



# POLICY REVIEW COMMITTEE

MIKE McDONOUGH, ASSISTANT SUPERINTENDENT  
FRIDAY, MAY 20, 2016, 9:30 AM, CENTRAL OFFICE

HILLIARD CITY SCHOOL DISTRICT  
OPERATIONS DEPARTMENT

## 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  
Susanne Lintz, Director of Middle Level Curriculum  
Stacie Raterman, Communications Director

Aaron Cookson, Principal Hilliard Davidson HS  
Craig Vroom, Principal Hilliard Weaver 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

# RECOMMENDATION

**THIRD READING & ADOPTION  
AUGUST 8, 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. AFCA (Also GCNA) – Evaluation of School Counselors
2. EF/EFB – Food Services Management/Free and Reduced-Price Food Services
3. EFF – Food Sale Standards
4. EFG – Wellness
5. EHA – Data and Records Retention
6. GCNA (Also AFCA) – Evaluation of School Counselors
7. IGBA – Programs for Students with Disabilities
8. IGBA-R – Programs for Students with Disabilities
9. IGCH-R (Also LEC-R) – College Credit Plus
10. IGD-R – Cocurricular and Extracurricular Activities
11. IGDJ – Interscholastic Athletics
12. IGDJ-R – Interscholastic Athletics
13. IGDK – Interscholastic Extracurricular Eligibility (Grades 7-12)
14. JFCG/JFCH/JFCI-R – Tobacco Use by Students/Alcohol Use by Students/Student Drug Abuse
15. KJ – Advertising in the Schools
16. KJA – Distribution of Nonschool-Sponsored Literature
17. LEC-R (Also IGCH-R) – College Credit Plus

### 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 – June 27, 2016
- Second reading – July 7, 2016
- Third reading and adoption – August 8, 2016

## **New Policy**

File: AFCA (Also GCNA)

### EVALUATION OF SCHOOL COUNSELORS

Professional school counselors offer students access to high-quality services that support students' academic, career and social/emotional development. The Board evaluates school counselors in accordance with State law and the standards-based statewide counselor evaluation framework adopted by the State Board of Education (SBOE). The framework is aligned with the Ohio Standards for School Counselors.

The Board directs the Superintendent/designee to implement this policy in accordance with State law. The policy becomes operative at the expiration of any collective bargaining agreement covering school counselors that is in effect on September 29, 2015. The requirements of this policy prevail over any conflicting provisions of collective bargaining agreements entered into on or after September 29, 2015.

Annually, the Board submits to the Ohio Department of Education (ODE) a report regarding implementation of this policy. The name of, or any personally identifiable information about, any counselor reported in compliance with this provision cannot be required.

#### Effectiveness Rating

School counselors are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. Each school counselor is evaluated based on multiple factors including performance on all areas identified by the standards for school counselors and the ability to produce positive student outcomes using metrics in order to determine the holistic final summative rating of effectiveness according to ODE requirements. The choice of metrics for student outcomes will be determined locally and will include information from the school or school district's report card when appropriate.

#### Evaluation Timeline

District administrators evaluate school counselors annually. Annual evaluations include two formal observations of at least 30 minutes each and informal evaluations. School counselors, who are on limited or extended limited contracts pursuant to State law and under consideration for nonrenewal, receive at least three formal observations during the evaluation cycle.

All school counselor evaluations are completed by May 1. School counselors evaluated under this policy are provided with a written copy of their evaluation results by May 10.

The Board evaluates school counselors receiving effectiveness ratings of Accomplished on the counselors' most recent evaluations carried out under this policy every two years. In years when an evaluation will not take place, one observation is carried out and at least one conference with the counselor is held. Biennial evaluations conducted under this policy are completed by May 1

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File: AFCA (Also GCNA)

of the evaluation year. School counselors evaluated on a biennial basis are provided a written copy of their evaluation results by May 10 of the evaluation year.

### Professional Growth and Improvement Plans

School counselors with a final summative rating of Accomplished must develop a professional growth plan.

School counselors with a final summative rating of Skilled must develop a professional growth plan collaboratively with their evaluator.

School counselors with a final summative rating of Developing must develop a professional growth plans with their evaluator. The Superintendent/designee approves the professional growth plan.

School counselors with a final summative rating of Ineffective must develop an improvement plan with their evaluator. The Superintendent/designee approves the improvement plan.

The District has discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

### Retention and Promotion

The Board uses evaluation results for retention and promotion decisions for school counselors beginning with the 2017-2018 school year. The Board adopts procedures for use by District administrators in making retention and promotion decisions based on evaluation results.

### Poorly Performing Counselors

The Board uses evaluation results for removing poorly performing counselors beginning with the 2017-2018 school year. The Board adopts procedures for removing poorly performing school counselors based on evaluation results.

### Professional Development

The Board allocates financial resources to support professional development in compliance with State law and the SBOE's evaluation framework.

[Adoption date:]

**New Policy**

File: AFCA (Also GCNA)

LEGAL REFS.: ORC 3319.113; 3319.61  
3302.03  
Chapter 4117  
OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records  
GCB, Professional Staff Contracts and Compensation Plans

CONTRACT REF.: Teachers' Negotiated Agreement

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## FOOD SERVICES MANAGEMENT/ FREE AND REDUCED-PRICE FOOD SERVICES

The Board operates a food services program in its schools. Food preparation is centralized for elementary, intermediate and secondary schools when appropriate.

Food services include breakfasts and lunches in all schools through participation in the National Child Nutrition Programs. The food services supervisor reviews and recommends to the Board the types of foods to be sold.

The food services staff cooperates with the principals of the schools in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria rests with the building principal.

All prices set for school breakfasts, lunches and milk are subject to Board approval, except for a la carte food prices. The food services supervisor sets these prices without Board approval.

As required for participation in the National Child Nutrition Programs, the Board agrees that:

1. breakfast and a “Type A” lunch are made available to students, provided at least one-fifth of the students are eligible under Federal law for free meals;
2. students who qualify receive free or reduced-price meals;
3. all meals must meet USDA nutritional standards;
- 4. all snacks must meet USDA Smart Snacks in schools standards;**
- 4-5.** the management of food services complies with all federal, state and local regulations and
- 5-6.** a summer meal program is provided to students attending a state-mandated summer remedial program.

All students are expected to eat lunch at school and may not leave school grounds during the lunch hour, except when permission has been granted by the principal. Students are permitted to bring their lunches from home and to purchase milk and incidental items.

School lunch funds and other food service funds are kept in a special account.

The District provides for at least one employee, who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver, to be present while students are being served.

### Students with Special Dietary Needs

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District. Students with dietary needs that qualify as disabilities under law are provided reasonable accommodation.

Substitutions to regular school meals provided by the District are made for students who are unable to eat regular school meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Substitute meals are provided in the most integrated setting appropriate to the special needs of the student.

The nature of the student's qualifying dietary need, the reason this need prevents the student from eating regular school meals (including foods to be omitted from the student's diet), the specific diet prescription along with the needed substitution must be specifically stated in the physician's statement. The District, in compliance with the USDA Child Nutrition Division guidelines, provides substitute meals to food-allergic students based upon the physician's signed statement.

The District develops and implements administrative regulations for the management of food-allergic students. Such regulations include, but are not limited to, school-wide training programs regarding food allergy education, staff development regarding food allergy identification and management, allergy emergency drills, strategies for the identification of students with life-threatening food allergies and management skills including avoidance measures, designation of typical symptoms and dosing instructions for medications.

[Adoption date: August 14, 2001]

[Re-adoption date: September 23, 2002]

[Re-adoption date: August 14, 2006]

[Re-adoption date: June 28, 2010]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265

(Title I, Section 204), 118 Stat. 729

National School Lunch Act; 42 USC 1751 et seq.

Child Nutrition Act; 42 USC 1771 et seq.

Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et seq.

Rehabilitation Act of 1973; 29 USC 794  
ORC 3313.719; 3313.81; 3313.812; 3313.813; 3313.815  
3314.18  
OAC 3301-91-01 through 3301-91-092 of 3

CROSS REFS.: ACB, Nondiscrimination on the Basis of Disability  
EFF, Food Sale Standards  
EFG, Student Wellness Program  
EFH, Food Allergies  
JHCD, Administering Medicines to Students

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## FOOD SALE STANDARDS

Through its food service program, the Board encourages students to form healthy eating habits by governing the types of food and beverages sold in the schools and the time and place at which each type of food and beverage is sold. These standards are based on the following guidelines.

