



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
Friday, December 13, 2019, Central Office

Hilliard City School District  
Operations Department

### 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

# RECOMMENDATION

Second Reading  
January 27, 2020

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. BD – School Board Meetings
2. BDDDB – Agenda Format
3. BDDC – Agenda Preparation and Dissemination
4. EDE – Computer/Online Services
5. EEA – Student Transportation Services
6. EFG – Wellness
7. EGAC-E – Telephone Services (Language Clean-up only)
8. GBH (Also JM) – Staff-Student Relations (**New Policy**)
9. GDPB – Resignation of Classified Staff Members (**Rescind Policy**)
10. IKF – Graduation Requirements (IKF-R was previously rescinded. IKF is being updated to remove reference to IKF-R)
11. JECBA – Admission of Exchange Students
12. JFCG/JFCH/JFCI – Tobacco Use by Students/Alcohol Use by Students/Student Drug Abuse
13. JGD – Student Suspension
14. JGE – Student Expulsion
15. JM – (Also GBH) – Staff-Student Relations (**New Policy**)
16. KJA – Distribution of NonSchool-Sponsored Literature
17. KJA-R – Distribution of NonSchool-Sponsored Literature

### 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 – January 13, 2020
- Second reading – January 27, 2020
- Third reading and adoption – February 10, 2020

## SCHOOL BOARD MEETINGS

The Board transacts all business at official meetings of the Board. These may be either regular or special meetings. At the organizational meeting, the Board shall fix the time for holding its regular meetings. Regular meetings shall be held at least once every two months. Special meetings are meetings called between the regularly scheduled meetings to consider specific topics.

All regular and special meetings of the Board are open to the public, school personnel and members of the news media. All Board meetings are publicized and conducted in compliance with the Sunshine Law. No action may be taken in executive session.

**A member of the Board may participate in a Board meeting by means of a telephone or videoconference or by any means of communication by which all persons participating in the meeting are able to communicate with one another. A member of the Board who participates in this manner may not vote at the meeting and will not be counted for purposes of determining whether a quorum is present.**

[Adoption date: August 14, 2001]

[Re-adoption date: January 14, 2013]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 121.22 (B), 121.22 (C)  
3313.14, 3313.15; 3313.16

CROSS REFS.: BCA, Board Organizational Meeting  
BCE, Board Committees  
BDC, Executive Sessions  
BDDA, Notification of Meetings  
BDDF, Voting Method  
BDDH, Public Participation at Board Meetings (Also KD)  
BDDJ, Broadcasting and Taping of Board Meetings (Also KBCD)

## AGENDA FORMAT

The agenda format is developed by the Superintendent and the Board in order to give direction to the Board meetings.

The tentative agenda, along with related materials and minutes of the previous meeting is distributed to each member at least 48 hours prior to the Board meeting. The particular order of agenda items may vary from meeting to meeting in keeping with the business at hand.

The agenda is adopted or modified by ~~a motion of~~ a majority ~~vote~~ of those members present. Once the agenda is approved, it requires a ~~vote of a majority~~ **two-thirds vote** of the Board members present to make additional modifications.

### Consent Agenda

In order to use time within the Board meetings more efficiently, the Board may use a consent agenda, whenever appropriate. Items placed on the consent agenda are routine in nature and **noncontroversial**. ~~typically appear on the Board's agenda every month.~~

When the consent agenda is presented to the Board for action, the Board President provides the opportunity for any member of the Board ~~or the Superintendent~~ to request a discussion or removal of any items on the agenda. Items removed are placed on the regular agenda or **postponed tabled**. Remaining items on the consent agenda are then voted on by a single motion.

