



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent

Thursday, December 7, 2023, 4:00 PM Central Office

Hilliard City School District
Operations Department

Committee Members

Nadia Long, Board of Education
Kara Crowley, Board of Education
Melissa Swearingen, Treasurer/CFO
Mike McDonough, Deputy Superintendent
Jill Abraham, Assistant Superintendent
Stacie Raterman, Communications Director
Herb Higginbotham, Director of Elementary Education
Jacob Grantier, Director of Secondary Education

Jamie Lennox, Special Education Director
Hilary Sloat, Director of Diversity, Equity & Inclusion
Matt Middleton, Principal Hilliard Darby HS
Katherine Hueter, Principal Hilliard Weaver MS
Matt Trombitas, Principal Hilliard Station Sixth Grade
Kevin Landon, Principal Avery Elementary
Monica Campana, Principal Washington Elementary
Angie Rader, HEA Representative

SUMMARY

This committee meets quarterly each school year. One of the objectives of this committee is to study each issue thoroughly making sure we have appropriate policies that reflect the mission and vision of the Hilliard City School District.

The Policy Review Committee considers all proposed new policies, revisions of current policies and/or rescinding of a current policy 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 following is a summary of the issues and policies discussed at the meeting on December 7, 2023.

Public Participation

None

Review of Policies/Regulations/Exhibits – as Requested by Board of Education/Administration

1. JHCCB – Tuberculosis Control Policy
Mr. McDonough said those of you that have been on the committee for a while may recall we updated this policy in August of this year. We are going to make another slight adjustment based on some guidance that we have received recently from Franklin County Health and CDC. Rather than saying outside of the United States, there is an actual website that all of our nurses have access to and our Welcome Center has access to, where there are high counts of tuberculosis that we would refer to when folks come back or enroll in our district. We would follow the guidelines according to that. So, we are just changing that statement to the data that you see there. Any questions and comments?
2. EEAC – School Bus Safety Program
Mr. McDonough said this was suggested to be looked at by our Board of Education. There is a slight modification that you would see in number four. So, group pick up/drop off. We would be adding drop off. Any thoughts, comments?

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Mrs. Long asked is there any, any feedback? Because this did come from the Board of Education as a like, we definitely want to get feedback from the administration, if there's any concerns with the change in wording? It seems like, so buses are limited to several houses for meeting a central point for group pickup and drop off. That's not something we are already doing?

Mr. McDonough answered it is what we are already doing. It just didn't have the drop off there. Just didn't have the word calling out the word drop off.

Mrs. Long said so, not a huge significance. Okay, thank you.

3. JO – Student Records

Mr. McDonough said this came to us from a concern that was raised with one of our Board of Education members from a family in the community. So currently, if you are familiar with directory information, currently, directory information can go to any nonprofit group. They just have to follow the appropriate procedures to obtain that information. Third party group could be yearbook company. Most of us sell our yearbooks through the Jostens site, or one of those other sites. It could be a fundraiser that the PTO is doing. There is a concern that some folks wanted to be able to opt out of certain things, but not opt out of everything. When you opt out of directory information, then you are pulling yourself out of essentially, it is an all or nothing thing and you are pulling yourself out of the yearbooks to potentially the roster on Friday night at the basketball game or whatever it may be. There is not a clean way for us to delineate who is the appropriate third party and who is not. So, I don't really think that there is a way to accommodate the request that was made. I just brought this forward to kind of outline why it is like that and the ramifications if we were to change it. I would say that there is no need for change.

Mrs. Crowley said I think this was brought to the board because of an incident with LifeWise where they had mailed things to kids, not to the parents of, but directly to like five and six-year-old kids so they were feeling like that violated them in a way, their families and their kids. So, they were saying we want to withhold some of that but we don't want to, like not be in the yearbook. But if you are saying there is not really a way to kind of separate those two...

Mr. McDonough said I just don't know how we would keep an accurate list of who is acceptable and who is not.

