities

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

Other Considerations

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

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

3. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment. Adjustments to individual schedules may be made by the school administration.
4. The District will not deny students the opportunity to participate in extracurricular activities because of their participation in CCP. The District adheres to the Ohio High School Athletic Association and its own eligibility policy to participate in athletics. In order to be eligible, the student must have passed five credits that count toward graduation during the prior grading period. The five credits may be a combination of high school and college courses. Students also must meet any additional District eligibility requirements.