1. The types of food and beverages sold in the schools are determined by their potential to contribute significantly to the:
  - A. daily nutritional needs of students, consistent with the guidelines established by the U.S. Department of Agriculture (USDA) **and**,
  - B. provisions of the District's **student wellness program policy; and**
  - C. nutritional guidelines established by **Federal and** State law.
2. A licensed dietician, a registered dietetic technician or a certified/credentialed school nutrition specialist must be initially consulted to assist the food services supervisor in drafting for Board adoption a plan:
  - A. for complying with and enforcing the nutritional standards governing the types of food and beverages that may be sold on school premises in compliance with State law and
  - B. specifying the time and place each type of food or beverage may be sold.
3. The time of day and place for the sale of food and beverages to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules. The following restrictions are enforced for non-breakfast/lunch and beverage sales:
  - A. Foods or beverages which do not meet the nutritional standards established by the District in accordance with USDA regulations may not be sold **during** the school lunch period. The Board reserves the right to totally restrict the sale of non-nutritional foods and beverages in vending machines.
  - B. ~~Bake sales and other s~~ **School fundraising activities involving food and beverage items may only be held during the school lunch period with permission sold during the school day must be in compliance with the USDA Smart Snacks in Schools nutrition standards, and not in direct competition with the school breakfast/lunch program, and with permission of the building principal.**
4. Annually, the food services supervisor reviews and recommends to the Board the types of foods and beverages to be sold as part of the school breakfast and lunch programs.



Separate standards may be established for the types of food and beverages to be sold to staff members and for events and activities held outside the school day.

[Adoption date: August 14, 2001]  
[Re-adoption date: June 28, 2010]  
[Re-adoption date: July 7, 2011]  
[Re-adoption date: February 13, 2012]  
[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 3313.814; 3313.816; 3313.817  
OAC 3301-91-09

CROSS REFS.: EF, Food Services Management  
EFG, Student Wellness Program  
IGDF, Student Fundraising Activities

## STUDENT WELLNESS PROGRAM

In response to the reauthorization of the Child Nutrition and Women, Infants and Children Act, the Board directs the Superintendent/designee to develop and maintain a student wellness program. **As required by law, the Board of Education directs the Superintendent/designee to establish the following wellness policy as part of a comprehensive wellness initiative.**

The student wellness program policy shall:

1. ~~includes goals~~ **establish plans** for nutrition education, physical activity and other school-based activities designed to ~~promote student wellness~~ **positively influence students' ability to make healthy lifestyle choices;**
2. ~~includes~~ **abide by** nutrition guidelines **established by the U.S. Department of Agriculture (USDA)** for all foods available in the District during the school day, in order to promote student health and reduce childhood obesity;
3. ~~provides assurance~~ **assure** that District guidelines for reimbursable school meals are, at a minimum, equal to the guidelines issued by the **U.S. Department of Agriculture USDA** and
4. **establishes** a plan of implementation and evaluation, including designating one or more persons within the District with the responsibility for ensuring that the District is compliant with Federal law.

**The Board recognizes that good nutrition and regular physical activity affect the health and wellbeing of the District's students. Furthermore, research supports a positive correlation between district students' and staff health and wellbeing and their ability to learn.**

**In order to promote, support and model such health behaviors and habits, the development of the student wellness program initiative must be a collaborative effort between parents, students, staff, food service workers, administrators, the Board and the public.**

[Adoption date: April 3, 2006]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265  
(Title I, Section 204), 118 Stat. 729  
National School Lunch Act; 42 USC 1751 et seq.  
Child Nutrition Act; 42 USC 1771 et seq.  
7 CFR, Subtitle B, Chapter 11, Part 210  
7CFR 220  
7 CFR 225  
7 CFR 245  
ORC 3313.814  
OAC 3301-91-09

CROSS REFS.: EF, Food Services Management  
EFB, Free and Reduced-Price Food Services  
EFF, Food Sale Standards

## DATA AND RECORDS RETENTION

All records<sup>1</sup> are the property of the District and are not removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the District Records Commission (Commission). Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred or destroyed unlawfully.

The Commission is composed of the Board President, the Treasurer and the Superintendent.

The functions of the Commission are to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the District. Records may be disposed of by the District pursuant to the procedure outlined below. The Commission may at any time review any schedule it has previously approved and may revise that schedule, in accordance with State law.

The Superintendent designates a “Records Officer” in each department/building who is responsible for all aspects of records retention, including electronic mail, within that department/building.

When the District Records Commission has approved an application for one-time disposal of obsolete records, or any schedule of records retention and disposition, the applications and/or schedules are sent to the Ohio ~~Historical Society~~ **History Connection (OHCS)** for review. The **OHCS** will review the application or schedule within a period of 60 days. During this time, the **OHCS** may select for its custody any records it considers to be of continuing historical value. The **OHCS** will denote upon any schedule of records retention, and disposal, the records for which they will require a certificate of records disposal prior to their disposal. After the **OHCS** has completed their review, **OHCS** will forward the applications and/or schedules to the Auditor of State for their approval or disapproval. The Auditor of State must approve or disapprove the application and/or schedule within 60 days.

Before public records are disposed of pursuant to an approved schedule, the District must inform **OHCS** of the disposal of only the records that **OHCS** has requested to see. **OHCS** is given the opportunity for a period of 15 days to select for its custody such public records as it considers to be of continuing historical value.<sup>2</sup>

### Electronic Mail and Social Media Content

Electronic mail sent or received by the Board and/or District employees and social media content may be considered a public record subject to public disclosure or inspection under Open Meetings Act (Sunshine Law). If the electronic mail or social media content is the District’s

official record and meets the definition of a record as defined by State law, then the information must be retained in accordance with the District records retention schedule.

All Board and District electronic mail communications and social media content are monitored in accordance with the attached regulation to ensure that all electronic mail and social media public records are retained, archived and destroyed in compliance with State law.

District employees are subject to disciplinary action for violation of this policy and regulation.

[Adoption date: August 14, 2001]

[Re-adoption date: July 26, 2004]

[Re-adoption date: July 9, 2013]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

ORC 9.01

149.011; 149.35; 149.381; 149.41; 149.43

3313.29

3319.321

3701.028

3729.46

Ohio ~~Historical Society~~ **History Connection** Form RC-1

Ohio ~~Historical Society~~ **History Connection** Form RC-2

Ohio ~~Historical Society~~ **History Connection** Form RC-3

CROSS REFS.: DI, Fiscal Accounting and Reporting

GBL, Personnel Records

JO, Student Records

KBA, Public's Right to Know

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<sup>1</sup>Records include any document, device or item, regardless of physical form or characteristic, including an electronic record (as defined in Ohio Revised Code (RC) 1306.01), created or received by or coming under the jurisdiction of the District that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District, 149.011.

<sup>2</sup>The ~~Historical Society~~ **Ohio History Connection** may not review or select for its custody the records set forth in RC 149.381(E).

## **New Policy**

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CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records  
GCB, Professional Staff Contracts and Compensation Plans

CONTRACT REF.: Teachers' Negotiated Agreement

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## PROGRAMS FOR STUDENTS WITH DISABILITIES

The Board is committed to providing education for all youth of compulsory age who are legal residents of the District. All students with disabilities living within the District are identified, evaluated and placed in appropriate educational programs. **This includes children for whom the District is the district of residence who are being held or have been court ordered to juvenile detention centers or children who have been committed to community correctional facilities.** Additionally, all parentally-placed private school children with disabilities who reside in a state other than Ohio and attend a private school within the District, are located, identified and evaluated. Due process requirements, procedural safeguards and confidential treatment of information are adhered to as required by State and Federal law.

The Superintendent is expected to supervise all special education programs and to assign a member of the staff to coordinate efforts. The person designated is responsible for the identification of students with disabilities, the evaluation of disabilities and evaluation procedures, the design of Individualized Education Programs (IEP), plans and placement. All procedures are in accordance with State and Federal law.