[Adoption date: August 14, 2001]

[Re-adoption date: January 12, 2009]

[Re-adoption date: May 11, 2015]

LEGAL REF.: ORC 3313.20

CROSS REFS.: BDDC, Agenda Preparation and Dissemination

## AGENDA PREPARATION AND DISSEMINATION

The Superintendent/designee, in consultation with the President of the Board, arranges the order of items on meeting agendas so that the Board can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

Items of business may be suggested by a Board member, staff member or citizen of the District. The agenda may allow suitable time for the remarks of the public who wish to speak briefly before the Board.

The Board follows the order of business established by the agenda, except as it may vote to rearrange the order for the convenience of visitors or other individuals appearing before the Board or to expedite Board business. **Prior to adopting the agenda, An** item of business which is not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider the item. **Once the agenda is approved, a two-thirds vote of the Board is required to make additional modifications.** The Board, however, should not revise Board policies, or adopt new ones, unless such action has been scheduled.

The agenda, together with supporting materials, is distributed to Board members at least one business day prior to the Board meeting to permit them to give items of business careful consideration. The agenda and supporting documents, with the exception of any documents concerning matters to be considered in executive session, documents which reveal student travel plans, and any other document the Superintendent identifies, are also made available to the press, representatives of the community, staff groups and others by posting on the website one business day prior to the Board meeting.

[Adoption date: August 14, 2001]

[Re-adoption date: May 11, 2015]

[Re-adoption date: May 13, 2019]

## COMPUTER/ONLINE SERVICES

### Network Acceptable Use Policy

The Hilliard City School District ("District") recognizes that technologies open opportunities to information and modes of communication. The use of technology is a privilege. The District supports access to appropriate resources by staff, volunteers and students ("users") for educational purposes and other legitimate District business based upon the user's legitimate needs. Due to the rapid change in technology, a user's access and/or this policy are subject to change at any time.

In exchange for the use of the Network resources, either on-site or by remote access, the user understands and agrees to the following:

1. Privilege: Access to the Network (including but not limited to, digital communication and the Internet) is a privilege, not a right. Accordingly, access requires responsible and lawful use. The use of the Network is a privilege which may be revoked by the District at any time and for any reason. The District administrators and/or Network managers may perform the following actions for any legitimate reason, including but not limited to the purposes of maintaining system integrity and ensuring that users are using the Network consistent with this policy: monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the Network and any and all materials, files, information, software, communication and other content transmitted, received or stored in connection with this usage. The Network and all information, content and files are the property of the District, and users should not have any expectation of privacy regarding those materials.
2. Acceptable Use: The Network shall be used primarily for educational and legitimate District business purposes. The District's goal in so providing this technology to users is to promote efficiency and excellence in the workplace and education, assist in the collaboration and exchange of information, facilitate personal growth in the use of technology and enhance information gathering and communications skills.
3. Access: Selected Network resources are intended for staff and students of Hilliard City Schools. Access is not transferable and may not be shared. Users shall not share their passwords or otherwise allow anyone to gain unauthorized access to the Network. A user is responsible for any violations of this agreement committed by someone who, with the user's express or implied permission, accessed the Network with the user's password.

4. Network Etiquette: Use of the Network has great potential to enhance the productivity of the users. The Network, however, could also be abused. Users shall be held accountable for their use or misuse of the Network. All users are responsible for good behavior while using the Network, just as they are in a classroom, in a school hallway or at any school-sponsored activity. Each user must abide by generally accepted rules of Network etiquette, which include but are not limited to the following:
  - A. Users shall not obtain copies of, or modify, files, other data or passwords belonging to other users without express authorization.
  - B. Users shall not misrepresent themselves on the Network.
  - C. Users shall not use the Network in any way that would disrupt the operation of the network; intentionally abuse the software and/or hardware; or intentionally consume limited computer paper excessively or telephone resources, such as through spamming, creating or transmitting mass e-mails or chain letters or extensively using the Network for noncurriculum-related communications or other purposes exceeding this policy.
  - D. Users shall not create or transmit offensive, harassing, threatening, abusive, defamatory, pornographic or vulgar usernames, messages or materials.
  - E. Except for educational or professional purposes, users (employees, volunteers or students) shall not reveal any personal information beyond directory information about themselves including, but not limited to a user's Network password(s) or social security numbers. Requests for information should be scrutinized by standards of public disclosure.
  - F. The confidentiality of any information stored in or created, received or sent over the e-mail system or through Internet access cannot be guaranteed.
  - G. Users shall not use the Network for any commercial activities, such as buying, advertising or selling goods or services, unless it is for legitimate District business, except any activity in the "Shopping Network" folder.
  - H. Users shall not create, transmit or download any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or bond issue, unless for legitimate classroom educational purposes, except any activity in the "HEA" or "OAPSE" folders. Additionally, users shall not solicit political contributions through the Network from any person or entity, except any activity in the "HEA" or "OAPSE" folders.

