



## POLICY REVIEW COMMITTEE

MIKE McDONOUGH, ASSISTANT SUPERINTENDENT  
FRIDAY, AUGUST 26, 2016, 9:30 AM, CENTRAL OFFICE

HILLIARD CITY SCHOOL DISTRICT  
OPERATIONS DEPARTMENT

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### COMMITTEE MEMBERS

Heather Keck, President, Board of Education  
Lisa Whiting, Member, Board of Education  
Brian Wilson, Treasurer/CFO  
Mike McDonough, Assistant Superintendent  
Leslie McNaughton, Assistant Superintendent  
Dawn Sayre, Director of Middle Level Curriculum  
Stacie Raterman, Communications Director

Aaron Cookson, Principal Hilliard Davidson HS  
Matthew Trombitas, Principal Hilliard Heritage MS  
Cori Kindl, Principal Hilliard Tharp Sixth Grade School  
Stephanie Borlaza, Principal Britton Elementary  
Tara Grove, Principal Ridgewood Elementary  
Shelli Miller, Student Support Services Coordinator

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# RECOMMENDATION

FIRST READING  
SEPTEMBER 12, 2016

The Policy Review Committee meets quarterly each school year. All proposed new policies, revisions of current policies or repeal of a current policy are reviewed by the Policy Review Committee before being presented to the Superintendent for submission to the Board of Education. Two readings at two separate meetings shall normally be required before a new or revised policy may be adopted. Action to adopt will take place at a subsequent third meeting. However, the Board does have the option of voting for adoption at the second meeting.

The Policy Review Committee recommends the policies listed below be revised, as noted on the following pages:

1. GBE – Staff Health and Safety
2. GBP – Drug-Free Workplace
3. IGBM – Credit Flexibility
4. IGEE – Awarding of High School Diplomas to Verterans of War
5. JEA – Compulsory Attendance Ages
6. JEG – Exclusions and Exemption from School Attendance

### Revision Notes:

- Language with a ~~line drawn through it~~ is language to be removed.
- Language in **bold-type** is language to be added.

The policies are being submitted for readings and adoption at the following Board of Education meetings:

- First reading – September 12, 2016
  - Second reading – September 26, 2016
  - Third reading and adoption – October 10, 2016
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## STAFF HEALTH AND SAFETY

Through its overall safety program and various policies pertaining to school personnel, the Board attempts to ensure the safety of employees during their working hours and assist them in the maintenance of good health.

All employees are expected to observe commonly recognized practices which promote the health and safety of school personnel.

Bus drivers will have an annual physical examination in compliance with State law. The results of all such examinations are filed with the Superintendent.

Employees who are required by State or Federal law to have respiratory protection are required to have two physical examinations. The first examination must take place prior to the individual's wearing a respirator. The second examination must take place after the individual's exposure to any hazardous material (within 30 days if it is a one-time exposure, and at least annually if it is ongoing exposure).

The Board may require an individual examination of an employee whenever, in its judgment, it is necessary to protect the health and safety of students or other employees. Whenever the Board requires an employee to submit to a physical examination other than those required by law, the Board assumes the cost of the examination. All health examinations required of employees are made by one of the physicians approved for this purpose by the Board.

Any genetic information acquired as a result of individual examinations will be handled in accordance with Federal law.

### Workers' Compensation

In case of injury while pursuing duties in keeping with the employee's contract, the employee may be eligible for payment of medical expenses under the Workers' Compensation Act of Ohio.

Any employee who is injured while at work should immediately report such injury to the central office and request the necessary forms to make application for payment under this act.

The injured employee may be requested to undergo chemical testing, as established by law and administrative regulation. The employee must prove that the injury was not proximately caused by the employee being intoxicated or under the influence of a controlled substance not prescribed by the employee's physician **or under the influence of marihuana (marijuana)**. The results of, or the employee's refusal to submit to, any of the requested chemical tests may affect the employee's eligibility to receive worker's compensation benefits.

