



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
Friday, October 4, 2019, Central Office

Hilliard City School District  
Operations Department

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### COMMITTEE MEMBERS

Heather Keck, Board of Education  
Lisa Whiting, Board of Education  
Brian Wilson, Treasurer/CFO  
Mike McDonough, Deputy Superintendent  
Vicky Clark, Assistant Superintendent  
Herb Higginbotham, Director Elementary Education  
Stacie Raterman, Communications Director

Aaron Cookson, Principal Hilliard Davidson HS  
Matthew Trombitas, Principal Hilliard Heritage MS  
Lauren Schmidt, Principal Hilliard Station Sixth Grade  
Holly Meister, Principal Scioto Darby Elementary  
Stephanie Borlaza, Principal Britton Elementary  
Jamie Lennox, Special Education Coordinator

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# RECOMMENDATION

Second Reading  
October 28, 2019

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. IKF – Graduation Requirements
2. IKF-R – Graduation Requirements (**rescind policy**)
3. JFCG/JFCH/JFCI – Tobacco Use by Students/Alcohol Use by Students/Student Drug Abuse
4. GBK – Smoking/Use of Tobacco/Nicotine on District Property by Staff Members
5. KGC – Smoking on District Property
6. JEDA - Truancy

#### **Revision Notes:**

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

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

- First reading – October 14, 2019
  - Second reading – October 28, 2019
  - Third reading and adoption – November 11, 2019
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## GRADUATION REQUIREMENTS

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education (ODE) as well as State law and, further, that our high schools compare favorably with other high schools in the State that are recognized for excellence.

The requirements for graduation from high school are as follows.

Statutory Graduation Requirements

|  |                |
|--|----------------|
| English Language Arts  | 4 units        |
| History and government, including one-half unit of American History and one-half unit of American Government | 1 unit         |
| Social Studies*  | 2 units        |
| Science, including one unit each in Physical Science and Biology   | 3 units        |
| Math, including one unit of Algebra II or its equivalent**   | 4 units        |
| Health   | ½ unit         |
| Physical Education   | ½ unit         |
| Electives***   | <u>5 units</u> |
| Total  | 20 units       |

The statutory graduation requirements also include:

- \* students entering ninth grade for the first time on or after July 1, 2017 must take at least one-half unit of instruction in the study of world history and civilizations “as part of the required social studies units”;
- \*\* students entering ninth grade for the first time on or after July 1, 2015 who are pursuing a career-technical instructional track may complete a career-based pathway math course approved by ODE as an alternative to Algebra II.
- \*\*\* student electives of any one or combination of the following: foreign language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the statutory graduation requirements;
- units earned in social studies shall be integrated with economics and financial literacy and
- passing all State required examinations. meeting the applicable competency/assessment and/or readiness criteria required by law based on date of entry into ninth grade.**

## Hilliard City Schools Graduation Requirements Class of 2018 and beyond

|  |         |
|--|---------|
| English  | 4 units |
| World Studies  | 1 unit  |
| U.S. History   | 1 unit  |
| U.S. Government  | 1 unit  |
| Science – Including one credit each in Biology & Physical Science  | 3 units |
| Math – Must include Algebra II or Honors Algebra II**  | 4 units |
| Health   | ½ unit  |
| Physical Education – Students may waive the physical education requirement with participation in athletics, marching band, and/or cheerleading. Students who pursue this option must earn one-half elective credit in another subject-area to meet the minimum credit requirement for graduation.  | ½ unit  |
| Digital Connections  | ½ unit  |
| Financial Literacy Elective – The financial literacy elective requirement can be fulfilled by taking one of the following courses during the Sophomore, Junior or Senior year: Careers & Money Management, Financial Independence, Personal Finance, College Fundamentals or Principles of Entrepreneurship, Life Skills 1 or CBI 3 Related. Note: Taking one of these prior to the Sophomore year will not fulfill the graduation requirement. This requirement is strongly encouraged for 10 <sup>th</sup> graders who are interested in Tolles Career & Technical Center. | ½ unit  |
| Senior Capstone – The Senior Capstone can be completed in a variety of ways/courses and must meet defined criteria. The Senior Capstone must be completed during the senior year.  | ½ unit  |
| Additional Electives – One credit must be earned in fine arts unless two semesters of fine arts coursework were successfully completed in middle school (grades 7-8). Participation in Tolles or CBI may fulfill the Fine Arts graduation requirement. Elective credits must include one or any combination of world language, fine arts, business, career-technical education, family and consumer sciences, pre-engineering or English, Mathematics, Science or Social Studies not otherwise required.   | 5 units |
| Total Credits  | 21.5    |

