



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
Friday, September 16, 2022, Central Office

Hilliard City School District  
Operations Department

### COMMITTEE MEMBERS

Beth Murdoch, Board of Education  
Brian Perry, Board of Education  
Brian Wilson, Treasurer/CFO  
Mike McDonough, Deputy Superintendent  
Jill Abraham, Assistant Superintendent  
Stacie Raterman, Communications Director  
Herb Higginbotham, Director of Elementary Education  
Jacob Grantier, Director of Middle Level Education

Jamie Lennox, Assistant Special Education Director  
Hilary Sloat, Director of Diversity, Equity & Inclusion  
Matt Middleton, Principal Hilliard Darby HS  
Katherine Hueter, Principal Hilliard Weaver MS  
Erin Dooley, Principal Hilliard Station Sixth Grade  
Holly Meister, Principal Scioto Darby Elementary  
Stephanie Borlaza, Principal Britton Elementary

# RECOMMENDATION

**Second Reading**  
**October 24, 2022**

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. EBC – Emergency Management and Safety Plans
2. IGCH-R (Also LEC-R) – College Credit Plus
3. IGDJ – Interscholastic Athletics
4. IGDK – Interscholastic Extracurricular Eligibility
5. IJA – Career Advising
6. IND/INDA – School Ceremonies and Observances/Patriotic Exercises
7. JFCG/JFCH/JFCI-R – Tobacco Use by Students/Alcohol Use by Students/Student Drug Abuse (Offenses and Disciplinary Actions)
8. LEC-R (Also IGCH-R) – College Credit Plus

### **Revision Notes:**

- Language with a ~~line drawn through it~~ is language to be removed.
- Language underlined is language to be added.

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

- First reading – October 10, 2022
- Second reading – October 24, 2022
- Third reading and adoption – November 7, 2022



Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Emergency Management and Safety Plans
Code	EBC
Status	
Adopted	August 14, 2001
Last Revised	May 17, 2021
Prior Revised Dates	10/09/2006, 01/10/2011, 11/24/2014, 05/11/2015, 05/14/2018

### Emergency Management and Safety Plans

The Board acknowledges that the safety and well-being of students and staff are high priorities. Although emergencies cannot be predicted, effective prevention and management strategies are used to minimize the effects of emergency situations arising in the District.

An emergency is defined as a serious, unexpected, and often dangerous situation requiring immediate action that threatens the actual safety and security of students, employees or visitors of the District or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment. Emergencies or hazards include, but are not limited to, an active shooter, hostage situations, bomb threats, bullying, fire, natural disasters, medical emergencies, industrial accidents, suicide, death of a student or employee, acts of violence, trauma, **and** terrorism, **infectious diseases or pandemic, severe weather, threats of violence or threats to life, and other natural, technological or human-caused events that the administrator knew or should have reasonably known about that compromise the health or safety of students, employees, administrators or property.**

#### Comprehensive Emergency Management Plan and Test

The Superintendent/designee develops a comprehensive emergency management plan meeting State law requirements for each building **with the involvement of applicable stakeholders**. The plan establishes protocols for addressing and responding to serious threats to the safety of the school property, students, staff, volunteers and visitors. Each protocol includes procedures deemed appropriate by the Board or governing authority for responding to threats and emergency events including, but not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel, **mental health professionals, public health officials and other outside experts who could assist in responding to and recovering from an emergency, for assistance** and informing parents of affected students. The plan includes **the emergency operations plan established under State law**, a floor plan unique to each floor of the building, a site plan including all building property and surrounding property, an emergency contact sheet, a threat assessment plan, **and** a protocol for school threat assessment teams established under State law **including completion of required trainings, and stakeholder signatures**. The plan is kept in a secure location and is not considered a public record.

A copy of each school building's current comprehensive emergency management plan is filed with the Director of Public Safety, **and** the law enforcement agency that has jurisdiction over the school building, **and, upon request, Upon request the plan also is provided to the regional mobile training officer and** the fire department and emergency medical service organization that serves the political subdivision in which the school building is located. The floor plan is used solely by first responders responding to an emergency in the building and is not a public record.

The administration reviews the plan annually, considering the most current information dealing with the subjects, as well as making relevant information about the plan known to the community. The administration certifies the accuracy of the plan, **emergency contact information sheet, floor plan and site plan** to the Director of Public Safety **by between January 1 and** July 1

annually. When the comprehensive emergency management plan is used, assessment of the way the emergency was handled is completed by the Board and the administration. Suggestions for improvement, if necessary, are solicited from all **applicable** stakeholders.