The IEP determined for each identified student is developed in accordance with the student's individual needs. The plan provides for re-evaluation of the student's needs, progress and effectiveness of the program being offered.

Although the District requires all students with disabilities to be tested, each student with a disability is considered individually relative to his/her participation in the District's educational and testing programs. Alternative assessments may be required. Students must make yearly gains towards closing the achievement gap as defined by the State Board of Education performance targets.

The Board, by resolution, directs the administration to comply with and follow the Ohio Department of Education, Office of Exceptional Children's model special education policies and procedures.

[Adoption date: August 14, 2001]  
[Re-adoption date: July 26, 2004]  
[Re-adoption date: October 15, 2007]  
[Re-adoption date: December 14, 2009]  
[Re-adoption date: January 14, 2013]  
[Re-adoption date: May 11, 2015]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Individuals with Disabilities Education Improvement Act; 20 USC 1400 et seq.  
Rehabilitation Act; 29 USC 706(8), 794, 794a  
504 Regulations 34 C.F.R. Part 104  
504 Regulations 34 C.F.R.300.131  
Americans with Disabilities Act; 42 USC 12101 et seq.  
State Department of Education, Special Education Policies and Procedures,  
Free Appropriate Public Education-101  
ORC 3313.50  
3323.01 et seq.  
3325.01 et seq.  
OAC Chapter 3301-51  
3301-55-01

CROSS REFS.: ACB, Nondiscrimination on the Basis of Disability  
IGBJ, Title I Programs  
IL, Testing Programs  
JB, Equal Educational Opportunities  
KBA, Public's Right to Know

## PROGRAMS FOR STUDENTS WITH DISABILITIES

As an expression of its commitment to provide a Free Appropriate Public Education (FAPE) for students with disabilities in accordance with Federal and State laws, rules and regulations, the Board does hereby resolve to implement the following.

1. Child Identification

Ongoing efforts are made to identify, locate and evaluate children below 22 years of age who reside within the District and have a confirmed or suspected disability in accordance with all federal regulations and state standards. **This includes children for whom the District is the district of residence who are being held or have been court ordered to juvenile detention centers or children who have been committed to community correctional facilities.** Additional efforts are made to identify, locate and evaluate all parentally-placed school children who reside outside of the state, attend a private school within the District and have a confirmed or suspected disability.

2. Procedure Safeguards

The child with a disability and his/her parent(s) are provided with safeguards, as required by law, throughout the identification, evaluation and placement process and the provision of a FAPE to the child.

3. Multi-Factored Evaluation

The District provides a multi-factored evaluation for children with disabilities by ensuring that children are assessed in their native language or other mode of communication. Tests are used for their validated purposes. Children are evaluated in all areas related to their suspected disability. Testing is conducted by a multidisciplinary team. Testing materials and procedures are not racially or culturally biased. Tests are administered by trained personnel qualified in accordance with all federal regulations and state standards and in conformance with the instructions provided by the producer. Medical evaluation, when required as part of the multi-factored evaluation, is provided at no cost to the parent(s) by a licensed physician designated by the Superintendent/designee when other no-cost resources are not available.

4. Individualized Education Program

An Individualized Education Program (IEP) is developed for each child with a disability who needs special education. The IEP is designed to meet the unique educational needs of the child and developed in a planning conference. The parent(s) of the child are strongly encouraged to participate in the planning conference. The IEP is reviewed and revised as often as necessary, but at least annually.

5. Least Restrictive Environment

The education of children with disabilities occurs in the least restrictive environment. Special education programs and services are appropriate and designed to meet the unique needs of each child with a disability. To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who do not have disabilities. Special classes, separate schooling or other removal of children with disabilities from the regular educational environment occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

6. Confidentiality of Data

The confidentiality of personally identifiable data relating to children with disabilities and their parents and families is protected at collection, storage, disclosure and destruction. One official of the District is assigned the responsibility for protecting the confidentiality of personally identifiable data. The District follows all federal regulations and state standards related to the confidentiality of data.

7. Due Process

The District utilizes procedures that allow differences of opinion to be aired and resolved between parent(s) or agencies and the District. The procedures provide for utilization of case conferences, administrative reviews, impartial due process hearings, state-level appeals and appeals to the courts that involve the District's proposal or refusal to initiate or change the identification, evaluation or educational placement of the child or the provision of a FAPE to the child. Furthermore, the rights of children with disabilities are protected when the parents cannot be identified or located, when the child is a ward of the state or when the child is without a formally declared legal representative.

8. Surrogate Parent

Whenever the parent(s) of a child with a disability are not known or cannot be located, when the child is a ward of the state or when parents have otherwise lost legal decision-making abilities, the child's rights are protected through the assignment of an individual (who is not an employee of the state education agency, local education agency or other organization involved in the education or care of the child) who serves as the child's surrogate parent.

9. Testing Programs

Students with disabilities must participate in local and statewide testing programs. Individual exemptions, accommodations and participation in an alternate assessment are determined only during an IEP conference.

Section 504 Identification, Evaluation and Placement

The District is the recipient of federal funds and therefore must be in compliance with all laws and regulations which deal with individuals with disabilities.

Accordingly:

1. Section 504 requires the District to evaluate students who, because of a disability, need or are believed to need special education or related services before taking any action with respect to the initial placement, and to provide a free appropriate public education (FAPE) to eligible students regardless of the nature or severity of their disability. In addition, the District's obligation to provide a FAPE is not limited to providing aids and services that are "reasonable" and that cost is not a basis for denying a service deemed necessary to provide a FAPE.
2. The determination of whether a student has a physical or mental impairment that substantially limits a major life activity must be made on the basis of an individual inquiry. The Section 504 regulatory provision at 34 CFR 104.3(j)(2)(i) defines a physical or mental impairment as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities. The regulatory provision does not set for an exhaustive list of specific diseases and conditions that may constitute physical or mental impairments because of the difficulty of ensuring the comprehensiveness of such a list.

Major life activities, as defined in the Section 504 and the ADAAA, include, but are not limited to, caring for oneself; performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major bodily functions include, but are not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. This list is not exhaustive.

3. The parent/guardian has a right to “periodic reevaluations” of a student with a disability. This right also applies to any subsequent change in placement, such as may result from a proposed disciplinary sanction that consecutively, or in the aggregate, totals more than 10 school days.
4. An evaluation is required by the Section 504 regulation in order to make an eligibility determination. Such evaluation will be conducted at no cost to the parent/guardian. When evaluating a student to determine eligibility under Section 504, the District will not limit its assessment only to whether the mental or physical impairment substantially limits the major life activity of learning, as a student may be eligible for a Section 504 plan if the student does not require educational services but does require modifications to District policies or health services in order to participate in District programs and activities.
5. The District’s obligation to identify, evaluate and place students under Section 504 and to provide a FAPE are separate and distinct from its additional obligation to ensure students with disabilities participate with their nondisabled peers to the maximum extent appropriate to their needs and that its facilities are accessible to and usable by individuals with disabilities.
6. When evaluating any student pursuant to Section 504, the following procedures will be followed:
  - A. The evaluation will be conducted by the District at no cost to the parent/guardian.
  - B. The interpretation of the evaluation data and any placement decision for the student will be made by a group of persons knowledgeable about the student, the meaning of the evaluation data and the placement of options, including the student’s parent/guardian (the 504 Team).
  - C. The 504 Team will determine whether the student is eligible to receive services as a student with a disability under Section 504, i.e., has a physical or mental impairment that substantially limits one or more major life activities.
  - D. In evaluating the student to determine if he/she has a physical or mental impairment that substantially limits one or more major life activities, the 504 Team:
    - 1) will consider whether any particular mental or physical impairment substantially limits one or more major life activities, not solely learning or the ability to function in the school setting;

- 2) will not take into account mitigating measures, such as medication being taken by the student, or related aids and services or modifications already being provided to the student by the District and
  - 3) will recognize that, if the student has an impairment that is episodic in nature or in remission, he/she is eligible if the impairment, when active, substantially limits one or more major life activities.
- E. If the student is determined to have a physical or mental impairment that substantially limits one or more major life activities, he/she is entitled to a free appropriate public education (FAPE), which means the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of the student as adequately as the needs of nondisabled persons are met. The District's obligation to provide a FAPE is not limited to providing related aids and services that are "reasonable."
- F. If the 504 Team determines the student is eligible for services, the 504 Team will develop a plan to ensure that the student is provided with a FAPE. The 504 Team will document its decisions.
- G. The District will inform the student's parents/guardians that they have rights afforded them through Section 504's procedural safeguards with respect to any actions regarding the identification, evaluation and placement of the student, including notice, an opportunity to examine relevant records and the right to an impartial hearing, not solely rights afforded only when a student is found ineligible as a student with a disability.