In addition to the statutory requirements, Hilliard City Schools graduates for the class of 2018 and beyond must meet one of following criteria:

1. Earn a cumulative score of 18 on the seven end-of-course exams (Algebra 1, Geometry, Physical Science, English 1, English 2, American History and American Government);
  - Students can earn from 1-5 points for each exam, based on their performance.
  - Of these overall points, a student must earn at least four points between the math exams, four points between the English exams and six points between the science and social studies exams.
  - Students who earned high school credit in any of the above courses before July 1, 2014 automatically will receive a score of three points per course exam toward the total points needed for graduation.

2. Earn a “remediation free” score on a nationally recognized college admission exam such as the ACT or SAT; or
3. Earn a State Board of Education approved, industry recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

### Summer School

Summer school credits are accepted toward graduation provided that administrative approval has been given prior to registration for the course.

### Educational Options

High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements.

### College Credit Plus and Post Secondary Enrollment Options

Credit is awarded for a course successfully completed at an accredited postsecondary institution. High school credit awarded for a course successfully completed under College Credit Plus, or where applicable the former Postsecondary Enrollment Options Program, counts toward the graduation requirements and subject area requirements of the District. If a course comparable to the course successfully completed is offered by the District, then comparable credit for the completed equivalent course is awarded. If no comparable course is offered, the District grants to the student an appropriate number of credits in a similar subject area.

### Correspondence Courses

High school courses offered through correspondence courses are accepted for credit toward graduation only when they meet the following criteria.

1. Credits earned in correspondence schools directly affiliated with state universities are evaluated by the school administration for students who wish to qualify for graduation from high school.
2. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.
3. Credits earned from schools, which have been established primarily for correspondence study, rather than an institution primarily for residence study, are not accepted toward graduation.

### Coursework Prior to Ninth Grade

Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

### Physical Education Exemption

A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study (see IKF-R for detailed information).

### Junior Reserve Office Training Corps (JROTC) Exemption

A student who has participated in JROTC for at least two full school years is not required to complete any physical education courses as a condition to graduate. In addition, the academic credit received from participating in JROTC may be used to satisfy the one-half unit of Physical Education and completion of another course is not necessary for graduation.

### Community Service

The District offers community service education which acquaints students with the history and importance of volunteer service and with a wide range of existing community needs. Community service opportunities may be considered an elective towards graduation.

### Graduation Requirements Opt Out

The District offers students entering the ninth grade on or after July 1, 2010, and before July 1, 2016, the ability to opt out of the graduation requirements curriculum in compliance with Board policy and regulations and all procedural requirements stipulated by the school.

- [Adoption date: August 14, 2001]
- [Re-adoption date: March 9, 2004]
- [Re-adoption date: April 9, 2007]
- [Re-adoption date: May 12, 2008]
- [Re-adoption date: January 12, 2009]
- [Re-adoption date: December 14, 2009]
- [Re-adoption date: January 10, 2011]
- [Re-adoption date: February 13, 2012]
- [Re-adoption date: April 25, 2012]
- [Re-adoption date: April 22, 2013]
- [Re-adoption date: April 28, 2014]

[Re-adoption date: November 24, 2014]  
[Re-adoption date: May 11, 2015]  
[Re-adoption date: October 26, 2015]  
[Re-adoption date: July 5, 2017]  
[Re-adoption date: March 12, 2018]

