



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
Friday, March 11, 2022, Friday, April 8, 2022  
and Friday, May 13, 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  
Samantha Althouse, Director of Middle Level Education

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

# RECOMMENDATION

Third Reading & Adoption  
August 8, 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. ACB-E (Also IGBA-E) – Procedural Safeguards Notice
2. ACB-R – Nondiscrimination on the Basis of Disability
3. BDDH (Also KD) – Public Participation at Board Meetings (*revised after second reading*)
4. BF – Board Policy Development and Adoption (*revised after second reading*)
5. BFB – Preliminary Development of Policies (*Rescind*)
6. BFB-E – Preliminary Development of Policies (*Rescind*)
7. BFC – Policy Adoption (*Rescind*)
8. DBDA – Cash Balance Reserve
9. EEACC (Also JFCC) – Student Conduct on District Managed Transportation
10. GCB-2 – Professional and Certificated Staff Contracts and Compensation Plans (Administrators)
11. GCB-2-R – Professional and Certificated Staff Contracts and Compensation Plans (Administrators)
12. IGBA-E (Also ACB-E) – Procedural Safeguards Notice
13. IGCD (Also LEB) – Educational Options
14. IGCD-R (Also LEB-R) – Educational Options
15. IGCH-R (Also LEC-R) – College Credit Plus
16. IGCK – Blended Learning
17. JB-R – Equal Educational Opportunities (Non-Discrimination Statement)
18. JFCC (Also EEACC) – Student Conduct on District Managed Transportation
19. JFI – Student Demonstrations and Strikes (*removed after second reading*)
20. KD (Also BDDH) – Public Participation at Board Meetings (*revised after second reading*)
21. LEB (Also IGCD) – Educational Options
22. LEB-R (Also IGCD-R) – Educational Options
23. 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 – June 13, 2022
- Second reading – July 7, 2022
- Third reading and adoption – August 8, 2022



Book	Policy Manual
Section	Section A: Foundations And Basic Commitments
Title	Copy of Procedural Safeguards Notice
Code	ACB-E/IGBA-E
Status	

### Procedural Safeguards Notice

The following is a description of the rights and options granted by Federal law to students with disabilities under Section 504 of the Rehabilitation Act and their parents or guardians. Should you have any questions, please contact the **Director of Student Services 504 Compliance Officer** 2140 Atlas Street, Columbus, OH 43228, 614-921-7000. Parents/guardians with children that are disabled as defined under Section 504 have the right to:

1. have the District advise you of your rights and options under Federal Law.
2. receive notice with respect to identification, evaluation or placement of your child. Parents/guardians either will be invited to participate in 504 Team meetings or otherwise will be given a meaningful opportunity to provide input into 504 Team decisions regarding the identification, evaluation and placement of students with disabilities before such decisions are made.
3. have your child receive a free appropriate public education. This includes the right to have your child educated with students without disabilities to the maximum extent appropriate to the needs of your child. It also includes the right to have the District provide regular or special education and related aids and service that are designed to meet the needs of your child as adequately as the needs of nondisabled students are met.
4. have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who know the student, evaluation data and placement options. These sources include aptitude and achievements tests, teacher recommendations, physical condition, social or cultural background, adaptive behavior, and information from the parents about the student and the impact the disability has on the student's ability to participate in the District's programs. Information from all sources will be documented and carefully considered.
5. no cost for transportation charged to students with disabilities beyond what is charged to students without disabilities if the District places the student with a disability at the alternate placement because it is unable to offer the student a FAPE in the program operated by the District.
6. have your child given an equal opportunity to participate in non-academic and extracurricular activities offered by the District.
7. examine all relevant records relating to decisions regarding your child's identification, evaluation, education program and placement.
8. a response from the District to reasonable requests for explanations and interpretations of your child's records.
9. request amendment of your child's education records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the District refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing. This hearing will be according to the Family Educational Rights and Privacy Act (FERPA) and should not be confused with an impartial due process hearing.
10. request for mediation. If a parent/guardian disagrees with the identification, evaluation, educational placement or the provision of a free appropriate public education for his/her child, the parent/guardian may make a written request for mediation to the Superintendent. The Superintendent will designate an impartial mediator to mediate at a time and place

mutually agreeable to the parents and the District.