(Approval date: August 14, 2001)  
(Re-approval date: September 28, 2009)  
(Re-approval date: April 26, 2010)  
(Re-approval date: May 11, 2015)

## COLLEGE CREDIT PLUS

### District Obligations

The District is required to notify all 6<sup>th</sup> through 11<sup>th</sup> grade students and their parents about the College Credit Plus (CCP) program through multiple, easily accessible resources by March 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 ~~inform~~ **submit written notice of intent to participate to** the principal ~~of intent to participate~~ 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 by the April 1 deadline of intent to participate shall result in the student having to secure written permission from the principal in order to participate in the program.

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 and
12. the standard program information packet developed by the Ohio Board of Regents.

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 established standards for admission 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 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.

If a student completes a 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 courses successfully completed counts toward graduation requirements and subject area requirements.

1. The Board awards comparable credit for course/courses 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 State Board of Education. The State Board'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. 10<sup>th</sup> grade may receive credit toward high school graduation for up to the equivalent of three academic school years
  - C. 11<sup>th</sup> grade may receive credit toward high school graduation for up to the equivalent of two academic school years
  - D. 12<sup>th</sup> 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.

### **Summer Term Eligibility**

**A student who is schedule 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 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 schedule 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 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.

(Approval date: August 14, 2001)  
(Re-approval date: January 10, 2011)  
(Re-approval date: April 13, 2011)  
(Re-approval date: November 25, 2013)  
(Re-approval date: May 11, 2015)  
(Re-approval date: July 8, 2015)

## COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

### Extracurricular Drug, Tobacco and Alcohol Use

For purposes of these policies and regulations, the following definitions shall apply but not be limited to:

Alcohol: Any liquor, wine, beer or other beverage containing intoxicating substances.

Alternative Nicotine Products—an electronic cigarette or any other product or device that consists of or contains nicotine that can be ingested into the body by any means, including but not limited to chewing, smoking, absorbing, dissolving or inhaling.

Drugs: Any drug, including illegal drugs, narcotics, hallucinogens, cocaine, amphetamines, steroids, barbiturates, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, counterfeit (look-alike) substances and clove cigarettes.

Drug Paraphernalia: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs, including, but not limited to, pipes, roach clips, syringes, hypodermic needles and cocaine spoons and kits.

Electronic Cigarette—any electronic product or device that produces a vapor that delivers nicotine or any other substance to the person inhaling from the device to simulate smoking and is likely to be offered to or purchased by consumers as an electronic cigarette, electronic cigar, electronic cigarillo or electronic pipe.

Tobacco: Any product with tobacco as an ingredient that is smoked, chewed, inhaled or placed against the gums.

Under the Influence: Manifesting signs of substance abuse, such as staggering, reddened eyes, odor of alcohol or drugs, nervousness, restlessness, falling asleep or dosing, memory loss, abusive language or any other behavior or physical appearance normal for the particular student (determination by school authorities as to what constitutes “under the influence” is distinct and separate from any such determination by the courts).

Distributing: Making available to or passing on to another individual, even if not for profit or trade, any alcohol, drug or tobacco products.

Extracurricular/Cocurricular: Those activities sponsored by, supported by, and identified by the Board and are an extension of the “normal” school day. Activities included are: all athletics, instruments and choral groups, student council, drama, cheerleading, all school clubs, school-

sponsored and Board-approved trips and National Honor Society. (Because of the rules of the National Honor Society organization, the student's membership can be retained, but his/her participation will cease.) This list is not all-inclusive. Students must agree to adhere to any additional rules established by the advisor/coach of the activity in which the student participates.

One Calendar Year: One calendar year is defined as 365 days from the date of the infraction.

Leadership Position: Any elected or appointed office in a school-recognized sport, club or activity.

### Philosophy

The Board of Education recognizes the value of extracurricular activities in the education process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

The Board believes extracurricular activities are an integral and important part in the development of a student's educational program. Participation in extracurricular activities is encouraged. Students who volunteer to participate in extracurricular activities are expected to accept the responsibility accompanying this privilege of participation by maintaining a higher degree of conduct.

The Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups.

The purpose of this policy is to give all students participating in athletic programs and interested persons a guide to the operation of interscholastic extracurricular athletics of the Hilliard City School District. Students participating in athletics will be expected to adhere not only to the specific rules, regulations, policies and procedures set forth in this policy, but also to those special rules set forth for each sport. **Students must also adhere to the Ohio High School Athletic Association for eligibility to participate in athletics. In order to be eligible, students 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.**

The Board recognizes that the use of alcohol, drugs and tobacco has a negative effect on behavior, learning and performance. In addition, such use affects fellow participants, family members and other significant individuals in one's life. The Board further recognizes that representing Hilliard in any contest is a privilege, not a right, that calls for students to demonstrate the highest qualities of leadership and citizenship throughout the entire year. Therefore, a year-round code of conduct is established for students involved in extracurricular events.

Students shall not possess, use, sell, give, or otherwise transmit or be under the influence of any drug, alcohol or tobacco as a member in any school sponsored extracurricular activities during their school career.

This policy is to be subject to enforcement and/or disciplinary action for twelve (12) months of the year. Violations shall be determined on the basis of significant, relevant evidence.

Additionally, offenses in violation of this policy are accumulative:

1. during a student's participation in extracurricular activities at the elementary level (K-6);
2. during a student's participation in extracurricular activities at the middle school level (7-8) and
3. during a student's participation in extracurricular activities at the high school level (9-12).

Elementary school accumulation ends at the conclusion of the sixth grade. Middle school accumulation ends at the conclusion of the eighth grade. High school accumulation begins with ninth grade and concludes with high school graduation.

According to State law, the Superintendent/designee has the option of notifying the registrar of motor vehicles or Franklin County juvenile judge whenever a student is suspended or expelled for drug and/or alcohol possession or abuse. This may result in the loss of the student's driver's license.

(Approval date: August 14, 2001)

(Re-approval date: May 11, 2015)

## INTERSCHOLASTIC ATHLETICS

Participation by students in athletic competition is a privilege subject to Board policies and regulations. While the school community takes great pride in winning, it emphasizes and requires good sportsmanship and positive mental attitude as a prerequisite to participation.

The Superintendent/designee and administrative staff schedule meetings with all coaches and athletic directors to develop a comprehensive approach to physical education and athletics throughout the District and to maintain a program that is an educational activity.

Interscholastic programs are subject to approval by the Board. The athletic director in conjunction with the building principal is responsible for the administration of the interscholastic athletic program within his/her school. In fulfilling this responsibility the principal consults with the athletic directors and coaches on various aspects of the interscholastic athletic program. It is the responsibility of the athletic director/principal and their staff to ensure the proper management of all athletic and physical education programs and the safety of students and the public.

The Board may require that students pay fees to participate in an extracurricular activity.

Coaches are required to complete all approved coursework as specified by State law, the Ohio High School Athletic Association (OHSAA) and the Ohio Department of Education (ODE) in order to qualify to serve as a coach.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by the OHSAA must be followed. It is the responsibility of the District's voting delegate to OHSAA to advise the management team of all pending changes in OHSAA's regulations.

Eligibility requirements for participating in athletic programs must conform to regulations of the OHSAA. **In order to be eligible, students 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.** ~~They include~~ The requirements **also include** that a student have the written permission of his/her parent(s) and shall have been determined as physically fit for the chosen sport by a licensed physician.

All students participating in interscholastic athletics must be covered by insurance. This insurance may be available for purchase through the District. If parents choose not to purchase insurance provided by the District, the parent(s) must sign a waiver ensuring that private coverage is provided.

As character building is one of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulating his/her personal life in such ways as make him/her a worthy representative of his/her school.