Mrs. Raterman said it would in a very heavy burden.

Mr. Trombitas said there is new stuff and it could be a short, real quick turnaround where you, we were going to do this, we did this last year with this company, or whatever. To communicate that can be a real...

Mr. McDonough said I have no issues reaching out to our contact with LifeWise and saying please address it to the parents of.

Mrs. Crowley said I think that would be a good solution.

Mr. McDonough said I can do that for sure.

Mrs. Crowley said thank you.

Review of Policies/Regulations/Exhibits – OSBA September 2023 PDQ

4. IGCF – Home Schooling

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5. IGCF-R – Home Schooling
6. IGD – Cocurricular and Extracurricular Activities
7. IGDJ – Interscholastic Athletics
8. IGDK – Interscholastic Extracurricular Eligibility (Grades 7-12)
9. JEA – Compulsory Attendance Ages
10. JECBC – Admission of Students from State-Chartered, Non-Chartered or Home Schooling
11. JECE – Student Withdrawal from School (Loss of Driving Privileges)
12. JEG – Exclusions and Exemptions from School Attendance

Mr. McDonough said if you had a chance to read the PDQ, House Bill 33 was all over education. The first portion of this next section of the agenda, we are going to go through a number of policies that are related to home education, home school. They basically made home school the wild, wild west. There are really no rules anymore with home schooling. You will see if you look through some of these, you will see how that is. I am not going to necessarily read through everything here, but basically all of the assurances that used to have to be provided to the district are gone. If a family says that they are going to home school their child or home educate their child, we just need to acknowledge that and we just assume that they are going to teach math, science, social studies and English. They don't have to provide the textbooks anymore, or the curriculum that they are following. They really stripped out all of the rules and regulations related to home school. The one piece, so in our policy, IGCF, the one piece, and I've got to call into, I spoke with OSBA yesterday, and I've got a call into our attorney, but currently we allow kids that are on home education, we allow them to take classes part time with us. It is not real clear in the changes in the law if that is permissible anymore. We are waiting to hear back. But currently we have a number of students that do that and we require if you do that, you have to take at least two classes and no more than four. I would advocate that we keep our section at the bottom of our first page that starts with "Although students choosing home schooling are not the direct responsibility..." I would advocate that we keep that piece of information in IGCF until we can get an answer from our attorneys. Because otherwise, we're going to be calling all these families and saying sorry, you can't have any classes here at school and I don't think that is a good look for us right now. That would be the one thing I would hold on to in our policy and I would make the changes that you see above in IGCF. Then, in the next piece of information, and I'll give you guys a second to digest everything in just a moment, but OSBA is recommending that we rescind the regulation. I'm advocating that we only take out the first portion of our regulation because we outline more specifically the information around part-time enrollment in our district. So, as long as we are going to have that, I'm advocating to keep the reg and just that section of the reg. I'll give you guys a moment to digest and ask questions.

Mrs. Long said Mike, when you're reaching out to the lawyer, are you also asking about athletic eligibility?

Mr. McDonough answered athletic eligibility, there's one later in here that talks about it. There is a policy in here that we are going to see in a few minutes.

Mrs. Long asked for the home school?

Mr. McDonough answered yes, there's already a process in place.

Mrs. Long asked so depending on what comes back, you could be taking out that whole bottom 1, 2, 3 for secondary, right? The one on the back is around athletic and then the other is about classes.

Mr. McDonough said I'm sorry, I don't know which one you are looking at.

Mrs. Long answered I think the proposed one, the blue one?

Mr. McDonough asked are you looking at the reg or are you looking at the policy? Dash r or no dash r?

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Mrs. Crowley said the blue copies are our current policies.

Mrs. Long said right, so he's saying that he wants to take out, depending on what comes back, because if we can't provide part-time basis that could include...

Mr. McDonough said I would advocate that we take out the athletic eligibility piece because that is outlined in a later policy, IGCF or that is outlined later in Interscholastic Athletics IGDJ, that we will look at later.