- I. Users shall not create, transmit, download or copy any materials (a) that are in violation of District policies or any federal, state or local laws, including but not limited to confidential information, copyrighted material, material protected by trade secrets, and any materials that would violate the District's harassment or discrimination policies; or (b) that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials, or pornographic, sexually explicit or obscene materials.
  - J. Users routinely shall delete outdated or unnecessary digital communications and files.
  - K. Users shall not use or have software or web sites intended to circumvent the district web filtering system.
5. Web Sites: Web sites created through the Network and/or linked to the District's web site for teachers, schools, or departments must relate specifically to those educational activities or programs. The District reserves the right to require that material and/or links to other sites found to be contrary to the District's interests be altered or removed. Any web pages created using the District's equipment or created as part of classroom or club assignment become the property of Hilliard City Schools. All web pages under this policy, other than the official Hilliard City School District web site, must prominently display the following disclaimer:
- ~~This is not an official web site of the Hilliard City School District. The Hilliard City School District does not control and cannot guarantee the relevance, timeliness, or accuracy of the information on this web site. Any views or opinions expressed herein are solely those of the creators of this web site.~~
6. Vandalism: Vandalism is prohibited. Vandalism is any malicious attempt to hack, alter, harm or destroy software, hardware, data of another user, other Network resources or the use of the Network to harm or destroy anything on the Internet or outside networks. Vandalism includes but is not limited to the intentional uploading, downloading, creating or transmitting of computer viruses, worms, Trojan horses or other destructive programs or applications.
7. Security: If users identify a security problem on the Network, such as evidence of hacking, users must notify a system administrator immediately. All users agree to cooperate with the District in the event of an investigation into any allegations of abuse or security breaches on the Network.

8. Service Disclaimer: The District makes no warranties of any kind, whether expressed or implied, for the Network services it provides. The District will not be responsible for any damages a user may suffer arising out of the user's use of, or inability to use, the Network, including but not limited to the loss of data resulting from delays, non-deliveries, mis-deliveries, service interruptions, or user error or omissions. The District is not responsible for the accuracy of information obtained through electronic information resources; hence, this information should be used at the user's own risk.
9. Blocked Internet Sites: the District utilizes current, state-of-the-art filtering software in an attempt to block any Internet sites that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. In an effort to prevent access to inappropriate material, we are currently using the vendor's pre-set filters, but "harmful to minors" would include, but not be limited to, any site that may be labeled as alcohol/drugs, extreme, gambling, gruesome content, hate/discrimination, incidental nudity, nudity, pornography, profanity, sexual materials, Spyware/Adware and tobacco.
10. Internet Safety: Along with monitoring the online activities of minors, the District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.
11. Violations of This Policy: Violations of this policy may result in disciplinary action including, but not limited to, restriction or termination of access to the Network and/or other discipline in accordance with the applicable student conduct policy or other Board policies. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

[Adoption date: August 14, 2001]

[Re-adoption date: July 12, 2005]

[Re-adoption date: October 13, 2008]

[Re-adoption date: November 28, 2011]

[Re-adoption date: April 25, 2012]