Any student may be suspended from an athletic team practice and competition for a period of time, designated by the principal, for infraction of school rules and regulations or for any other unacceptable conduct in or out of school.

Students in grades 9-12 are ineligible for athletics for the first 50% of the maximum allowable regular season contests in the sports the student participated in during the 12 months immediately preceding the transfer, until the one-year anniversary date of enrollment in the school the student transferred to. Exceptions to the ineligibility provisions are outlined in the OHSAA Bylaws.

Resident students enrolled in community schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students attending STEM schools are not prohibited from participating in the District's interscholastic athletics program and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students attending a nonpublic school are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students receiving home instruction in accordance with State law are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Foreign exchange students enrolled in a recognized visitor exchange program may be eligible to participate in interscholastic athletics in accordance with OHSAA Bylaws.

[Adoption date: August 14, 2001]

[Re-adoption date: January 24, 2005]

[Re-adoption date: May 12, 2008]

[Re-adoption date: October 8, 2012]

[Re-adoption date: April 22, 2013]

[Re-adoption date: November 25, 2013]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 2305.23; 2305.231  
3313.537; 3313.5311; 3313.5312; 3313.539; 3313.66;  
3313.661; 3313.664  
3315.062  
3319.303  
3321.04  
3707.52  
OAC Chapter 3301-27

CROSS REFS.: IGCF, Home Schooling  
IGD, Cocurricular and Extracurricular Activities  
IGDK, Interscholastic Extracurricular Eligibility  
IKF, Graduation Requirements  
JECBA, Admission of Exchange Students  
JECBC, Admission of Students from State-Chartered, Nonchartered or Home  
Schooling  
JGD, Student Suspension  
JGE, Student Expulsion  
JN, Student Fees, Fines and Charges  
Student Handbooks

## INTERSCHOLASTIC ATHLETICS

Participating in extracurricular activities with the Hilliard City School District is not a right but a privilege which may be regulated by the Board of Education. It is required that students participating in athletic activities become familiar with and understand the rules and regulations required of students participating in athletic activities within the Hilliard City School District. Students participating in athletic programs are required to abide by the rules and policies as set forth in this policy at all times regardless of whether or not the student is on school grounds, attending a school function or activity, on private property or at a private party.

Students participating in athletic activities must become familiar with and understand the rules and regulations for students participating in athletic activities. Students are expected to abide by all rules and regulations as well as any and all other training rules or organization rules associated with the athletic activity. Violation of these rules and regulations and/or the Hilliard City School District Code of Conduct are prohibited and will result in disciplinary action. Such disciplinary action could lead to suspension, expulsion or removal from school and/or the athletic activity in accordance with these rules and the Ohio Revised Code. The student code of conduct and all extracurricular organization rules shall be posted either in a team locker room or the team's central location in the school building.

It must be understood by all students and their parents/guardians that a condition to participating in the athletic program at the Hilliard City School District requires a commitment to follow the rules, regulations, policies and procedures established by the District for the implementation of its athletic program. It should also be understood that a student who violates these rules, regulations, policies and procedures shall face disciplinary action. Such disciplinary action may include removal from participation in athletic activities and possible suspension, expulsion, or removal from school pursuant to the student code of conduct and Ohio Revised Code 3313.66. A student removed from participation in athletics shall be given an informal hearing with the building principal.

(The accompanying chart depicts the process utilized for first-time violations.)

All students who have been denied participation for a season or longer shall forfeit any athletic awards earned for the activity for that season from the Hilliard City School District or any other association as a result of participation in the athletic activity.

### Offenses and Disciplinary Action

Use, sale or possession of tobacco products, alcohol, drugs, controlled substances, inhalants, alternative nicotine products, electronic cigarettes, look-alikes and/or other illegal substances, including drug paraphernalia, lighters, matches and other flame producing materials, etc., is strictly prohibited throughout the calendar year (365 days). Any extracurricular participant hosting a party where alcohol or other drugs are consumed shall also be prohibited.

1. Alcohol and Drug Abuse Offenses

Alcohol and drug abuse offenses are defined as the use, sale or possession of alcohol, drugs, controlled substances, inhalants, look-alikes and/or other illegal substances, including drug paraphernalia. Athletes hosting a party where alcohol or drugs are consumed are inclusive of the alcohol and drug abuse provision.

A. First offense:

- 1) A violation of the Board's prohibition of alcohol or drugs will result in removal from participation in all athletic activities for at least the remainder of that sport's season.
- 2) Violation of other student code of conduct provisions and/or athletic rules may lead to suspension and/or expulsion as well as removal from the athletic activity for the remainder of the athletic season.
- 3) Penalties imposed on out-of-season and end-of-season athletes will carry over to the next sport season. End-of-season is defined as two weeks or less.
- 4) The student forfeits his/her privilege to any leadership positions for one calendar year (365 days).

B. Second offense:

- 1) A second violation of the Board's prohibition of alcohol or drugs will result in removal from participation in all athletic activities for at least one calendar year (365 days).
- 2) The student forfeits his/her privilege to any leadership positions for the remainder of their school career.

C. Third offense:

- 1) A third offense of the Board's prohibition of alcohol or drugs will result in removal from participation in all athletic activities for the remainder of their school career.

2. Tobacco Related Offenses

Tobacco-related offenses are defined as the use, sale or possession of tobacco products, alternative nicotine products, electronic cigarettes, including lighters, matches and other flame-producing materials.

A. First offense:

- 1) A student found in violation of the Board's prohibition of tobacco shall lose eligibility for the next two consecutive interscholastic contests or two weeks of the season in which the student is a participant, whichever is greater. If the student agrees to participate in a tobacco education program approved by the school administration, the penalty shall be reduced by a minimum of one week suspension during the season.
- 2) An out-of-season violation will result in the suspension being served after cuts are made into the student's next sports season.
- 3) The student forfeits his/her privilege to any leadership position for one calendar year (365 days).

B. Second offense:

- 1) A second violation will result in the removal from participation in all athletic activities for at least the remainder of that sport's season.
- 2) The student forfeits his/her privilege to any leadership positions for the remainder of their school career.

C. Third offense:

- 1) A third violation of the Board's prohibition on tobacco will result in the removal from participation in all athletic activities for at least one calendar year (365 days).

D. Fourth offense:

- 1) A fourth violation of the Board's prohibition on tobacco will result in the removal from participation in all athletic activities for the remainder of their school career.

Disciplinary Diversion Program (DDP)

An extracurricular participant who has a first-time infraction may be reinstated by the following process. A first-time violation of the Board's prohibition of alcohol and drugs may be a candidate for a Disciplinary Diversion Program (DDP). Eligibility for the DDP requires a written letter of application by the student and parent/guardian to the building principal. Such an application may be made only after a student attends an assessment by a certified drug and alcohol counselor within a fourteen (14) day period or ten (10) school days, whichever is less, and agrees to carry out the recommendations. A written copy of the assessment must be sent to the principal regarding the fitness of the particular student to return to athletic activities with Hilliard City Schools.

Upon the student's completion of the assessment, the principal shall refer the student's case to the Athletic Advisory Council. The Athletic Advisory Council shall consist of:

1. assistant principal
2. athletic director
3. head coach
4. student's guidance counselor
5. Core Team chairperson/student assistance coordinator.

A principal may assign other individuals as members of this committee at the principal's discretion.

The Athletic Advisory Council shall meet with the student and his/her parents or guardians. The Athletic Advisory Council shall then make a recommendation to the building principal concerning whether or not the student may be considered to return to participation in athletic activities with the Hilliard City School District. A student shall be suspended from all participation in athletic activities with the District for the duration of any hearing with the principal or DDP. A student reinstated after an out-of-season violation will serve their suspension during the next sports season in which they participate. The student will be suspended for the first two (2) weeks of practice and for ten percent (10%) of the regular season contests after returning to practice.