[Adoption date: August 14, 2001]  
[Re-adoption date: May 13, 2003]  
[Re-adoption date: January 24, 2005]  
[Re-adoption date: April 13, 2011]  
[Re-adoption date: May 11, 2015]

LEGAL REFS.: Asbestos School Hazard Abatement Act; 20 USC 4011 et seq.  
Asbestos Hazard Emergency Response Act; 15 USC 2641 et seq.  
Comprehensive Environmental Response, Compensation and Liability Act;  
42 USC 9601 et seq.  
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.  
ORC 3313.643; 3313.71; 3313.711  
3327.10  
4113.23  
4123.01 et seq.  
4123.35  
4123.54

CROSS REFS.: EB, Safety Program  
EBBC, Bloodborne Pathogens  
EBD, Crisis Management  
EEACD, Drug Testing for District Personnel Required to Hold a  
Commercial Driver's License  
GBCB, Staff Conduct  
GBP, Drug-Free Workplace  
GBQ, Criminal Records Check  
GCBC, Professional and Certificated Staff Fringe Benefits  
GDDB, Classified Staff Fringe Benefits  
Staff Handbooks

## DRUG-FREE WORKPLACE

The Board endeavors to provide a safe workplace for all employees realizing that the use/abuse of drugs and alcohol can endanger the health, safety and well-being of the nonuser, as well as the user.

Because of the Board's commitment to provide a safe workplace, no employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco, nicotine, alcohol or any other controlled substance, as defined in State and Federal law, in the workplace. **The Board also prohibits the use and possession of legally acquired medical marijuana in the workplace.**

"Workplace" is the site for the performance of any work done in connection with the District. The workplace includes any school building, school property, school-owned vehicle or school-approved vehicle used to transport students to and from school or school activities (including at other sites off school property) or any school-sponsored or school-related activity, event or function, such as a field trip or athletic event in which students are under the jurisdiction of school authorities.

As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction.

Employees are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. **When the District has reasonable suspicion an employee is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, the employee may be subject to testing in accordance with prescribed administrative regulations, local, State and Federal law and/or the negotiated agreement and may be considered in violation of this policy.** Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed District administrative regulations, local, State and Federal law and/or the negotiated agreement, up to and including termination. Our goal is to provide help for our employees who have substance abuse problems while at the same time ensuring that our workplace is operating safely and efficiently. Any employee in violation of this policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

All employees are provided the opportunity to participate in a drug-free awareness program to inform them of requirements, services and penalties.

Employees will have available to them information on local drug and alcohol counseling, rehabilitation and re-entry programs. Many of these programs are offered through the Employees Assistance Program of the Hilliard City Schools.

[Adoption date: August 14, 2001]  
[Re-adoption date: July 26, 2004]  
[Re-adoption date: January 24, 2005]  
[Re-adoption date: May 11, 2015]

LEGAL REFS.: Drug-Free Workplace Act of 1988; 41 USC 701 et seq.;  
20 USC 3474, 1221e-3(a)(1)  
Drug-Free Campus and Schools Act; 20 USC 3224(a)  
ORC **3796.28**  
4123.01 et seq.  
4123.35  
4123.54

CROSS REFS.: EB, Safety Program  
EEACD, Drug Testing for District Personnel Required to Hold a  
Commercial Driver's License  
GBCB, Staff Conduct  
GBE, Staff Health and Safety  
GBQ, Criminal Records Check  
Staff Handbooks

CONTRACT REFS.: Teachers' Negotiated Agreement  
Classified Staff Negotiated Agreement

## CREDIT FLEXIBILITY

The Board recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning.

Credit flexibility shifts the focus from “seat time” to performance. **Students can earn units of high school credit based on an individually approved credit flexibility plan.** The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21st century skills.

In accordance with State law, the District must develop and implement a credit flexibility plan. **that enables students to earn Seventh or eighth grade students may meet curriculum requirements or students ready for high school courses may earn high school graduation** credit by:

1. **demonstrating subject area competency through the completion of traditional completing** course work;
2. testing out **of** or showing mastery of course content **through the pursuit of an approved educational option and/or;**
- ~~3. pursuing an educational option and/or an individually approved option and/or~~
- 4.3.** any combination of the above.

The Superintendent/designee develops the District’s credit flexibility plan consistent with the provisions of the following regulation.

[Adoption date: December 14, 2009]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: Carnegie Design Team Report to the State Board of Education, *New Emphasis on Learning: Ohio’s plan for credit flexibility shifts the focus from “seat time” to performance* (March 2009)

ORC 3313.60; 3313.603; 3313.609; 3313.6013; 3313.611; 3313.613;  
3313.614; 3313.90  
3321.04  
Chapter 3324  
Chapter 3365

OAC Chapter 3301-34  
3301-35-06  
Chapter 3301-46  
Chapter 3301-51  
Chapter 3301-61

CROSS REFS.: IGAD, Career-Technical Education  
IGBH, Alternative School Programs  
IGCB, Experimental Programs  
IGCD, Educational Options (Also LEB)  
IGCF, Home Instruction  
IGCH, Postsecondary Enrollment Options (Also LEC)  
IGE, Adult Education Programs  
IKA, Grading Systems  
IKE, Promotion and Retention of Students  
IKEB, Acceleration  
IKF, Graduation Requirements

## AWARDING OF HIGH SCHOOL DIPLOMAS TO VETERANS OF WAR

In order to recognize the contributions and sacrifices made by veterans who left high school prior to graduation to serve in the armed forces during World War II, the Korean Conflict or the Vietnam Conflict, the Board may award a high school diploma to any veteran of this state, or posthumously to a living relative of a deceased veteran of this state, who meets the requirements established by State law.