[Re-adoption date: August 13, 2012]

[Re-adoption date: July 9, 2013]

[Re-adoption date: May 11, 2015]

CROSS REFS.: IIBH, Publishing of a Web Page  
JFC, Student Conduct



JG, Student Discipline  
JGD, Student Suspension  
JGDA, Emergency Removal  
JGE, Student Expulsion

CONTRACT REFS.: Teachers Negotiated Agreement  
Classified Staff Negotiated Agreement

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## STUDENT TRANSPORTATION SERVICES

The transportation policies of the Board are aimed at providing a safe, efficient and economical method of getting students to and from school. It is the desire of the Board that the transportation schedule serve the best interests of all students and the District. The Board provides transportation as required by State law.

In addition to that required by law, the Board may provide school bus transportation to all elementary and secondary school students to the extent determined by the administration **in accordance with all statutory obligations** and approved by the Board. This may vary because of safety conditions or due to financial constraints that prevail in the District. All regulations governing student transportation are in accordance with the “Ohio School Bus Operation Regulations” issued by the Ohio Department of Education, Ohio State Highway Patrol and the Ohio Department of Public Safety and as required by Ohio law.

Fees may not be charged to students for routine transportation or for non-routine transportation for educational field trips provided during the school day.

The District operates its own fleet of school buses. If it is impractical to transport certain students by regular bus, they may be transported by other means.

The transportation program is under the direction of the transportation supervisor who is responsible to the Superintendent/designee.

### Transportation to Community, STEM, STEAM and Private Schools

The District provides transportation for students who attend community, STEM, STEAM and private schools in compliance with Ohio law. The Board has the authority to make payment to the parents of such students in lieu of transportation.

[Adoption date: August 14, 2001]

[Re-adoption date: May 12, 2008]

[Re-adoption date: February 10, 2014]

[Re-adoption date: May 11, 2015]

[Re-adoption date: February 8, 2016]

[Re-adoption date: March 12, 2018]

LEGAL REFS.: ORC 3327.01 through 3327.10; **3327.015**  
4511.76 through 4511.78  
OAC 3301-83

CROSS REFS.: EEAA, Eligibility Zones for Pupil Transportation  
EEAC, School Bus Safety Program

## WELLNESS

As required by law, the Board of Education directs the Superintendent/designee to establish the following wellness policy as part of a comprehensive wellness initiative.

The wellness policy shall:

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

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

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

The District notifies the public of the wellness plan at least annually. The wellness plan is assessed at least once every three years and the results of the assessment are made available to the public.

~~The District reports compliance with the establishment of a wellness committee to the Ohio Department of Education by November 30 annually through the consolidated school mandate report.~~

~~If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.~~

[Adoption date: April 3, 2006]  
[Re-adoption date: May 11, 2015]  
[Re-adoption date: August 8, 2016]  
[Re-adoption date: April 17, 2017]  
[Re-adoption date: February 11, 2019]

LEGAL REFS.: Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265  
(Title I, Section 204), 118 Stat. 729  
National School Lunch Act; 42 USC 1751 et seq.  
Child Nutrition Act; 42 USC 1771 et seq.  
7 CFR, Subtitle B, Chapter 11, Part 210  
7CFR 220  
7 CFR 225  
7 CFR 245  
ORC **3301.68**  
3313.814  
OAC 3301-91-09

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

TELEPHONE SERVICES

Wireless Telephone Allowance

\$60.00 monthly allowance:

1. Central Office Administrative Positions
  - a. **Deputy Superintendent**
  - b. Assistant Superintendent
  - c. ~~Executive Director of K-12 Education~~
  - d. Director of Business
  - e. **Director of Communications**
  - f. **Executive** Director of Human Resources
  - g. Director of ~~Student Support Services~~ **Special Education**
  - h. **Director of Student Well-Being**
  - i. Director of Technology
  