### Self-Referral Policy

The self-referral option is available to students only on the first infraction (no prior violations on record). If a student seeks assistance in dealing with an alcohol or other drug problem by self-referral to their coach, advisor, school administrator, Athletic Director or the Student Assistance Coordinator and agrees to participate in an assessment and carry out the recommendations, and attend a minimum of nine (9) hours drug and alcohol education, the student will be removed from all athletic activities for seven (7) days. The nine (9) hour program of inservice education must be completed at the earliest possible date with approval from the Student Assistance Coordinator. The assessment must be scheduled and completed within fourteen (14) days of the self-referral. Refusal or failure to complete the assessment will result in the full penalty as provided in this policy. Self-referrals which result in no prohibition from participation are still considered first violations in the event of a subsequent second violation.

A self-referral cannot be used by a participant as a method to avoid consequences once the policy has been violated and a student has been identified as having violated such policy.

All self-referrals under this policy will be reported to the Student Assistance Coordinator at the high school level and to the guidance counselors at the middle school.

### Follow-Up Services

Upon return from residential or out-patient treatment, the following support services will be provided:

1. Student, parent(s), Student Assistance Coordinator, counselor and administrator (when available) will have a readmission conference to develop educational plans.
2. It will be recommended to parents that they attend parent support group meetings, e.g., AL-ANON, Tough Love.
3. Student will be required to attend eight (8) weekly support group meetings in school unless a treatment facility and/or Student Assistance Coordinator recommends otherwise. The student may remain in the student support group after this requirement is satisfied. Where a student support group does not exist, the student will have contact with the guidance counselor or Student Assistance Coordinator for a minimum of eight weeks.

### Notification Procedures

The student participant and his/her parent or guardian are to be advised of the Extracurricular Drug, Tobacco and Alcohol Policy at the beginning of each season, activity or time of entry into a program. This policy is to be explained to the student by the coach, advisor, director or teacher.

This policy will be included in all student handbooks.

Relationship of These Policies and Regulations to the District's Code of Student Conduct

These policies and regulations supplement the District's code of student conduct and are administered independently of that code. A violation of these regulations may also independently violate the code of student conduct and result in suspension or expulsion from school or removal from curricular or extracurricular activity under the provisions of that Code in addition to any disciplinary penalty that may be called for under these regulations.

Costs

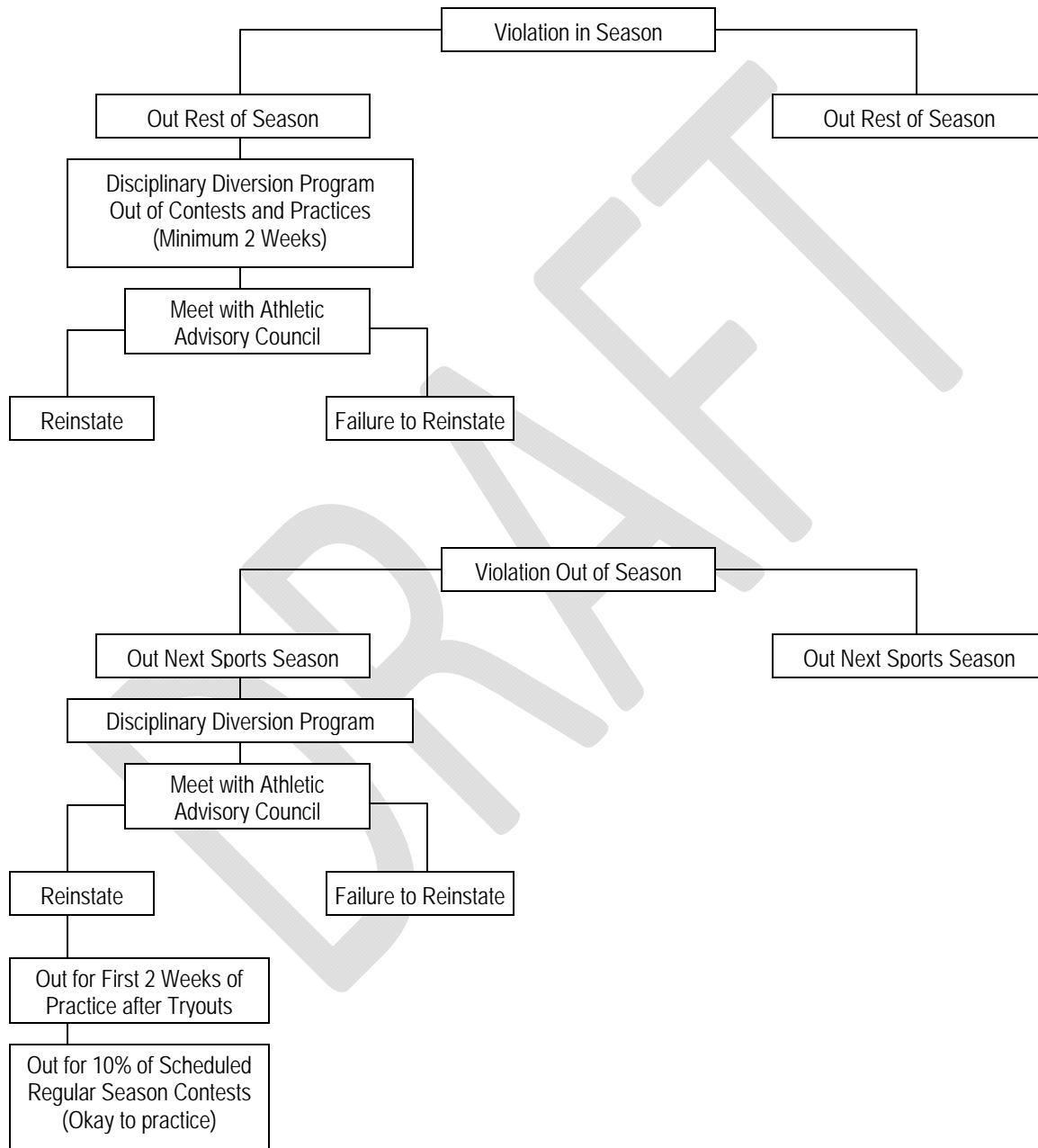
All costs for any rehabilitation program or counseling for a tobacco, alcohol or drug problem under these regulations shall be the responsibility of the student.

DRAFT



### VIOLETION OF ATHLETIC POLICY IN REGARDS TO PROHIBITION OF DRUGS AND ALCOHOL

#### First Violation Only



## Code of Conduct for Athletes

Hilliard athletes take pride in their school, in superior conditioning, playing as a team and giving 100 percent to win the game.

It is a privilege to be a member of the school's athletic team; a right which can be earned only when one abides by the rules of the school and of the game. Our athletes are expected to be models of good behavior. They are representing the school and the community at athletic events throughout the area. We want to be proud of their efforts.

Any student participating in any school athletic program shall carry either the District's student insurance or provide a written statement signed by the student's parents or guardians that the parents or guardians are providing the insurance.

### 1. Rules Concerning Appearance:

At the beginning of each sports season the coach and players shall determine appearance rules. Suggested guidelines are:

- A. Uniforms should be clean and neat and in good repair.
- B. The school dress code will be in effect.

### 2. Rules Concerning Eligibility:

Ohio High School Athletic Association rules concerning eligibility are to be discussed with the squad.

- A. In order to be eligible, a student ~~in grade 9, 10, 11 or 12 must be currently enrolled and must have been enrolled in school the immediately preceding grading period, and received passing grades during that grading period in subjects that earn a minimum of 4.0 credits per year toward graduation~~ **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.**
- B. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
- C. In order to play in a game, players must be in attendance the day of the game. (Attendance means being in school the full day.)
- D. It is recommended that a student be a member of no more than one interscholastic team at any one time. When a player is removed or quits a team, organized conditioning or participation on another team is forbidden until the original sport is completed.

- E. A student may be declared ineligible by the administrative office for reasons of discipline.
- F. Medical clearance and insurance waivers are required prior to participation. (Physicals are good for one calendar year.)

3. Practice Rules:

- A. Individual coaches will establish written rules and regulations regarding practice, attendance and conduct at games.

4. Travel Rules:

- A. Rules for school bus travel shall be essentially the same as for students being transported to and from school. Exceptions may be permitted by agreement between coach and driver, provided safety is not compromised.
- B. Athletes must always travel with the team unless the coach/advisor excuses a player to travel with his/her parent.