The Board may grant a diploma to a World War II, Korean Conflict or Vietnam Conflict veteran if all of the following apply.

1. The veteran either left a public or nonpublic high school located in any state prior to graduation:
  - A. In order to serve in the armed forces of the United States or
  - B. Due to family circumstances and subsequently entered the Armed forces of the United States.
2. The veteran received an honorable discharge from the armed forces of the United States.
3. The veteran has not been granted a diploma, honors diploma, a diploma of adult education or a diploma from another school.

The veteran is not required to take the **GED high school equivalency tests approved by the Ohio Department of Education** or any graduation test in order to qualify for a diploma.

The Governor's Office of Veterans' Affairs has developed and adopted an application form for use by all county veterans service offices. Upon verification that all requirements have been met, the application is forwarded to the Board and the diploma may be awarded.

The Board may grant a high school diploma to any woman who left high school in any state during World War II, the Korean Conflict or the Vietnam Conflict if the woman either:

1. left school to join the workforce to support her family or to join the war effort or
2. left school due to family circumstances and subsequently joined the workforce or war effort.

The woman must either be a current resident of the state of Ohio or have been previously enrolled in an Ohio high school.

Veterans' diplomas are presented in conjunction with appropriate events, programs or other occasions, as determined by the Superintendent

[Adoption date: February 25, 2002]

[Re-adoption date: July 26, 2004]

[Re-adoption date: April 3, 2006]

[Re-adoption date: April 9, 2007]

[Re-adoption date: January 14, 2013]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 3313.61; 3313.611; 3313.612; 3313.614; 3313.616  
5902.02

CROSS REF.: IGED, Diploma of Adult Education

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## COMPULSORY ATTENDANCE AGES

Under law, children between the ages of six and 18 are of compulsory school age. Every person of compulsory school age must attend a school which conforms to the Minimum Standards prescribed by the State Board of Education until one of the following occurs.

1. The person receives a diploma **or certificate of high school equivalence** granted by the Board or other governing authority indicating such student has successfully completed all State and local requirements.
2. The person receives an Age and Schooling Certificate (otherwise known as a work permit) **and is enrolled in an educational program meeting the requirements of State law.**
3. The person is excused from school under standards adopted by the State Board of Education pursuant to Ohio law.

The parent(s) of any person that is of compulsory school age must send such person to school unless he/she is exempt as listed above.

[Adoption date: August 14, 2001]

[Re-adoption date: May 11, 2015]

[Re-adoption date: February 8, 2016]

LEGAL REFS.: ORC **3301.80; 3301.81**  
3313.61; **3313.617**  
3321.01 et. seq.  
3331.02  
OAC 3301-35-02

CROSS REFS.: IGBG, Home-Bound Instruction  
JEG, Exclusions and Exemptions from School Attendance  
JFE, Pregnant Students

## EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

A student of compulsory school age residing in the District may be legally excused from full-time enrollment by:

1. holding an age and schooling certificate (work permit), being regularly employed and attending school on a part-time basis in a program approved by the Superintendent/designee;
2. receiving approved home instruction;
3. attending a public or nonpublic school or
4. having received a diploma ~~or GED~~ from an approved high school **or a certificate of high school equivalency from the Ohio Department of Education.**

The District may temporarily deny admittance to any student who is otherwise entitled to be admitted to the District if the student has been suspended or expelled from the schools of another district in the state of Ohio or an out-of-state district and if the period of suspension or expulsion has not expired. The student and parent(s) will have an opportunity for a hearing before the Superintendent/designee to determine the admittance or nonadmittance of the student.

[Adoption date: August 14, 2001]

[Re-adoption date: September 28, 2009]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC **3301.80; 3301.81**  
3313.66  
3321.02; 3321.03; 3321.04; 3321.07  
3331.01; 3331.02; 3331.04; 3331.06 through 3331.09

CROSS REFS.: IGCF, Home Instruction  
JEA, Compulsory Attendance Ages  
JECE, Student Withdrawal from School (Loss of Driving Privileges)  
JEGA, Permanent Exclusion  
JHCC, Communicable Diseases  
JK, Employment of Students