Although the plan is reviewed annually, State law requires the District's comprehensive emergency management plan to be updated **at least** every three years **from the previous date of compliance** and whenever a major modification to an individual school building requires changes in that building's procedures or whenever information on the emergency contact information sheet changes. **The three-year review process reflects on lessons learned based on areas of improvement identified in the required emergency management test and actual emergencies at the school building, and best practices to continually improve the plan.**

An emergency management test is conducted annually in accordance with State law. **Student participation in such tests is not mandatory. Parental consent should be obtained when students are to be included in emergency management tests. When evaluating student inclusion in emergency management tests, the administration considers what benefit such inclusion may have on the student population in preparation for an emergency and to enhance the safety of students in the building. Administrators consider age-appropriate participation, guidance, trauma-informed best practice and training in preparing for student participation in any tests.**

### Emergency Drills

The Board directs the Superintendent/designee to conduct all drills required by State law. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur. Plans are posted in each classroom and other areas accessible to staff and students where required by law.

CROSS REFS.: Emergency/Safety Plans Handbook

Legal

ORC 149.433  
ORC 2305.235  
ORC 2923.11  
ORC 3301.56  
ORC 3313.20  
ORC 3313.669  
ORC 3313.717  
ORC 3313.719  
ORC 3313.951  
ORC 3314.03  
ORC 3314.16  
ORC 3701.85  
ORC 3737.73  
ORC 3737.99  
ORC 5502.262  
OAC 3301-5-01

## Cross References

EBAA - Reporting of Hazards  
EBBA - First Aid  
EBBC - Bloodborne Pathogens  
ECA - Buildings and Grounds Security  
ECG - Integrated Pest Management  
EEAC - School Bus Safety Program  
EF / EFB - Food Services Management/Free and Reduced-Price Food Services  
EFH - Food Allergies  
GBE - Staff Health and Safety  
JHCD - Administering Medicines to Students  
JHF - Student Safety  
KBCA - News Releases  
KK - Visitors to the Schools

DRAFT



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of College Credit Plus
Code	IGCH-R (Also LEC-R)
Status	
Adopted	August 14, 2001
Last Revised	August 8, 2022
Prior Revised Dates	01/10/2011, 04/13/2011, 11/25/2013, 05/11/2015, 07/08/2015, 08/08/2016, 07/05/2015, 12/18/2017, 10/08/2018, 11/08/2021

### 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 February 1 of each school year. The notice includes all information required by State law. The district promotes the CCP program on the District website, including details of current agreements with partnering colleges.

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

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

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

1. program eligibility;
2. any necessary financial arrangements for tuition, textbooks, and fees;
3. process of granting academic credits;
4. criteria for any transportation aid;
5. available support services;
6. scheduling;
7. the effect of the grade attained in the course being included in the student's grade-point average, if applicable;

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

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

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

### **Student Enrollment**

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

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

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

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

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

1. The Board awards comparable credit for the eligible course(s) completed at the college.
2. If no comparable course is offered, the Board grants an appropriate number of elective credits.
3. Any disputes between the student and the Board regarding high school credits granted for a course may be appealed by the student to the Ohio Department of Education (ODE). ODE's decision on these matters is final.
4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's

high school transcript in the fall for that school year.

5. Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system, CCP courses are treated in the same way as other advanced standing program or honors course.

### **High School/College Enrollment**

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

### **Student Eligibility**

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

1. be considered remediation-free on one of the Ohio Revised Code (RC) 3345.061(F) assessments;
2. have a cumulative unweighted high school grade point average (GPA) of at least 3.0;
3. have a cumulative unweighted high school GPA of at least 2.75 but less than 3.0 and received an "A" or "B" grade in a relevant high school course;
4. for participating seventh or eighth grade students without a cumulative unweighted high school GPA available, have received an A or B grade in a relevant high school course or
5. have participated in CCP prior to September 30, 2021 and scored within one standard error of measurement below the remediation-free threshold on one of the RC 3345.061(F) assessments and
  - A. have a cumulative high school GPA of at least 3.0 or for participating seventh or eighth grade students a cumulative GPA of 3.0 in the applicable grade level or
  - B. receive a recommendation from a school counselor, principal or career-technical program advisor.