2. Operations Department Coordinator Positions
  - a. Custodial Coordinator
  - b. Maintenance Coordinator
  - c. Operations Coordinator
  - d. **Project Coordinator**
  - e. Transportation Coordinator
  - f. **Warehouse Coordinator**
  - g. Assistant Transportation Coordinator
  - h. **Assistant Custodial Coordinator**

\$50.00 monthly allowance:

1. Secondary Principals (Grades 7-12)

\$25.00 monthly allowance:

1. Central Office Administrative Positions
  - a. Assistant Treasurer
  - b. Director of ~~Assessment & Research~~ **Social Emotional Learning & Measurement**
  - c. Director of Professional Development
  - d. Director of Elementary Curriculum
  - e. **Director of Middle Level Curriculum**
  - f. Director of Secondary Curriculum
  - g. Human Resource Coordinator
  - h. ~~Innovative Learning Center~~ Director **of Innovation and Extended Learning**
  - i. Special Education Coordinator

2. PreK/Elementary Principals (Grades PreK-6)
3. High School Athletic Directors
4. Assistant Principals

Board Approved October 8, 2012  
Board Re-approved May 11, 2015

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**New Policy**

STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Staff must maintain an appropriate relationship with all students at all times, both in and outside the classroom. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not solicit, encourage, engage, or consummate an inappropriate relationship with a student or minor.
5. Staff members shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.

9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

#### Social Media

1. District staff are prohibited from posting data, documents, photographs or inappropriate information on any social media platform that might result in a disruption of classroom activity or that violates State or Federal law relating to staff and student privacy. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff are prohibited from providing personal district social media passwords to students.
3. Communications between District staff and students via the internet, personal email accounts, text messaging, apps, personal social media and other modes of personal technology are discouraged. Staff members shall not solicit, encourage, engage, or consummate an inappropriate relationship with a student or minor through the use of technology.
4. Regarding District-approved social media, District staff may communicate with current students only under those circumstances approved by the District. Teachers are limited to communicating with students regarding matters relevant to a student's classwork. Staff with extra-curricular responsibilities are limited to communicating with students about the team they coach or the school activity they advise.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the staff and student codes of conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social media created for curricular, cocurricular or extracurricular purposes.



[Adoption date:]

LEGAL REF.: ORC 3313.20

CROSS REFS.: GBCA, Staff Conflict of Interest  
GBCB, Staff Conduct  
GBI, Staff Gifts and Solicitations  
IIBH, District Websites  
JFC, Student Conduct (Zero Tolerance)  
JFCF, Hazing and Bullying  
JG, Student Discipline  
JHF, Student Safety  
JHG, Reporting Child Abuse  
JL, Student Gifts and Solicitations  
JO, Student Records  
KBA, Public's Right to Know  
Staff Handbooks  
Student Handbooks  
Licensure Code of Professional Conduct for Ohio Educators

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

**RESCIND POLICY**

RESIGNATION OF CLASSIFIED STAFF MEMBERS

Any classified staff member may terminate his/her contract of employment with the District by filing a written notice with the Treasurer two weeks prior to the effective date of termination.

[Adoption date: August 14, 2001]

[Re-adoption date: May 11, 2015]

LEGAL REF.: ORC 124.39

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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:

1. \* 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”;
2. \*\* 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.
3. \*\*\* 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;
4. units earned in social studies shall be integrated with economics and financial literacy and
5. passing all State required examinations.

## 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 Officer 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

## ADMISSION OF EXCHANGE STUDENTS

The Hilliard City Schools recognize the significant contribution to international understanding realized through student foreign exchange programs. The benefits derived from these programs serve to increase our cultural awareness and develop cooperation, understanding, and friendship throughout the world. It is necessary, however, to consider the extent to which the resources of the Hilliard City School District are available to support these purposes. To these ends, the following criteria shall be considered prior to admitting a student for enrollment at a high school.