11. requests for impartial due process hearing. The following details the procedure:

- A. If the parent/guardian disagrees with the identification, evaluation, educational placement or the provisions of a free appropriate public education for his/her child, the parent/guardian may make a written request for an impartial due process hearing to the Superintendent. This written request must include a description of the nature of the problem of the child including facts relating to the problem and a proposed resolution of the problem to the extent known and available to the parent/guardian at the time.
- B. The District may initiate a hearing regarding the identification, evaluation or educational placement of the student or the provision of a free appropriate public education to the student. The District shall notify the parent/guardian of the specific reason(s) for the request.
- C. Such hearing shall be conducted within 40 instructional days after the request, unless the hearing officer grants an extension, and at a time and place reasonably convenient to the District and the parent. Upon receipt of the parent's or local District's request for a hearing, the Superintendent/designee shall designate the impartial hearing officer. The District shall pay any hearing officer's fee and expenses and shall either tape record the hearing or have the hearing transcribe.
- D. The child and the parent shall have the right to examine relevant records, to participate and to be represented by counsel. The District may inform the parent of any free or low-cost legal services available in the area if the parent requests the information or if the District initiates a hearing.
- E. The parent or the parent's counsel and the District or its counsel shall have the right to present evidence and testimony, including expert medical, psychological or education testimony, at the impartial hearing. Introduction of any evidence at the hearing that has not been disclosed to the other party at least five business days before the hearing is prohibited, subject to the discretion of the hearing officer. The decision of the hearing officer shall be based solely upon the evidence presented at the hearing.
- F. Within 25 instructional days after the hearing, the hearing officer shall render a decision in writing. Such decision shall include findings of fact, conclusions of law, and order, if necessary, which will be binding on all parties. The dated decision shall be sent by mail to the parent and the Superintendent and shall contain notice of the right to a review of the decision. The decision shall be implemented no later than 20 instructional days following the date of the decision, unless review is sought by either party.
- G. If a due process hearing has been requested under the Individuals with Disabilities Education Act (IDEA) or Ohio Revised Code Chapter 3323, a hearing officer qualified as to the IDEA/Ch.3323 proceeding may preside in a joint hearing for IDEA/Ch 3323 and Section 504. The hearing and appeal procedures and timeline will proceed in accordance with the IDEA/Ch. 3323. The issues for each IDEA/Ch. 3323 or Section 504 determination shall be clearly defined at the outset, and determinations by the hearing officer will be separate and distinct.

12. requests for review (appeal) of the hearing. The following details the procedure:

- A. A petition to review (appeal) the decision of a hearing officer may be made by any party to the hearing. The request must be in writing, sent to the Superintendent and the opposing party, be specific as to the objections and be post-marked within 20 days of the date of the hearing officer's decision. The District is responsible for hiring and paying any costs of an Impartial Review (Appeals) Officer to conduct an impartial review of the record as a whole and who may, at his/her election, conduct his/her review with or without legal briefing and oral argument. Such review shall be conducted within 20 instructional days of the receipt of the Petition for Review, unless either party requests an extension of time.
- B. The Review (Appeals) Officer shall issue a decision and send that decision to both parties.



Book	Policy Manual
Section	Section A: Foundations And Basic Commitments
Title	Copy of Nondiscrimination on the Basis of Disability
Code	ACB-R
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	09/23/2002, 04/26/2010

## **Nondiscrimination on the Basis of Disability**

### **Section 504 Identification, Evaluation and Placement**

Federal law prohibits discrimination against a person with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment, which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such an impairment or
3. is regarded as having such an impairment.

In order to fulfill its obligation, the District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the District. Grievances concerning any violation of this policy should be submitted in writing to the **Director of Student Support Services 504 Compliance Officer**, 2140 Atlas Street, Columbus, OH 43228, 614-921-7000. The **Director of Student Support Services 504 Compliance Officer** shall conduct any necessary investigation. The Superintendent/designee shall provide a prompt and equitable resolution of the complaint.

With respect to students, the District has specific responsibilities under the Act, which are detailed in the Procedural Safeguards Notice to parents and guardians with children that are disabled as defined under Section 504.



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Public Participation at Board Meetings
Code	BDDH (Also KD)
Status	
Adopted	August 14, 2001
Last Revised	May 17, 2021
Prior Revised Dates	05/12/2008, 05/11/2015

### Public Participation at Board Meetings

All meetings of the Board and Board-appointed committees are open to the public.