### **Underperforming Students/CCP Probation**

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

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

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

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

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

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

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

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

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

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

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

The Superintendent's decision is final.

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

### **Summer Term Eligibility**

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

### **Financial Responsibilities**

1. If a student elects to enroll for college credit only (Option A), the student is responsible for all costs associated with the course.
2. If a student elects to enroll for the combination of high school/college credit (Option B), the District is responsible for all costs associated with the eligible course at a public college/university. Students participating in CCP under Option B at a private college may be charged tuition and/or fees unless they are economically disadvantaged.



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

#### Other Considerations

1. A student enrolled in the program follows the District attendance policy, as well as the District code of conduct, for curricular and extracurricular activities. These policies and codes are applicable during the time the student is attending high school and is on school property for any class or activity.
2. If a student is expelled from the District, the Board will deny high school credit for college courses taken during the period of the student's expulsion.  
The Superintendent/designee must send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the Board has denied high school credit for postsecondary education courses taken during the expulsion. If the expulsion period is extended, the Superintendent/designee must notify the college of the extension. The college may withdraw its acceptance of a student who has been expelled. Unless otherwise authorized by State law, the expelled student is ineligible to enroll in a college under CCP for subsequent college terms during the expulsion period.
3. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment. Adjustments to individual schedules may be made by the school administration.
4. The District will not deny students the opportunity to participate in extracurricular activities because of their participation in CCP. The District adheres to the Ohio High School Athletic Association and its own eligibility policy to participate in athletics.  
**~~In order to be eligible, the student must have passed five credits that count toward graduation during the prior grading period. The five credits used for eligibility determination~~** may be a combination of high school and college courses. Students also must meet any additional District eligibility requirements.



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Interscholastic Athletics
Code	IGDJ
Status	
Adopted	August 14, 2001
Last Revised	July 15, 2019
Prior Revised Dates	01/24/2005, 05/12/2008, 10/08/2012, 04/22/2013, 11/25/2013, 05/11/2015, 08/08/2016, 03/12/2018, 11/12/2018

### **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. **Programs regulated by OHSAA must also comply with all eligibility requirements established by the Association.** 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. The requirements also include that a student **must** 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.

~~If a student in grades 9–12 transfers at any time after establishing eligibility, the student is eligible 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, and are ineligible for the remainder of the regular season contests and ineligible to participate in OHSAA tournaments in the sports until the one-year anniversary date of enrollment in the school to which the student transferred. If the transfer takes place during the sport season in which a student has participated in a regular season interscholastic contest, the student is ineligible for the remainder of that sport's season and the student must finish fulfilling his/her transfer consequence, for only that sport in which the mid-season transfer occurred, at the commencement of the sport season the next school year and is ineligible for all preseason and regular season contests until the total number of regular season contests missed (including those missed during the previous season) equals 50% of the maximum allowable regular season contests in that sport. Exceptions to the eligibility 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 and STEAM 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 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 schooling 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.~~

Legal

- ORC 2305.23
- ORC 2305.231
- ORC 3313.537
- ORC 3313.5311
- ORC 3313.5312
- ORC 3313.539
- ORC 3313.66
- ORC 3313.661
- ORC 3313.664
- ORC 3315.062
- ORC 3319.303
- ORC 3321.04
- ORC 3707.52
- OAC Chapter 3301-27

## Cross References

IGCF - Home Schooling

IGCH (Also LEC) - College Credit Plus

IGD - Cocurricular and Extracurricular Activities

IGDK - Interscholastic Extracurricular Eligibility (Grades 7-12)

IKF - Graduation Requirements

JECBA - Admission of Exchange Students

JECBC - Admission of Students From State-Chartered, Non-Chartered or Home Schooling

JGD - Student Suspension

JGE - Student Expulsion

JN - Student Fees, Fines and Charges

DRAFT



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Interscholastic Extracurricular Eligibility (Grades 7-12)
Code	IGDK
Status	
Adopted	August 14, 2001
Last Revised	August 8, 2016
Prior Revised Dates	05/13/2003, 07/26/2004, 11/25/2013, 11/24/2014, 05/11/2015, 07/08/2015

### **Interscholastic Extracurricular Eligibility** (Grades 7-12)

The Board 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.

**In addition, students participating in any program regulated by the Ohio High School Athletic Association must also comply with all eligibility requirements established by the Association.**

**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.**
- 2. The definition of interscholastic extracurricular activities is defined as a school-sponsored student activity involving more than one school or school district.**
- 3. Interscholastic extracurricular activity does not include any activity included in the District's graded course of study.**

Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.