LEGAL REFS.: ORC 3301.07(D)(3)  
3313.60; 3313.6014; 3313.603; 3313.605; 3313.61  
3345.06  
OAC 3301-35-04  
3301-16-05

CROSS REFS.: IGBM, Credit Flexibility  
IGCA, Summer Schools  
IGCD, Educational Options (Also LEB)  
IGCH, College Credit Plus (Also LEC)  
IGCI, Community Service  
JN, Student Fees, Fines and Charges

(Rescind Policy)

GRADUATION REQUIREMENTS

(Waiver of High School Physical Education Curriculum and Graduation Requirement  
for High School Students Participating in District-Sponsored Interscholastic  
Athletics, Marching Band or Cheerleading)

As stated in Section 3313.603 of the Ohio Revised Code, students in grades 9-11 may be excused from the physical education course requirement by participating in District-sponsored interscholastic athletics, marching band or cheerleading for at least two athletic seasons during high school grades 9-11. The Ohio Revised Code defines District-sponsored interscholastic athletics, marching band or cheerleading as any high school athletic team, high school cheerleading squad or high school marching band of the Hilliard City School District that participates in the District's regular athletic season(s) (as such seasons are established under the rules and bylaws of the Ohio High School Athletic Association) and is operated under the supervision of a District employee. Club activities and/or club sports are not considered part of District-sponsored athletics, marching band or cheerleading.

High school students in grades 9-11 who meet this requirement shall not be required to complete any physical education course as a condition to graduate. In order to be eligible for graduation, a high school student who is excused from the high school physical education class requirement must complete at least 60 hours of instruction (one semester) in another course of study. Such 60 hours of instruction shall be separate from and in addition to all other courses of study and hours of instruction that are required to graduate.

At the conclusion of each season, coaches/band directors will submit a roster of students who have satisfactorily completed the season (a minimum of 60 contact hours). The guidance office of each high school will track and record this information.

A high school student who has not fulfilled his/her physical education requirement prior to the beginning of his/her senior year will be scheduled into a physical education class. Participation in District-sponsored interscholastic athletics, marching band or cheerleading during the senior year cannot be used to fulfill the physical education graduation requirement.

A high school student who has earned physical education credit prior to the start of the 2009-2010 school year can finish the physical education requirement either through completion of another physical education course or through participation in two athletic seasons. Participation in District-sponsored interscholastic athletics, marching band or cheerleading seasons prior to the 2009-2010 school year cannot be used to fulfill the physical education requirement.

Participating in District-sponsored interscholastic athletics, marching band and/or cheerleading is a privilege and not a right. This policy shall not in anyway be construed as granting a student the right to participate in such District-sponsored interscholastic athletics, marching band and/or cheerleading. A student who participates in District-sponsored interscholastic athletics, marching band and/or cheerleading and is excused from the physical education course requirement pursuant to this policy earns no high school credit for such participation, and any and all District rules and policies, including, but not limited to, the Code of Conduct for Student Participation in Extracurricular Activities continue to apply in full and without limitation to such student's ability to participate or to continue to participate in District-sponsored interscholastic athletics, marching band and/or cheerleading. In addition, any student so participating pursuant to this policy shall be subject to any athletic fee and/or "Pay-to-Participate" fee and, pursuant to other Board policy and/or rules, nonpayment of any such fee(s) will result in denial of participation in the activity.

(Approval date: January 12, 2009)  
(Re-approval date: November 24, 2014)  
(Re-approval date: May 11, 2015)



TOBACCO USE BY STUDENTS/ALCOHOL USE BY STUDENTS/  
STUDENT DRUG ABUSE

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

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

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

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

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

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

Tobacco: Any product with tobacco as an ingredient that is smoked, chewed, inhaled or placed against the gums. any product made or derived from tobacco or containing any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including but not limited to: any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking devices, vapor products, any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

Under the Influence: Manifesting signs of substance abuse, such as staggering, reddened eyes, odor of alcohol or drugs, nervousness, restlessness, falling asleep or dozing, memory loss, abusive language or any other behavior or physical appearance not normal for the particular student (determination by school authorities as to what constitutes "under the influence" is distinct and separate from an such determination by the courts).