1. The sponsoring organization must be endorsed by the International Communication Agency, and must adhere to their "Criteria for Teenager Foreign Exchange Program."
2. A request for student acceptance should be made **two weeks** prior to **August 1 the effective date** of enrollment **year**. The request must include a complete transcript of the applicant's school records (including immunization records), translated into the English language, which will enable him/her to function effectively in an academic program.
3. The applicant must have a reading, writing and speaking proficiency in the English language which will enable him/her to function effectively in an academic program.
4. The student must reside with a family whose residence is within the Hilliard City School District.
5. The Hilliard Board of Education reserves the right to restrict the number of foreign exchange students for any school year, and to accept or reject any individual foreign exchange student.

Foreign exchange students enrolled in a recognized visitor exchange program may be eligible to participate in interscholastic athletics in accordance with Ohio High School Athletic Association Bylaws.

Requests for enrollment of foreign exchange students must be made to the assistant high school principal responsible for student attendance. Students accepted as foreign exchange students at a high school will ordinarily:

1. not be required to pay tuition;
2. receive all textbooks and workbooks free of charge;
3. have all class fees waived and



4. receive complimentary passes to all home athletic events and all school activities.

[Adoption date: August 14, 2001]  
[Re-adoption date: May 12, 2008]  
[Re-adoption date: February 10, 2014]  
[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 3313.20; 3313.535; 3313.61(H); 3313.615; 3313.64

CROSS REFS.: IGD, Cocurricular and Extracurricular Activities  
IGDJ, Interscholastic Athletics  
IGDK, Interscholastic Extracurricular Eligibility  
IKFB, Graduation Ceremonies  
JECB, Admission of Nonresident Students  
JHCB, Inoculations of Students

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, or parts and pieces thereof**, 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, or parts and pieces thereof**, 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, or parts and pieces thereof**, 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 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, **or parts and pieces thereof**, 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 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]

[Re-adoption date: November 11, 2019]

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

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## STUDENT SUSPENSION

The Superintendent/designee, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year the Superintendent/designee cannot apply any or all of the period of suspension to the following year.

The Superintendent/designee may instead require a student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension. The Board directs the Superintendent to develop a list of alternative consequences that may be used. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete the community service or assigned alternative consequence, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out of school suspension at the beginning of the following school year.

**Beginning with the 2019-2020 academic year, the District will reduce the number of out-of-school suspensions for non-serious offenses, as defined by State law, for students in grades pre-K through three in accordance with State law. Such out-of-school suspensions will be eliminated by the 2021-2022 school year.**

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to suspending a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

The District permits students to complete any classroom assignments missed due to suspension. Students will receive at least partial credit upon completion of any assignment missed due to suspension. The Board directs the Superintendent to develop written procedures for completing and grading these assignments. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's suspension.

The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.

2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the:
  - A. Superintendent;
  - B. student's school record (not for inclusion in the permanent record) and
  - C. and other staff involved.
6. Permanent Exclusion. If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

#### Appeal Procedure

Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within three school days of receipt of the notice of suspension. The Board of Education appoints the superintendent/designee to hear all suspension appeals. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or his/her parent(s). The student may be excluded from school during the appeal process.

#### Appeal to the Court

Under State law, appeal of the Board's or its designee's decision may be made to the court of common pleas.

[Adoption date: August 14, 2001]  
[Re-adoption date: November 11, 2003]  
[Re-adoption date: April 12, 2005]  
[Re-adoption date: May 11, 2015]  
[Re-adoption date: April 25, 2016]  
[Re-adoption date: April 17, 2017]  
[Re-adoption date: July 5, 2017]  
[Re-adoption date: May 13, 2019]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662; 3313.668

CROSS REFS.: IGCI, Community Service  
JEGA, Permanent Exclusion  
JFC, Student Conduct (Zero Tolerance)  
JFCEA, Gangs  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating  
Violence)  
JFCJ, Weapons in the Schools  
JG, Student Discipline  
JGA, Corporal Punishment  
JGDA, Emergency Removal of Student  
JGE, Student Expulsion  
Student Handbook



## STUDENT EXPULSION

At times the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. A student cannot be expelled from school solely because of unexcused absences. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than 80 days duration. An expulsion can extend beyond the end of the school year, if there are fewer school days than expulsion days remaining in the school year, then the Superintendent/designee may apply any remaining part of all the period of the expulsion to the following school year.