- 5. The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. In order to be eligible, a 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.**
- 6. 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.**
- 7. Summer school grades earned may not be used to substitute for grades from the preceding grading period of the regular school year.**
- 8. In addressing Ohio Revised Code 3313.535(D), the Board has adopted these policies and they shall apply to all students enrolled in this District.**
- 9. 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.**
- 10. A student with an IEP may be exempt from the grading provisions set forth in this policy.**

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.

CROSS REFS.: Student Handbooks

## Legal

ORC 2305.23  
ORC 2305.231  
ORC 3313.535  
ORC 3313.537  
ORC 3313.5311  
ORC 3313.5312  
ORC 3313.66  
ORC 3313.661  
ORC 3315.062  
OAC Chapter 3301-27

## Cross References

IGD - Cocurricular and Extracurricular Activities  
IGDJ - Interscholastic Athletics  
JECBA - Admission of Exchange Students  
JECBC - Admission of Students From State-Chartered, Non-Chartered or Home Schooling  
JFC - Student Conduct (Zero Tolerance)

DRAFT



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Career Advising
Code	IJA
Status	
Adopted	May 11, 2015
Last Revised	June 15, 2020

### **Career Advising**

The Board views career advising as helping students understand themselves relative to their abilities, aptitudes, interests, attitudes, strengths and limitations. This process is meant to assist students in the development of their potential and their decisions relating to educational and career matters. This policy is supplemented by student graduation plans developed in accordance with law.

This policy is reviewed biennially and made available to students, parents, guardians/custodians, local postsecondary institutions and residents of the District. This policy is posted in a prominent location on the District website.

The District will do all of the following.

1. Provide students with grade-level examples linking schoolwork to one or more career field(s) through use of the State Board adopted career connections.
2. Create a plan to provide career advising to students in grades six through 12.
3. Provide additional interventions and career advising for students who are identified as at risk of dropping out of school using both research- and locally-based methods developed with input from classroom teachers and guidance counselors.
4. Train employees on advising students on career pathways, including the use of online tools.
5. Develop multiple, clear academic pathways students can use to earn a high school diploma.
6. Identify and publicize courses in which students can earn both traditional academic and career-technical credit.
7. Document career advising provided to each student.
8. Prepare students for their transition from high school to their postsecondary destinations.
9. **Include information regarding career fields that require an industry-recognized credential, certificate, associate's degree, bachelor's degree, graduate degree, or professional degree.**
10. **Provide students with information about ways a student may offset the costs of post-secondary education, including but not limited to the following programs:**
  - A. **Reserve Officer Training Corps;**
  - B. **College Credit Plus program;**
  - C. **Ohio Guaranteed Transfer Pathways initiative and**
  - D. **Joint academic programming or dual enrollment opportunities.**



Student success plans (SSP) are developed for students identified as at risk of dropping out of school. A SSP identifies the student's chosen academic pathway to graduation and the role of career-technical and competency based education and experiential learning, as appropriate in that chosen pathway. The student's parents, guardians or custodians are invited to assist in the development of the SSP. A copy of the SSP, a statement regarding the importance of a high school diploma and the academic pathways available to the student for successful graduation **are is** provided to parents, guardians or custodians who do not participate in development of the student's SSP. Following SSP development, the District provides career advising aligned with the student's individual plan and the District's plan for career advising.

Legal                      ORC 3313.617  
                                 ORC 3313.6020

Cross References      AFI - Evaluation of Educational Resources  
                                 IJ - Guidance Program  
                                 IKFC - Graduation Plans and Students at Risk of not Qualifying for a High School Diploma  
                                 IL - Student Assessment  
                                 JK - Employment of Students

DRAFT



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of School Ceremonies and Observances/Patriotic Exercises
Code	IND / INDA
Status	
Adopted	August 14, 2001
Last Revised	April 11, 2022
Prior Revised Dates	10/11/2005, 12/14/2009, 05/11/2015, 10/26/2020

### **School Ceremonies and Observances/Patriotic Exercises**

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

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

### **Religious Holidays and Observances**

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

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

"Religious celebration" is defined as:

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

## Patriotic Exercises

The Board requires the recitation of the Pledge of Allegiance to the flag as part of the school program. The time and manner of which shall be determined by the Superintendent. Every classroom shall display the American flag. The District is prohibited from preventing a teacher from having students recite the Pledge of Allegiance to the flag in the teacher's classroom.