In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at each meeting. **The period of public participation may be extended by a vote of the majority of Board members present.**

Persons wishing to address the Board shall submit a formal request that includes their name **and**, address, **and the topic they desire to present before the Board**. Each person addressing the Board shall give **his/her their** name. Each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. **The period of public participation may be extended by a vote of the majority of Board members present.**

Board members may ask questions of the speaker for information or clarification and may or may not make comments in response to a speaker's remarks. No Board member has the power or authority to act for the Board; therefore, no response from an individual Board member shall be interpreted as an official action of the Board. Portions of the Board meeting are digitally recorded.

Agendas are available to all those who attend Board meetings. The section on the agenda for public participation shall be indicated. A short paragraph outlining the Board's policy on public participation at Board meetings will be available at each Board meeting.

Legal	ORC 121.22 ORC 3313.20
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Cross References	BCE - Board Committees BD - School Board Meetings BDDDB - Agenda Format BDDC - Agenda Preparation and Dissemination BG (Also GBD) - Board-Staff Communications
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Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Board Policy Development and Adoption
Code	BF
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	07/12/2005

### **Board Policy Development and Adoption**

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

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

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

**Proposals regarding Board policies and operations may originate at any of several sources, including students, parents, community residents, employees, Board members, the Superintendent, the policy service provider, consultants, or civic groups. Regardless of where the proposal originated, the Superintendent/designee shall share the proposal with all Board members.**

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

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

**The agenda for the Policy Review Committee will be set by the Superintendent/designee in consultation with the Board members on the Policy Review Committee. A proposal will automatically be placed on the agenda at the written request of any two Board members or when the proposal has been made by the Board's policy service provider.**

**The Policy Review Committee will review and discuss all proposals placed on the agenda and will make recommendations to the Board to accept, modify or reject proposals made. The Committee's recommendations will be made by consensus. If consensus cannot be reached, any differing recommendations will be recorded in the Committee's minutes. The Superintendent/designee will provide**

**the minutes to all Board members. After considering the work of the Committee, the Superintendent, in consultation with the Board President, will determine what policies will be placed on the Board agenda per Board policy BDDC. Final action on proposals, whatever their sources, is by the Board in accordance with this policy.**

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

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

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

**When the superintendent determines there is an emergency, policies may be adopted or amended at a single meeting of the Board without review by the Policy Review Committee. An emergency shall be defined for the purposes of this policy as any situation or set of circumstances which the Superintendent has reason to believe that the education or operations of the District will be substantially disrupted or the safety or welfare of the students, employees or school community will be jeopardized.**

Legal ORC 3313.20

Cross References

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



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

**RESCIND**

#### **Preliminary Development of Policies**

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

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

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

Cross References      [BFC - Policy Adoption](#)





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

**RESCIND**

**Preliminary Development of Policies**

BFB-E.pdf (59 KB)

DRAFT



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

**RESCIND**

#### **Policy Adoption**

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

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

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

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



Book	Policy Manual
Section	Section D: Fiscal Management
Title	Copy of Cash Balance Reserve
Code	DBDA
Status	
Adopted	August 14, 2006
Last Revised	May 11, 2015

### Cash Balance Reserve

The Board believes that maintaining a cash reserve balance of ~~1~~20% of operating expenses is necessary in the interest of sound fiscal management.

The Board affirms that tax levies shall be pursued, and/or the District's finances otherwise managed, to ensure a General fund cash balance equivalent to at least ~~1~~20% of operating expenses.

Upon receiving any indication that such a cash balance may not be achieved at any point within the rolling five-year financial forecast period, the Treasurer shall report such a finding to the Board. Upon such notification by the Treasurer, the Superintendent and Treasurer will propose options that the Board may consider to forestall such an eventuality.

All deliberations and formal actions of the Board or any of its committees relating to the adoption of this resolution are held in open meetings in compliance with the law.