Mrs. Long asked so we don't need it in two policies?

Mr. McDonough answered no.

**Per feedback from legal counsel...

Beginning with the Class of 2022, we no longer provide students with a class rank. Thus, #6 and #7 should be removed. Additionally, new legislation states that students participating in Home Education cannot be negatively impacted, so if we still provided a class rank for students, we would need to eliminate #6 and #7.

Mr. McDonough said most of the changes that we will be making moving forward is literally changing the title from home instruction to education. So that is all we are doing in IGD. IGDJ is the same thing. I'm sorry, it was IGDK. Sorry, my letters go mixed up. So, it's IGDK that is specifically around interscholastic extracurricular eligibility. Ours looks a little bit different because our GPA requirements are different than what the OSBA sample has. We are not advocating to change any of those things. But on page two of our policy, I would strike the, on the blue copy at the very top of page two, strike where it says "if a student received", strike all that, and then add their bolded "in order to participate in any extracurricular activity, a student receiving home education...", change in the second paragraph of ours on the back, change instruction to education, add that next bolded statement for them, "if a student leaves a school district mid-year..." and then add that last sentence on page one of their sample policy to the end of ours.

Mrs. Sloat asked did you have any guidance on if we need to start changing the Ohio Department of Education to the Ohio Department of Workforce?

Mr. McDonough said the Department of Education and Workforce? They have not made any of those changes yet.

Mrs. Sloat said I'm just curious because it is in some of the policies we are revising so I didn't know if you were told to do that yet.

Mrs. Crowley said so the students on home instruction will have no grade, no academic requirements at all to play sports?

Mr. McDonough said it is very loose, very loose.

Mr. Trombitas said let's say you are a basketball player and you wanted to leave mid-year, you would have to take semester exams before, is that what that says on there?

Mr. McDonough answered yes, that is my interpretation.

Mr. Trombitas said to determine your eligibility third...

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Mrs. Crowley said if a student wasn't making, wasn't getting good grades, they could essentially leave to be home schooled, still play sports and then come back after that sport is over? That is crazy to me! The teacher part of me is like wow!

Mrs. Sloat said even the middle of the year, then it is based off of their student's work while enrolled in the district. So, if they are failing, then they...

Mrs. Crowley said like football, they would just be home schooled in the fall.

Mr. Grantier said it is based on the prior quarter so even a ninth grader, like they look at the last quarter of eighth grade to determine eligibility so yeah, if you are below the GPA or if you are failing more than, if you are not passing five classes you could be deemed ineligible and not be able to do that.

Mrs. Crowley said I think that is only if they leave mid-year though, not if they leave like summer time.

Mr. McDonough said if they left in the summer time their eligibility is still based on the fourth nine weeks from the year prior.

Mr. McDonough said JEA Compulsory Attendance Ages. Again, the wild, wild west is adding a number four there. "The person is exempt from compulsory attendance through a home education program."

Mrs. Raterman said theoretically we would have to enroll a three-year-old who did home education?

Mr. McDonough asked enroll a three-year-old, what do you mean?

Mrs. Raterman said oh, this is if they have done home education for preschool and they think their kid is ready for ...

Mr. McDonough said compulsory age is ages six through 18.

Mrs. Raterman said but it says exempting them from compulsory attendance.

Mr. Grantier said so it means that if you do home school there is no requirements like if you are twelve and you are home schooled you might just be done with school.

Mr. McDonough said JECBC Admission of Students from State Chartered, Non-chartered or Home Education. Again, mainly just the semantic changes of instruction to education. Then we are removing, on our policy under number three, we will be removing "the student's most recent annual academic assessment report" because it is no longer a requirement for home schooled students. Not saying I agree with all the changes but...

Mr. Grantier asked because it says may consider, if they have one is it something that we could still accept if they happen to be doing something a little more legitimate?

Mr. McDonough said legally we don't have to.