All individuals are prohibited from altering the wording of the Pledge of Allegiance.

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

The Board prohibits the intimidation of any individual by other individuals aimed at coercing participation in reciting the pledge.

## School Prayer

**The Board certifies that it does not have, nor will it adopt, any policies that deny or prevent participation in constitutionally protected school prayer.**

## Constitution Day

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

## Legal

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

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

ORC 5.23

ORC 3313.601

ORC 3313.602

ORC 3313.63

ORC 3313.80

ORC 3320.01

ORC 3320.02

ORC 3320.03

OAC 3301-35-04



Book	Policy Manual
Section	Section J: Student
Title	Copy of Tobacco Use by Students/Alcohol Use by Students/Student Drug Abuse (Offenses and Disciplinary Action)
Code	JFCG-R/JFCH-R/JFCI-R
Status	
Adopted	August 14, 2001
Last Revised	August 8, 2016
Prior Revised Dates	04/12/2005, 05/11/2015

**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:
  - i. The student shall be suspended out of school for ten (10) days - OR -
  - ii. 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 -
  - iii. 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, 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~~ **Alternative Learning Center** 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.

#### **City of Hilliard Diversion Program**

**Consequences may be reduced, at the discretion of the administrator, when a student has been referred to and accepted into the City of Hilliard Youth Diversion Program for the same conduct that is the subject of discipline and the parents/guardians and student have agreed that the student will participate in the Diversion Program.**

#### **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.

DRAFT



Book	Policy Manual
Section	Section L: Education Agency Relations
Title	Copy of College Credit Plus
Code	LEC-R (Also IGCH-R)
Status	
Adopted	August 14, 2001
Last Revised	August 8, 2022
Prior Revised Dates	01/10/2011, 04/13/2011, 11/25/2013, 05/11/2015, 07/08/2015, 08/08/2016, 07/05/2015, 12/18/2017, 10/08/2018, 11/08/2021

### **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 February 1 of each school year. The notice includes all information required by State law. The district promotes the CCP program on the District website, including details of current agreements with partnering colleges.

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

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

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

1. program eligibility;
2. any necessary financial arrangements for tuition, textbooks, and fees;
3. process of granting academic credits;
4. criteria for any transportation aid;
5. available support services;
6. scheduling;
7. the effect of the grade attained in the course being included in the student's grade-point average, if applicable;



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

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

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

### **Student Enrollment**

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

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

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

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

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

1. The Board awards comparable credit for the eligible course(s) completed at the college.
2. If no comparable course is offered, the Board grants an appropriate number of elective credits.
3. Any disputes between the student and the Board regarding high school credits granted for a course may be appealed by the student to the Ohio Department of Education (ODE). ODE's decision on these matters is final.
4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's

high school transcript in the fall for that school year.

5. Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system, CCP courses are treated in the same way as other advanced standing program or honors course.

### **High School/College Enrollment**

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

### **Student Eligibility**

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

1. be considered remediation-free on one of the Ohio Revised Code (RC) 3345.061(F) assessments;
2. have a cumulative unweighted high school grade point average (GPA) of at least 3.0;
3. have a cumulative unweighted high school GPA of at least 2.75 but less than 3.0 and received an "A" or "B" grade in a relevant high school course;
4. for participating seventh or eighth grade students without a cumulative unweighted high school GPA available, have received an A or B grade in a relevant high school course or
5. have participated in CCP prior to September 30, 2021 and scored within one standard error of measurement below the remediation-free threshold on one of the RC 3345.061(F) assessments and
  - A. have a cumulative high school GPA of at least 3.0 or for participating seventh or eighth grade students a cumulative GPA of 3.0 in the applicable grade level or
  - B. receive a recommendation from a school counselor, principal or career-technical program advisor.

### **Underperforming Students/CCP Probation**

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

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

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

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

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

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

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

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

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

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

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

The Superintendent's decision is final.

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

### **Summer Term Eligibility**

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

### **Financial Responsibilities**

1. If a student elects to enroll for college credit only (Option A), the student is responsible for all costs associated with the course.
2. If a student elects to enroll for the combination of high school/college credit (Option B), the District is responsible for all costs associated with the eligible course at a public college/university. Students participating in CCP under Option B at a private college may be charged tuition and/or fees unless they are economically disadvantaged.

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

#### Other Considerations

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

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

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