Legal	ORC 5705.01
	ORC 5705.28 through 5705.32
	ORC 5705.35
	ORC 5705.36
	ORC 5705.37
	ORC 5705.39
	ORC 5705.391

Cross References	AE - School District Goals and Objectives
	DBD - Long-Term Financial Planning (Five-Year Forecast)
	DE - Revenues From Tax Sources



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

### **Student Conduct on District Managed Transportation**

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

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

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

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

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

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

CROSS REFS.: Staff Handbooks  
Student Handbooks

Legal  
ORC 3327.01  
ORC 3327.014  
OAC 3301-83-08

Cross References  
JFC - Student Conduct (Zero Tolerance)  
JG - Student Discipline



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

### **Professional and Certificated Staff Contracts and Compensation Plans** (Administrators)

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

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

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

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

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

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

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

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

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

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

Legal

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

Cross References

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

DRAFT



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

**Professional and Certificated Staff Contracts and Compensation Plans**  
(Administrators)

The Board may request the State Board of Education to issue an alternative administrative license valid for employing a superintendent, **principal or assistant principal** or **any** other **administrator administrative specialist working in a central office or supervisory capacity**, as specified by the Board.

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

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

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



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Procedural Safeguards Notice
Code	IGBA-E/Also ACB-E
Status	

### Procedural Safeguards Notice

The following is a description of the rights and options granted by Federal law to students with disabilities under Section 504 of the Rehabilitation Act and their parents or guardians. Should you have any questions, please contact the **Director of Student Services 504 Compliance Officer** 2140 Atlas Street, Columbus, OH 43228, 614-921-7000. Parents/guardians with children that are disabled as defined under Section 504 have the right to:

1. have the District advise you of your rights and options under Federal Law.
2. receive notice with respect to identification, evaluation or placement of your child. Parents/guardians either will be invited to participate in 504 Team meetings or otherwise will be given a meaningful opportunity to provide input into 504 Team decisions regarding the identification, evaluation and placement of students with disabilities before such decisions are made.
3. have your child receive a free appropriate public education. This includes the right to have your child educated with students without disabilities to the maximum extent appropriate to the needs of your child. It also includes the right to have the District provide regular or special education and related aids and service that are designed to meet the needs of your child as adequately as the needs of nondisabled students are met.
4. have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who know the student, evaluation data and placement options. These sources include aptitude and achievements tests, teacher recommendations, physical condition, social or cultural background, adaptive behavior, and information from the parents about the student and the impact the disability has on the student's ability to participate in the District's programs. Information from all sources will be documented and carefully considered.
5. no cost for transportation charged to students with disabilities beyond what is charged to students without disabilities if the District places the student with a disability at the alternate placement because it is unable to offer the student a FAPE in the program operated by the District.
6. have your child given an equal opportunity to participate in non-academic and extracurricular activities offered by the District.
7. examine all relevant records relating to decisions regarding your child's identification, evaluation, education program and placement.
8. a response from the District to reasonable requests for explanations and interpretations of your child's records.
9. request amendment of your child's education records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the District refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing. This hearing will be according to the Family Educational Rights and Privacy Act (FERPA) and should not be confused with an impartial due process hearing.
10. request for mediation. If a parent/guardian disagrees with the identification, evaluation, educational placement or the provision of a free appropriate public education for his/her child, the parent/guardian may make a written request for mediation to the Superintendent. The Superintendent will designate an impartial mediator to mediate at a time and place



mutually agreeable to the parents and the District.

11. requests for impartial due process hearing. The following details the procedure:

- A. If the parent/guardian disagrees with the identification, evaluation, educational placement or the provisions of a free appropriate public education for his/her child, the parent/guardian may make a written request for an impartial due process hearing to the Superintendent. This written request must include a description of the nature of the problem of the child including facts relating to the problem and a proposed resolution of the problem to the extent known and available to the parent/guardian at the time.
- B. The District may initiate a hearing regarding the identification, evaluation or educational placement of the student or the provision of a free appropriate public education to the student. The District shall notify the parent/guardian of the specific reason(s) for the request.
- C. Such hearing shall be conducted within 40 instructional days after the request, unless the hearing officer grants an extension, and at a time and place reasonably convenient to the District and the parent. Upon receipt of the parent's or local District's request for a hearing, the Superintendent/designee shall designate the impartial hearing officer. The District shall pay any hearing officer's fee and expenses and shall either tape record the hearing or have the hearing transcribe.
- D. The child and the parent shall have the right to examine relevant records, to participate and to be represented by counsel. The District may inform the parent of any free or low-cost legal services available in the area if the parent requests the information or if the District initiates a hearing.
- E. The parent or the parent's counsel and the District or its counsel shall have the right to present evidence and testimony, including expert medical, psychological or education testimony, at the impartial hearing. Introduction of any evidence at the hearing that has not been disclosed to the other party at least five business days before the hearing is prohibited, subject to the discretion of the hearing officer. The decision of the hearing officer shall be based solely upon the evidence presented at the hearing.
- F. Within 25 instructional days after the hearing, the hearing officer shall render a decision in writing. Such decision shall include findings of fact, conclusions of law, and order, if necessary, which will be binding on all parties. The dated decision shall be sent by mail to the parent and the Superintendent and shall contain notice of the right to a review of the decision. The decision shall be implemented no later than 20 instructional days following the date of the decision, unless review is sought by either party.
- G. If a due process hearing has been requested under the Individuals with Disabilities Education Act (IDEA) or Ohio Revised Code Chapter 3323, a hearing officer qualified as to the IDEA/Ch.3323 proceeding may preside in a joint hearing for IDEA/Ch 3323 and Section 504. The hearing and appeal procedures and timeline will proceed in accordance with the IDEA/Ch. 3323. The issues for each IDEA/Ch. 3323 or Section 504 determination shall be clearly defined at the outset, and determinations by the hearing officer will be separate and distinct.

12. requests for review (appeal) of the hearing. The following details the procedure:

- A. A petition to review (appeal) the decision of a hearing officer may be made by any party to the hearing. The request must be in writing, sent to the Superintendent and the opposing party, be specific as to the objections and be post-marked within 20 days of the date of the hearing officer's decision. The District is responsible for hiring and paying any costs of an Impartial Review (Appeals) Officer to conduct an impartial review of the record as a whole and who may, at his/her election, conduct his/her review with or without legal briefing and oral argument. Such review shall be conducted within 20 instructional days of the receipt of the Petition for Review, unless either party requests an extension of time.
- B. The Review (Appeals) Officer shall issue a decision and send that decision to both parties.



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

### Educational Options

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

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

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

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

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

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

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

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

Legal	OAC 3301-35-01(D)
	OAC 3301-35-02(C)

Cross References

IGCH (Also LEC) - College Credit Plus

IKE - Promotion and Retention of Students

IKF - Graduation Requirements

JN - Student Fees, Fines and Charges

DRAFT



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

### **Educational Options**

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

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

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

- 1. instructional and performance objectives aligned with the District or school's curriculum requirements;**
- 2. an outline specifying instructional activities, materials and learning environments and**

**3. a description of the criteria and methods for assessing student performance.**

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

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	November 8, 2021
Prior Revised Dates	01/10/2011, 04/13/2011, 11/25/2013, 05/11/2015, 07/08/2015, 08/08/2016, 07/05/2015, 12/18/2017, 10/08/2018

### **College Credit Plus**

#### **District Obligations**

The District is required to notify all 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; **or**
- 2. **have a cumulative unweighted high school grade point average (GPA) of at least 3.0;**
- 3. **have a cumulative unweighted high school GPA of at least 2.75 but less than 3.0 and received an "A" or "B" grade in a relevant high school course;**
- 4. **for participating seventh or eighth grade students without a cumulative unweighted high school GPA available, have received an A or B grade in a relevant high school course or meet an alternative remediation-free option as defined by the Chancellor of ODHE in consultation with the State Superintendent of Public Instruction or**
- 5. have participated in CCP prior to September 30, 2021, and scored within one standard error of measurement below the remediation-free threshold on one of the RC 3345.061(F) assessments and
  - A. have a cumulative high school **grade point average (GPA)** of at least 3.0 or for participating seventh or eighth grade students a cumulative GPA of 3.0 in the applicable grade level or
  - B. receive a recommendation from a school counselor, principal or career-technical program advisor.

### Underperforming Students/CCP Probation

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

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

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

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

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

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

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

Each secondary school establishes an academic progress policy defining the progress students must achieve to be reinstated in CCP on CCP probation. The policy must state that failure to make academic progress as defined in the policy will result in an extension of CCP



dismissal. The policy also includes the procedures for a student to request an appeal of their CCP status.

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

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

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

The Superintendent's decision is final.

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

### **Summer Term Eligibility**

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

### **Financial Responsibilities**

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

### **Other Considerations**

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

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

3. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment. Adjustments to individual schedules may be made by the school administration.