Mr. McDonough said JECE, we will be adding that slight verbiage there. JEG, again changing instruction to education, no substantive change there.

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14. IGBEA-R – Reading Skills Assessments and Intervention (Third Grade Reading Guarantee)
15. IKE – Promotion and Retention of Students
16. IIA – Instructional Materials

Mr. McDonough said the first policy that we will be looking at in this section is IGBEA. You will see a bolded paragraph that is required by law now to add. “Any student, unless excused from taking the third grade reading assessment, who does not attain at least the equivalent level of achievement required on the assessment, is not promoted to fourth grade unless otherwise exempt under law. Such students will also be provided the reading intervention services required by law.” And then we will be taking out that sentence that starts with “For students who have been retained”. Any questions?

In the reg that is associated with that, we will be adding a number seven. So, you will see some slight grammatical changes at the bottom of page one because we will be adding seven. It talks about the high-dosage tutoring opportunities. Then we will be adding one last statement at the end of our policy that states, right before our last statement that we see, “Any instruction or intervention provided pursuant to this policy will be aligned with the principles of the “science of reading” as required by State law. I don’t believe that this has any direct impact on anything we are doing. I think we are in alignment with everything here.

In IKE, I made a note here to look at what they want to add there. I wanted to throw it out to our curriculum folks to get their thoughts around number six that they would like to add. Our policy looks different than theirs, everything is covered, just organized a little bit differently. If we add that statement, or what we add from that statement, I would suggest would go under Third Grade Reading Guarantee, obviously, after number two or somewhere between two and three, somewhere in that general section around the Third Grade Reading Guarantee. It doesn’t matter to me what number we make it. Anybody have any strong opinions?

IIA, Instructional Materials. Adding that statement there in the first paragraph, “In selecting instructional materials, the District complies with all State law requirements”.

Mrs. Long asked does that go with any of our other policies around selection of materials? IIA is not the one that we...

Mr. McDonough answered, it is not the media center piece, no. This is more in regards to the whole science of reading when you are choosing the resource that can be used as a day-to-day instruction.

17. JHCD – Administering Medicines to Students

Mr. McDonough said seizure medications. This is new to the policy, adding that section and with that comes additional training for our nurses and teachers in buildings that have students that are required or that receive this type of medication. I believe, Mike and Jamie, you guys have already started to work on this a little bit, the seizure piece.

Mrs. Lennox answered yes.

Mr. McDonough said we are already working through some of this stuff but we are going to add it to our policy.

18. DM – Deposit of Public Funds (Cash Collection Points)
19. DH – Bonded Employees and Officers
20. DJB – Petty Cash Accounts

Mr. McDonough said policy DM was probably the most exciting change for our athletic departments this year. If you are aware, there was a recent change that requires all events, district events to take cash at the

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gate. We have not taken cash in three years, but as of October 3, we had to begin taking cash. This is just clearly delineating that in policy. Whether it is concession sales, or at the gate, and if you can demonstrate that you have cash and they are not selling cash tickets then they have to let you in for free. This just spells it out in policy.

Mrs. Long asked so, were there times that we didn't take cash and we just let people in for free?

Mr. McDonough answered no, not this year. Once it went into law, we had cash boxes there.

Mrs. Long asked how much cash was used, like how many people took the option in cash?

Mr. McDonough said I have no idea.

Mrs. Long said you know, as a business, it would be good to look at that. It might be better to let those with cash in for free and not deal with all the risk that goes along with cash.

Mr. McDonough said primarily, and this is mainly anecdotally, but primarily the cash sales come from our visiting folks. Because most, I won't say all, but most of our home fans have passes of some sort, like family pass or staff pass, that type of thing.

Mrs. Long asked did it take it away from cash at concessions too?

Mr. McDonough said you have to do cash at concessions.

Mrs. Long asked did we previously? For three years did we do cash at concessions?

Mr. McDonough said it was a little bit of both.

Mrs. Long said I don't feel like that got taken away it was just the admissions.