5. Behavior Rules:

It shall be the prerogative of the coach, principal or the Athletic Council Rules Committee to discipline an athlete for:

- A. violation of the rules listed above;
- B. violation of Board policies and school rules;
- C. violation of established team rules and
- D. violation of Ohio High School Athletic Association rules. Copies shall be available in the school office.

The code of conduct for athletes applies seven days a week, 24 hours a day.

Students may be removed from the team for the following offenses:

- A. use or possession of alcoholic beverages, drugs or other mind-altering substances;
- B. the use of tobacco in any form;

- C. destroying or stealing athletic equipment and
- D. violation of rules, team rules, Board of Education policies and/or OHSSA rules.

(Approval date: August 14, 2001)

(Re-approval date: May 11, 2015)

DRAFT

INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY  
(Grades 7-12)

The Board of Education recognizes the values associated with and gained as a result of participation in those interscholastic extracurricular activities and further recognizes the incentives which participation in interscholastic extracurricular activities provide to students to achieve success in the classroom.

Interscholastic extracurricular eligibility will be evaluated during each nine-week grading period.

Therefore, in order to be eligible to participate in any interscholastic extracurricular activities, students must meet the following requirements.

1. Grades 7–9

In the immediately preceding grading period, a student must receive a minimum GPA of 1.5 on a 4.0 scale. This does not apply to students entering the seventh grade for the first time.

Students whose GPA falls between 1.5 and 1.75 will be on academic probation; to maintain eligibility they must show acceptable academic performance with weekly progress checks throughout the current grading period. Please be advised that the college/university may not supply weekly progress checks for the grading periods.

Students whose GPA falls below 1.5 for the immediately preceding grading period may be eligible to participate by taking a waiver and agreeing to go on Academic Probation under the criteria listed in the paragraph above in this section. This waiver provision can be applied only once in the three academic years 7-9.

2. Grades 10–12

In the immediately preceding grading period, a student must receive a minimum GPA of 1.75 on a 4.0 scale.

Students whose GPA falls between 1.75 and 2.0 will be on academic probation; to maintain eligibility they must show acceptable academic performance with weekly progress checks throughout the current grading period. Please be advised that the college/university may not supply weekly progress checks for the grading periods.

Students whose GPA falls below 1.75 for the immediately preceding grading period may be eligible to participate by taking a waiver and agreeing to go on Academic Probation under the criteria listed in the paragraph above in this section. This waiver provision can be applied only once in the three academic years 1-12.

Additionally

1. Students receiving one failing grade for any class or course in the District's graded course of study for the previous grading period will not be automatically excluded from interscholastic extracurricular participation, provided they meet the grade point average requirements listed above.
3. The definition of interscholastic extracurricular activities is defined as a school-sponsored student activity involving more than one school or school district.
4. Interscholastic extracurricular activity does not include any activity included in the District's graded course of study.
5. Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.
6. The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. In order to be eligible, a high school 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.
7. A student enrolled in the first grading period after advancement from the eighth grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled.
8. Summer school grades earned may not be used to substitute for grades from the preceding grading period of the regular school year.
9. In addressing ORC 3313.535 (D), the Board has adopted these policies and they shall apply to all students enrolled in this District.
10. Cumulative GPA in grades 7 and 8 is defined as that year to date computation and in grades 9-12 is defined as the computation cumulative since entering grade 9. Cumulative GPA will be defined as the cumulative GPA from the previous semester.
11. A student with an IEP may be exempt from the grading provisions set forth in this policy.

12. If a student received home instruction in the grading period preceding participation, the student must meet any academic requirements established by the State Board of Education for the continuation of home instruction to be eligible to participate in the program.

If a student did not receive home instruction in the grading period preceding participation, the student's academic performance during the preceding grading period must have met any academic standards established by the District for eligibility to participate in the program.

Any student who commences home instruction after the beginning of the school year and at that time was considered ineligible to participate in extracurricular activities for failure to meet academic requirements or any other requirements will be ineligible to participate in the same semester the student was deemed ineligible.

[Adoption date: August 14, 2001]  
[Re-adoption date: May 13, 2003]  
[Re-adoption date: July 26, 2004]  
[Re-adoption date: November 25, 2013]  
[Re-adoption date: May 11, 2015]  
[Re-adoption date: July 8, 2015]

LEGAL REFS.: ORC 2305.23; 2305.231  
3313.535; 3313.537; 3313.5311; 3313.5312; 3313.66; 3313.661  
3315.062  
OAC Chapter 3301-27

CROSS REFS.: IGD, Cocurricular and Extracurricular Activities  
IGDJ, Interscholastic Athletics  
JECBA, Admission of Exchange Students  
JECBC, Admission of Students from State-Chartered or Home Schooling  
JFC, Student Conduct  
Student Handbooks

TOBACCO USE BY STUDENTS/ALCOHOL USE BY STUDENTS/  
STUDENT DRUG ABUSE  
(Offenses and Disciplinary Action)

Selling or Distributing Any Quantity of Drugs and/or Alcohol

1. First offense:
  - A. Parent(s) will be notified immediately.
  - B. The police shall be notified.
  - C. Consultation with the parent(s) and student emphasizing available counseling services for drug assessment will be conducted.
  - D. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
  - E. The student will be suspended out of school for ten (10) days and *may* be recommended for expulsion.
  - F. Parking privileges will be removed for one calendar year (365 days), where applicable, as of the date of the offense.
  
2. Second and subsequent offenses:
  - A. Parent(s) will be notified immediately.
  - B. The police shall be notified.
  - C. Consultation with parent(s) and the student emphasizing available counseling services for drug assessment will be conducted.
  - D. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
  - E. The student will be suspended out of school for ten (10) days and will be recommended for expulsion.
  - F. Parking privileges will be removed for one calendar year (365 days), where applicable, as of the date of the offense.



Possession and/or Use of Drugs and/or Alcohol

1. First offense:

- A. Parent(s) will be notified immediately.
- B. The police shall be notified.
- C. Consultation with parent(s) and student emphasizing the availability of counseling services will be conducted. Following the consultation, parents and student must agree to one of the following options:
  - 1) The student shall be suspended out of school for ten (10) days - OR -
  - 2) The student will be suspended out of school for a minimum of eight (8) days if the student and parents ask for and receive an assessment in a certified drug/alcohol counseling program within 10 calendar days. A written copy from the assessment must be sent to the school officials including the findings of the evaluation and the student agrees to carry out the recommendations - OR -
  - 3) The student will be suspended out of school for five (5) days if they complete all of the assessment requirements in C.2. above and the student and parents must agree to complete, within thirty (30) calendar days, a minimum of nine (9) hours, by the student **and at least one parent**, of alcohol and drug education as agreed to by school officials. A written proof of attendance is required to be sent to the school officials. A written copy from the assessment must be sent to the school officials including the findings of the evaluation and the student agrees to carry out the recommendations.
- D. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
- E. Parking privileges will be removed for one calendar year (365 days), where applicable, as of the date of the offense.

2. Second and subsequent offenses:

- A. Parent(s) will be notified immediately.
- B. The police shall be notified.
- C. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
- D. Consultation with parent(s) and student emphasizing the availability of counseling services will be conducted.
- E. Parking privileges will be removed for one calendar year (365 days), where applicable.
- F. The student will be suspended out of school for ten (10) days and may be recommended for expulsion.

Possession of Drug Paraphernalia

When the student is found in possession of drug paraphernalia:

1. First offense:
  - A. Parent(s) will be notified immediately.
  - B. The item(s) will be confiscated.
  - C. The student will be assigned out of school suspension.
  - D. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
2. Second offense:
  - A. Parent(s) will be notified immediately.
  - B. The item(s) will be confiscated.
  - C. The student will be assigned an out of school suspension and/or expulsion.
  - D. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
3. Third and subsequent offenses:
  - A. Parent(s) will be notified immediately.
  - B. The item(s) will be confiscated.
  - C. The student will be assigned an out of school suspension and/or expulsion.
  - D. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

Possession and/or Use of Tobacco, Matches, Lighters, or Other Paraphernalia

Possession/Use of Tobacco

1. First offense:
  - A. Three (3) days out of school suspension. If student chooses to enroll in a smoking cessation program coordinated by the principal/designee, out of school suspension will be reduced to two (2) days.
  - B. The student forfeits his/her privilege to any leadership positions for one calendar year (365 days).
2. Second offense:
  - A. Five (5) days out of school suspension.
  - B. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
3. Third offense:
  - A. Ten (10) days out of school suspension.