4. The District will not deny students the opportunity to participate in extracurricular activities because of their participation in CCP. The District adheres to the Ohio High School Athletic Association and its own eligibility policy to participate in athletics. In order to be eligible, the student must have passed five credits that count toward graduation during the prior grading period. The five credits may be a combination of high school and college courses. Students also must meet any additional District eligibility requirements.

DRAFT



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

### Blended Learning

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

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

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

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

Legal

ORC 3301.079

ORC 3302.41

OAC 3301-35-03

Cross References

AFE (Also IM) - Evaluation of Instructional Programs

EDE - Computer/Online Services

GBH (Also JM) - Staff-Student Relations

GCL - Professional and Certificated Staff Development Opportunities

IKE - Promotion and Retention of Students

JO - Student Records

DRAFT



Book	Policy Manual
Section	Section J: Student
Title	Copy of Equal Educational Opportunities (Non-Discrimination Statement)
Code	JB-R
Status	
Adopted	August 14, 2001
Last Revised	April 25, 2016
Prior Revised Dates	07/09/2008, 04/26/2010, 04/22/2013, 05/11/2015

### **Equal Educational Opportunities** (Non-Discrimination Statement)

#### **Student Grievance Procedure**

Any student who feels that **he/she has they have** suffered discrimination by being denied the opportunity to participate in, or obtain the benefits of, an educational program offered by the Hilliard City School District and that such discrimination resulted from **his/her their** gender, sexual orientation, marital or parental status, pregnancy, race, ethnicity, national origin, religious belief, disability, or military status may seek resolution through the following grievance procedure.

#### **Definition:**

A "grievance" shall mean a complaint which can be filed at any time by a student or by a student's parent, on **his/her their** behalf, dealing specifically with alleged discrimination on the basis described above. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in State laws or in which the Board is without authority to act. Normal channels of communication, from student to teacher to administrator to Board, shall be used whenever feasible in seeking clarification of questions of concern to the student before the grievance procedure is utilized. These normal channels of communication are encouraged but are not required before the complainant utilizes the formal grievance procedure.

#### **Purpose:**

The primary purpose of this procedure shall be to secure, at the earliest level possible, equitable solution to a complaint. The proceedings shall be kept confidential at each level of this procedure.

#### **Time:**

The number of days indicated at each level shall be regarded as a maximum and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration. In the event a complaint is filed on or after May 1, the time limits stated hereafter shall include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.

#### **Level One:**

A student (or parent) with a complaint shall first present it orally and informally to **his/her their** teacher or activity supervisor. If the complaint is not resolved at this level, **he/she they** may proceed to level two. Level one is not a requirement. The complainant may choose to utilize this option or may proceed directly to level two.

#### **Level Two:**

The student (or parent) is to present a formal complaint, in writing with all supporting documents and evidence, to the building principal or the director of student **well-being support services**, 2140 Atlas Street, Columbus, Ohio 43228. The principal or director of **pupil services student well-being** shall investigate the complaint and render a decision within 10 school days after receiving the complaint. The lack of any supporting documents or evidence does not render a complaint invalid; the District has an obligation to investigate a written complaint, with no evidence attached to it. "Investigate" shall mean the right to present evidence and identify witnesses, which the District will interview.

#### **Level Three:**

If the complainant deems it desirable to carry the complaint beyond the decision reached in level two, **he/she they** may within 10 school days file **his/her their** complaint with the Superintendent or designee. The Superintendent or designee shall evaluate the evidence and render **his/her their** decision within 10 school days after receiving the appeal.

#### **Withdrawal:**

A complaint may be withdrawn by the complainant at any level without prejudice or record.

#### **Hearings and Decisions:**

At each of the above three levels, the complainant shall be given the opportunity to be present and to be heard. All decisions at each level (with the exception of level one) shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.

#### **Reprisals:**

No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the grievance procedure by reason of such participation.

#### **Preservation of Records:**

All proceedings external to the decision of the Board shall be destroyed. However, any complainant who wishes the proceedings (relative to **his/her their** own complaint) to be placed in **his/her their** school records may achieve such action by filing a written request therefore.

#### **Disclaimer:**

In the adoption and implementation of this grievance procedure, it shall be understood that the Board is not a court of law and that rules of jurisdiction shall not apply.