Mr. McDonough said we are just putting it out in policy now.

Mr. McDonough said policy DH, we don't need to do anything in here. It is in here because it is referenced in House Bill 33. We already verified with our insurance agents that we are in compliance with this so there is absolutely nothing we need to do with this. But, policy DJB, we do need to update. In talking with Melissa, our policy is a little bit more concise than what OSBA's sample is. But Melissa and Anita liked the way the OSBA sample was written. The only change that they would like to put in OSBA's sample is in the third paragraph, last sentence, no major or routine purchases, so adding or routine and then having our policy mirror what the sample is with that one little addition to it. We are already doing all of these things so it is not going to be a change in practice for us but it is bringing us in compliance the law.

21. GCB-1 – Professional and Certificated Staff Contracts and Compensation Plans (Teachers)

22. GCPD – Suspension and Termination of Professional and Certificated Staff Members

Mr. McDonough said GCB-1, our policy does not spell out all those different types of contracts and we are not advocating to do that. The piece that I do want to call your attention to is on page one of OSBA's sample, the bolded section, adding that after our last line in our policy. I think that is something we should put in there. "For purposes of this policy, written notice...".

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The next policy, we were not as archaic that it still said stenographic but we did say a record and I would say that we would add the term complete. We won't need to strike stenographic in ours but adding a complete record makes sense.

23. JEC – School Admission

24. JN – Student Fees, Fines and Charges

Mr. McDonough said adding the transfer of school records, we have already let our buildings know this. We communicated this out earlier this year. In the past, one thing that we would hold over kid's heads if they hadn't paid fees was not getting their transcripts or their diplomas or releasing their records. That is no longer allowable unless it is fees that they have in excess of \$2,500. If it is anything less than \$2,500, we need to transfer records within five school days. We are already following the law but we need to add this to our policy.

Again, updating JN with the same information and removing the collection process piece that is in our policy. Same reason, same rationale.

25. BBFA – Board Member Conflict of Interest

Mr. McDonough said basically, it is asking us to rewrite policy BBFA. I don't need to read to you if you want to read through that. Basically, rewriting the top section there and removing, in the second part of our policy, removing item numbers three and four and adding a statement in our current number six which would be renumbered. I don't see any reason to not add that.

26. GBG – Staff Participation in Political Activities

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

28. GBCC – Staff Dress and Grooming

29. GBI – Staff Gifts and Solicitations

30. KI – Public Solicitation in the Schools

Mr. McDonough said these rules have always been in place but I think, and Melissa can probably speak to it better than any of us as she has been held to this new interpretation or stricter interpretation I should say, more recently than any of us. Essentially, they are clearly delineating when you can and can't be doing things in support of or in a levy effort I should say. Those of you that have been around the district for a number of years know how involved the community forums get and those types of things. Essentially, anybody that is wearing a district hat in that space can only present facts. You can't, you know, say, vote for. Teachers have a little bit more leeway than administrators, because there is a defined teacher work day. There is not necessarily a defined administrative work day so that may look a little bit different for teachers than it does for administrators but for the most part, it is present the facts and move on. A lot of that rah, rah, vote for the levy type stuff would be probably done more so from your levy team that you build from community members. I don't know if there is anything that you would add from your experience in doing this.

Mrs. Swearingen said no, it does look and feel a lot different than what people have been used to doing in the past and we just have to kind of step up those guidelines for everyone ahead of time and tee everyone up to (inaudible) what they can do and not do. That is one thing Dave mentioned at one of the principal's meetings last month, it was when I was here so it had to have been in the last two months, just that we will have continued conversations about that and make sure everybody knows what is allowed and what is not allowed.

Mr. McDonough said our policy KJA looks a little bit different than OSBA's but I do think the statement that they have under Manner and Mode of Distribution is important for us to add to our policy. In looking at our policy, I feel like it is best suited to go into number seven. Number seven on ours talks about literature that promotes or opposes any political figure, candidate or issue including ballot issues of any kind...I think it is

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important that we add that statement in the piece. Basically, it is just another reminder when you are on district time or using district resources, you can't be promoting a levy.