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

Extracurricular/Cocurricular: Those activities sponsored by, supported by and identified by the Board and are an extension of the "normal" school day. Activities included are: all athletics, instruments and choral groups, student council, drama, cheerleading, all school clubs, school sponsored and Board-approved trips, and National Honor Society. (Because of the rules of the National Honor Society organization, the student's membership can be retained, but his/her participation will cease.) This list is not all-inclusive. Students must agree to adhere to

any additional rules established by the advisor/coach of the activity in which the student participates.

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

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

Policy Statement:

It is the Board of Education's primary concern that educational, cocurricular and extracurricular programs for all students proceed in an orderly and non-disruptive manner. Sale, trade, use or possession of drugs, counterfeit drugs, alcohol or tobacco by students is an obstacle to this objective and interferes with the rights of students to receive quality academic instruction.

The Board recognizes that use of illicit drugs and unlawful possession and use of alcohol is wrong, harmful and illegal. It also recognizes that individuals who are experiencing problems with alcohol and other drugs need assistance, which may vary; the District is committed to working cooperatively with the student and family to help provide beneficial alternatives. Information will be available about drug and alcohol counseling and rehabilitation and re-entry programs for students. Such District resources as student groups, parent groups, school psychologists, student assistance coordinator, core team and special transitional programs are to be encouraged, made available and recommended. Students and parents will also be given information about outside agencies and encouraged to take advantage of their services and programs. Parents and students will be given a copy of the standards of conduct and the statement of disciplinary sanctions through parent/student handbooks. Compliance with these standards of conduct is mandatory for students.

Students shall not possess, use, sell, give or otherwise transmit, or be under the influence of any drug or alcohol. They shall not possess or bring on school property tobacco products, matches, lighters or other paraphernalia normally associated with tobacco use. Tobacco use by students is prohibited in school buildings, in school vehicles and on school grounds, at all times. Any type of drug paraphernalia is prohibited in school buildings, in school vehicles and on school grounds. The Board prohibits the use or possession of alternative nicotine products and electronic cigarettes by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District. All items will be subject to confiscation.

This policy is subject to enforcement and/or disciplinary action:

1. on property owned, leased by or under control of the Board, including vehicles for transporting students;
2. on any public or private property during scheduled school hours including recess, lunch and class changes and
3. at any school-sponsored or sanctioned activity or event away from or within the District.

Actions set forth below will be considered normal disciplinary measures for each category and occurrence of offense and shall be administered in accordance with the policies and regulations of the Board.

Students who voluntarily request assistance or counseling/self-referral in situations where no offense, as specified below, has been detected will not be subject to disciplinary action based on information divulged.

Where an offense, as specified below, has been detected, violations of school policy will not be excused because the student has requested counseling.

Offenses and violations of this policy are accumulative during a student's participation in cocurricular and extracurricular activities during his/her K-12 education:

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

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

[Adoption date: August 14, 2001]

[Re-adoption date: April 12, 2005]

[Re-adoption date: April 28, 2014]

[Re-adoption date: September 22, 2014]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Goals 2000: Educate America Act; 20 USC 6081 through 6084  
ORC 3313.66; 3313.661; 3313.751  
3794.01; 3794.02; 3794.03(F); 3794.04; 3794.06  
OAC 3301-35-02; 3301-35-04

CROSS REFS.: JFA, Student Due Process Rights  
JFC, Student Conduct  
JGD, Student Suspension  
JGE, Student Expulsion  
Student Handbook  
Athletic Handbook

DRAFT

SMOKING/USE OF TOBACCO/NICOTINE  
ON DISTRICT PROPERTY BY STAFF MEMBERS

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. Health professionals have determined that smoking/use of tobacco/nicotine poses health hazards not only for the smoker/user, but for the nonsmoker as well.

Recognizing these health issues, the Board prohibits the smoking, use or possession of tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, alternative nicotine products, electronic cigarettes, **smoking devices, vaping devices** and any other forms of tobacco at any time, including non-school hours, and in or on District property, including:

- in any building, facility, or vehicle owned, leased, rented, or chartered by the school district; and
- on school grounds, athletic grounds or parking lots; and
- at any school-sponsored or school-related event, whether such event occurs on-campus or off-campus.