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

### **Student Conduct on District Managed Transportation**

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

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

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

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

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

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

CROSS REFS.: Staff Handbooks  
Student Handbooks

Legal  
ORC 3327.01  
ORC 3327.014  
OAC 3301-83-08

Cross References  
JFC - Student Conduct (Zero Tolerance)  
JG - Student Discipline



Book	Policy Manual
Section	Section K: School-Community Relations
Title	Copy of Public Participation at Board Meetings
Code	KD (Also BDDH)
Status	
Adopted	August 14, 2001
Last Revised	May 17, 2021
Prior Revised Dates	05/12/2008, 05/11/2015, 05/17/2021

### Public Participation at Board Meetings

All meetings of the Board and Board-appointed committees are open to the public.

In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at each meeting. **The period of public participation may be extended by a vote of the majority of Board members present.**

Persons wishing to address the Board shall submit a formal request that includes their name **and**, address, **and the topic they desire to present before the Board**. Each person addressing the Board shall give **his/her their** name. Each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. **The period of public participation may be extended by a vote of the majority of Board members present.**

Board members may ask questions of the speaker for information or clarification and may or may not make comments in response to a speaker's remarks. No Board member has the power or authority to act for the Board; therefore, no response from an individual Board member shall be interpreted as an official action of the Board. Portions of the Board meeting are digitally recorded.

Agendas are available to all those who attend Board meetings. The section on the agenda for public participation shall be indicated. A short paragraph outlining the Board's policy on public participation at Board meetings will be available at each Board meeting.

Legal	ORC 121.22 ORC 3313.20
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Cross References	BCE - Board Committees BD - School Board Meetings BDDDB - Agenda Format BDDC - Agenda Preparation and Dissemination
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Book	Policy Manual
Section	Section L: Education Agency Relations
Title	Copy of Educational Options
Code	LEB (Also IGCD)
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	06/11/2002

### **Educational Options**

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

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

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

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

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

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

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

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

Legal	OAC 3301-35-01(D) OAC 3301-35-02(C)
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Cross References

IGCH (Also LEC) - College Credit Plus

IKE - Promotion and Retention of Students

IKF - Graduation Requirements

JN - Student Fees, Fines and Charges

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

### **Educational Options**

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

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

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

- 1. instructional and performance objectives aligned with the District or school's curriculum requirements;**
- 2. an outline specifying instructional activities, materials and learning environments and**

**3. a description of the criteria and methods for assessing student performance.**

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

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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	November 8, 2021
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### 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; **or**
- 2. **have a cumulative unweighted high school grade point average (GPA) of at least 3.0;**
- 3. **have a cumulative unweighted high school GPA of at least 2.75 but less than 3.0 and received an "A" or "B" grade in a relevant high school course;**
- 4. **for participating seventh or eighth grade students without a cumulative unweighted high school GPA available, have received an A or B grade in a relevant high school course or meet an alternative remediation-free option as defined by the Chancellor of ODHE in consultation with the State Superintendent of Public Instruction or**
- 5. have participated in CCP prior to September 30, 2021, and scored within one standard error of measurement below the remediation-free threshold on one of the RC 3345.061(F) assessments and
  - A. have a cumulative high school **grade point average (GPA)** of at least 3.0 or for participating seventh or eighth grade students a cumulative GPA of 3.0 in the applicable grade level or
  - B. receive a recommendation from a school counselor, principal or career-technical program advisor.

### Underperforming Students/CCP Probation

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

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

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

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

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

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

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

Each secondary school establishes an academic progress policy defining the progress students must achieve to be reinstated in CCP on CCP probation. The policy must state that failure to make academic progress as defined in the policy will result in an extension of CCP

dismissal. The policy also includes the procedures for a student to request an appeal of their CCP status.

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

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

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

The Superintendent's decision is final.

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

### **Summer Term Eligibility**

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

### **Financial Responsibilities**

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

### **Other Considerations**

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

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

3. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment. Adjustments to individual schedules may be made by the school administration.



4. The District will not deny students the opportunity to participate in extracurricular activities because of their participation in CCP. The District adheres to the Ohio High School Athletic Association and its own eligibility policy to participate in athletics. In order to be eligible, the student must have passed five credits that count toward graduation during the prior grading period. The five credits may be a combination of high school and college courses. Students also must meet any additional District eligibility requirements.

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