Possession of Matches, Lighter, Paraphernalia

1. First offense:
  - A. Three (3) days time-out room or two (2) days out of school suspension.
  - B. The student forfeits his/her privilege to any leadership positions for one calendar year (365 days).
2. Second offense:
  - A. Three (3) days out of school suspension.
  - B. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
3. Third offense:
  - A. Five (5) days out of school suspension.
  - B. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

4. Fourth offense:
  - A. Ten (10) days out of school suspension.
  - B. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

#### Follow-Up Services

Upon return from residential or outpatient treatment, the following support services will be provided.

1. Student, parent(s), student assistance coordinator, counselor and administrator (when available) may have a readmission conference to develop educational plans.
2. It will be recommended to parents that they attend parent support group meeting(s) and/or counseling,
3. Student may be required to attend eight (8) weekly support group meetings in school unless a treatment facility and/or student assistance coordinator recommends otherwise. The student may remain in the student support group after this requirement is satisfied. Where a student support group does not exist, the student will have contact with the guidance counselor or student assistance coordinator for a minimum of eight weeks.

#### Due Process Procedures

A participant suspected of violating any of the above-mentioned regulations will be afforded the rights of students being considered for suspension or expulsion from school under the District's Code of Student Conduct if removal from a curricular activity for 24 hours or more is contemplated.

This policy will be included in all student handbooks.

Costs: All costs for any rehabilitation program or counseling for a tobacco, alcohol or drug problem under these regulations shall be the responsibility of the student.

#### Relationship of These Policies and Regulations to the District's Code of Student Conduct

These policies and regulations supplement the District's Code of Student Conduct and are administered independently of that code. A violation of these regulations may also independently violate the Code of Student Conduct and result in suspension or expulsion from school or removal from curricular or extracurricular activity under the provisions of that code in addition to any disciplinary penalty that may be called for under those regulations.

(Approval date: August 14, 2001)  
(Re-approval date: April 12, 2005)  
(Re-approval date: May 11, 2015)

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## ADVERTISING IN THE SCHOOLS

Notices, advertisements or written matter of any nature on behalf of persons or organizations not officially connected with the District shall not be distributed or displayed in any school building or on District property without permission of the Superintendent/designee. All notices, including those by personnel, shall be approved by the building principal and, in case of doubt, by the Superintendent/designee. Appeal of the Superintendent's/designee's decision may be made to the Board.

The Board recognizes that any generation of revenue is to be in a manner consistent with the mission of the District, and the Board does not hereby create a public forum for the expression of ideas. Accordingly, the advertisements accepted for display by the Board shall be limited to those categories and subject to those exclusions and conditions, described in the guidelines set forth below. Additionally, the Board retains the power to edit and/or refuse any advertisement for any legitimate reason.

Pursuant to this policy, the Board may enter into agreements of a significant nature with individuals or organizations wishing to display advertisements. Advertisements may be accepted for display on any property deemed appropriate for such display by the Board. Such property includes but is not limited to athletic scoreboards, fencing, other structures, athletic equipment and clothing and programs or other written materials. Agreements may provide for the display of advertisements in exchange for a fee and/or in exchange for the provision of goods and/or services. At the discretion of the Superintendent/designee, an advertiser may be permitted to earmark for a particular use the fees paid in exchange for the display of advertisements.

### Categories of Acceptable Advertisements

Only advertisements that fall within one of the following categories, subject to the exclusions set forth below, may be accepted.

1. commercial products or services;
2. public service announcements from recognized, nonprofit groups that are organized for educational, philanthropic, cultural, civic or other purposes that promote the welfare of the community or
3. personal messages expressing a simple greeting (e.g., "Happy Birthday," "Happy Anniversary," "Congratulations") and which may include the name of an individual and/or group but shall not include any other personal information.

## Exclusions

Advertisements that are inconsistent with the educational mission of the District, inappropriate for immature audiences or that would interfere with or disrupt the work or discipline of the schools or infringe on the rights of others, will not be accepted. Examples of advertisements that will not be accepted include but are not limited to the following:

1. advertisements for products, services or establishments associated with the promotion of activity that is illegal or that otherwise violates the code of student conduct;
2. advertisements for products, services or establishments associated with the promotion of tobacco, alcohol or illegal substances;
3. advertisements that concern sexual or reproductive issues, whether or not the advertisement has any explicitly sexual content (including, for example, issues relating to birth control and abortion, whether from a pro-choice or a pro-life perspective);
4. advertisements with religious content, unless accompanied by a clear statement that the content of the advertisement is neither sponsored nor endorsed by the Board;
5. advertisements that are defamatory or misleading;
6. advertisements that are indecent, obscene or vulgar;
7. advertisements that incite students to engage in or otherwise promote violence or that contain violent imagery;
- 8. advertisements that promote or oppose any political figure, candidate or issue, including ballot issues of any kind with the exception of those pertaining to District levies and bond issues;**
- 89.** advertisements the display of which would violate the terms of an agreement previously entered into with a different advertiser and
- 910.** advertisements the display of which would violate any local, State or Federal law, rule or regulation.

## Conditions

1. Advertising for outside spaces must comply with applicable zoning provisions, if any. The Board may require an advertiser to obtain any required zoning permit and pay the associated fee, if any.

2. The advertiser must execute an agreement with the Board in a form prescribed by the Board and administered by the Superintendent/designee.
3. An agreement which permits an advertiser to be the exclusive advertiser in a particular product or service category must describe with specificity the Board property to which such exclusivity requirement pertains (for example, a particular scoreboard, all scoreboards or all property at a particular location). Unless otherwise expressly provided in the agreement, no exclusivity provision shall preclude a competitor's sponsorship of an event or a competitor's donation of clothing or equipment, which sponsorship or donation may include display of the competitor's logo. No exclusivity clause shall preclude the Board from accepting a gift or bequest and displaying a plaque or other means of identifying the donor.

[Adoption date: August 14, 2001]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 3313.20; 3313.47

CROSS REFS.: EDE, Computer/Online Services (Acceptable Use and Internet Safety)  
IGDB, Student Publications  
IIBH, District Web Site Publishing  
**KJA, Distribution of Nonschool-Sponsored Literature**



## DISTRIBUTION OF NONSCHOOL-SPONSORED LITERATURE

This policy governs distribution of nonschool-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 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 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.

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 nonschool 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 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.
5. The literature must be appropriate for the age and maturity level of the intended recipients and distribution 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.
7. Literature that promotes or opposes any political figure, candidate or issue, including ballot issues of any kind, shall not be approved for distribution, ~~with the exception of those pertaining to District levies, bond issues and Board campaigns.~~ 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.
- A. 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 Elections 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.**

[Adoption date: August 14, 2001]

[Re-adoption date: September 23, 2002]

[Re-adoption date: September 22, 2014]

[Re-adoption date: May 11, 2015]

**LEGAL REFS.: ORC 3501**

**CROSS REFS.: KJ, Advertising in the Schools**

## COLLEGE CREDIT PLUS

### District Obligations

The District is required to notify all 6<sup>th</sup> through 11<sup>th</sup> grade students and their parents about the College Credit Plus (CCP) program through multiple, easily accessible resources by March 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 ~~inform~~ **submit written notice of intent to participate to** the principal ~~of intent to participate~~ 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 by the April 1 deadline of intent to participate shall result in the student having to secure written permission from the principal in order to participate in the program.

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 and
12. the standard program information packet developed by the Ohio Board of Regents.

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 established standards for admission 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 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.

If a student completes a 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 courses successfully completed counts toward graduation requirements and subject area requirements.

1. The Board awards comparable credit for course/courses 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 State Board of Education. The State Board'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. 10<sup>th</sup> grade may receive credit toward high school graduation for up to the equivalent of three academic school years
  - C. 11<sup>th</sup> grade may receive credit toward high school graduation for up to the equivalent of two academic school years
  - D. 12<sup>th</sup> 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.

### **Summer Term Eligibility**

**A student who is schedule 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 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 schedule 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 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.

(Approval date: August 14, 2001)  
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