GBCC is not currently a Hilliard policy and I would advocate, it is not a required policy, and I would advocate that we just move right along. I think that is just going to be a dumpster fire if we go down that road, for a lot of reasons. I think it is best left as a non-policy.

Mrs. Long asked what is the implication of not adopting it?

Mr. McDonough answered it is not a required policy.

Mrs. Long asked what about ORC?

Mr. McDonough answered it is not a required policy. There is an ORC reference but I am sure that is in terms of the political buttons and that type of stuff. If it is not a required policy, I am advocating that we not put it in there.

GBI, makes sense to add that statement under Solicitations unless anybody sees differently.

And then likewise in KI, adding that statement there.

31. GCE – Part-Time and Substitute Professional and Certificated Staff Employment

Mr. McDonough said I am in agreement with adding everything they have there. It gives us a little more flexibility. I know that Greg and Roy have been trying to do some of this stuff already.

Mrs. Sloat said the hardest part is where it says deemed to be of good moral character. Like who decides that?

Mr. McDonough said for that I would say you have to pass the background check.

32. IL – Student Assessment

Mr. McDonough said the state has just added a date in which we must notify results every year. That is by June 30th. Hopefully that means we get them by then. There have been many years where we didn't get them until the next school year. We can add that statement there.

33. JED-R – Student Absences and Excuses

34. JEDA – Truancy

Mr. McDonough said JED-R is not currently a reg that we have and it is not a required regulation. So once again, I would advocate to just move right along.

JEDA though, is a policy that we have in place and there's a couple of just date changes in here from when we originally made the modifications to this policy. You will see later on where it says beginning in 2017-2018 school year, I think we can remove that now. We are far beyond that. Then just the notification piece that is in the fourth paragraph. I think that is good to have.

35. JECBD – Intradistrict Open Enrollment

Mr. McDonough said this is a new requirement and I am not sure what this reporting will look like. My guess is this would be a part of the consolidated school mandate report. It is asking that we annually notify the Department of Education the number of students within the district attending another building under this

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policy. We do have intradistrict transfers and we keep accurate records of all that. We would just need to report that to the state.

36. EBCD – Emergency Closings

37. EBCD-R – Emergency Closings

Mr. McDonough said I have read through this one a million times. Not sure that I fully understand the rationale behind it, but it is required by law that we have this plan in place by August 1st every year. Basically, the plan has to account for three days of some type of alternative instruction should there be a closure due to a disease epidemic, hazardous weather conditions, those types of things. What is not clear is like just the random one-off snow day. I don't believe that is impacted by this. My suggestion today is that we add this paragraph to the policy but in terms of the regulation, a regulation, as a reminder, is written to prescribe how you are going to implement the policy. There are a number of things that have to occur for this plan. You can see in the reg what some of those are. So, my advice would be, and I am open to any suggestions, let's get this in the policy so that we are compliant prior to August 1st when we have this board approved. Let's work through that collaboratively with the union like it says in the reg. Then we can bring that reg to a later meeting once we have the plan in place and we can make sure the reg we have in place that outlines that process is fully accurate based on what our plan looks like. That would be my suggestion. If people have other thoughts, I am just one voice in here so...

Mrs. Abraham said I think that makes sense.

Mr. McDonough said my suggestion would be move forward with the change in the policy but table the regulation for right now. We will bring that back once we have a plan in place.

38. EF/EFB – Food Services Management/Free and Reduced-Price Food Services

Mr. McDonough said we already made the decision to do this before it was required by the state. Basically, any student that qualifies for reduced lunch, we already give them a free lunch. That is state law now. We will add that to our policy. We have already been doing that. I believe this is the second year that we have been doing that. Obviously, during the pandemic everybody got free lunch. Last year when we returned from the pandemic, we made the decision that anybody that is on free or reduced got free lunch.