The Board directs the Superintendent to educate all staff members concerning the mandate of this policy, as well as implementing, as appropriate, educational programming concerning smoking and, if needed, resources available to those who wish to discontinue their smoking habit.

A notice to this effect is posted at the entrance to all school buildings and in a visible place in all school vehicles.

Disciplinary actions taken against staff for violations of this policy need to comply with requirements of Ohio law, related district policies and staff negotiated agreements.

[Adoption date: August 14, 2001]

[Re-adoption date: April 9, 2007]

[Re-adoption date: April 28, 2014]

[Re-adoption date: September 22, 2014]

[Re-adoption date: May 11, 2015]

[Re-adoption date: February 6, 2017]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Goals 2000: Educate America Act; 20 USC 6081 through 6084  
ORC 3313.20  
3794.01; 3794.02; 3794.03(F); 3794.04; 3794.06  
OAC 3301-35-02; 3301-35-05

CROSS REFS.: JFCG, Tobacco Use by Students  
KGC, Smoking on District Property

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

DRAFT

## SMOKING ON DISTRICT PROPERTY

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. Health professionals have determined that smoking poses health hazards not only for the smoker, but for the nonsmoker as well.

Recognizing these health issues, the Board prohibits the smoking, use or possession of tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, alternative nicotine products, electronic cigarettes, **smoking devices, vaping devices** and any other forms of tobacco at any time, including non-school hours, and in or on District property, including:

- in any building, facility, or vehicle owned, leased, rented, or chartered by the school district; and
- on school grounds, athletic grounds or parking lots; and
- at any school-sponsored or school-related event, whether such event occurs on-campus or off-campus.

Citizens failing to comply with this policy are educated as to State law and the Board's policy on smoking. Persons refusing to extinguish smoking materials are directed to leave school property and may be fined by the Ohio Department of Health or its designees.

A notice to this effect is posted at the entrance to all school buildings and in a visible place in all school vehicles.

[Adoption date: August 14, 2001]

[Re-adoption date: April 9, 2007]

[Re-adoption date: April 28, 2014]

[Re-adoption date: September 22, 2014]

[Re-adoption date: May 11, 2015]

[Re-adoption date: February 6, 2017]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
ORC 3313.20; 3313.751  
3794.01; 3794.02; 3794.03 (F); 3794.04; 3794.06

CROSS REFS.: GBK, Smoking on District Property by Staff Members  
JFCG, Tobacco Use by Students  
KGB, Public Conduct on District Property

## TRUANCY

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent/designee, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual" truant is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive school hours, 42 or more school hours in one month or 72 or more school hours in a school year.

"Excessive absences" is defined as a child of compulsory school age who is absent with or without legitimate excuse for 38 or more school hours in one month or 65 school hours in one school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent/designee or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding "habitual" truants and excessively absent students, the Board must take as an intervention strategy any appropriate action contained in the Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;



2. providing counseling for a habitual truant or excessively absent student;
3. requesting or requiring a parent having control of a habitual truant or excessively absent student to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant or excessively absent student to attend truancy prevention mediation programs;
5. notification to the Registrar of Motor Vehicles or
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent with **a nonmedical excuse** or without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

#### Absence Intervention Plan

Beginning with the 2017-2018 school year, when a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

#### Filing a Complaint with Juvenile Court

Beginning with the 2017-2018 school year, the attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

[Adoption date: August 14, 2001]

[Re-adoption date: May 11, 2015]

[Re-adoption date: April 17, 2017]

[Re-adoption date: March 12, 2018]

LEGAL REFS.: ORC 3313.663; 3313.668  
3321.03-04; 3321.07-09; 3321.19; 3321.191; 3321.22; 3321.38  
OAC 3301-47-01

CROSS REF.: JED, Student Absences and Excuses  
JEG, Exclusions and Exemptions from School Attendance  
JK, Employment of Students

DRAFT