The Superintendent/designee may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent/designee to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion in to the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to expelling a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

**Beginning with the 2019-2020 academic year, the District will reduce the number of expulsions for non-serious offenses, as defined by State law, for students in grades pre-K through three in accordance with State law. Such expulsions will be eliminated by the 2021-2022 school year.**

The Superintendent/designee will give the student and parent, guardian or custodian written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice will state the time and place to appear, which must not be less than three days nor later than five days after the notice is given.

Within one school day of the expulsion, the Superintendent will notify the parents, guardians or custodians of the student and the Treasurer of the Board.

The notice will include the reasons for the expulsion and the right of the student, parent, guardian or custodian to appeal to the Board or its designee; the right to be represented at the appeal and the right to request the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Permanent Exclusion

If the offense is one for which a school district may seek permanent expulsion, then the notice will contain that information.

Appeal to the Board

A student remains expelled for the duration of the expulsion or until action is taken on any appeal. A student who is 18 or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent or guardian.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the court of common pleas.

[Adoption date: August 14, 2001]  
[Re-adoption date: November 11, 2003]  
[Re-adoption date: May 11, 2015]  
[Re-adoption date: April 25, 2016]  
[Re-adoption date: April 17, 2017]  
[Re-adoption date: May 13, 2019]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662; 3313.668

CROSS REFS.: ECAB, Vandalism  
IGCI, Community Service  
JEGA, Permanent Exclusion  
JFC, Student Conduct (Zero Tolerance)  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating  
Violence)

JFCJ, Weapons in the Schools  
JG, Student Discipline  
JGD, Student Suspension  
JGDA, Emergency Removal of Student

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**New Policy**

STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Staff must maintain an appropriate relationship with all students at all times, both in and outside the classroom. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not solicit, encourage, engage, or consummate an inappropriate relationship with a student or minor.
5. Staff members shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.

9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

### Social Media

1. District staff are prohibited from posting data, documents, photographs or inappropriate information on any social media platform that might result in a disruption of classroom activity or that violates State or Federal law relating to staff and student privacy. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff are prohibited from providing personal district social media passwords to students.
3. Communications between District staff and students via the internet, personal email accounts, text messaging, apps, personal social media and other modes of personal technology are discouraged. Staff members shall not solicit, encourage, engage, or consummate an inappropriate relationship with a student or minor through the use of technology.
4. Regarding District-approved social media, District staff may communicate with current students only under those circumstances approved by the District. Teachers are limited to communicating with students regarding matters relevant to a student's classwork. Staff with extra-curricular responsibilities are limited to communicating with students about the team they coach or the school activity they advise.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the staff and student codes of conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social media created for curricular, cocurricular or extracurricular purposes.

[Adoption date:]

LEGAL REF.: ORC 3313.20

CROSS REFS.: GBCA, Staff Conflict of Interest  
GBCB, Staff Conduct  
GBI, Staff Gifts and Solicitations  
IIBH, District Websites  
JFC, Student Conduct (Zero Tolerance)  
JFCF, Hazing and Bullying  
JG, Student Discipline  
JHF, Student Safety  
JHG, Reporting Child Abuse  
JL, Student Gifts and Solicitations  
JO, Student Records  
KBA, Public's Right to Know  
Staff Handbooks  
Student Handbooks  
Licensure Code of Professional Conduct for Ohio Educators

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

DISTRIBUTION/**ADVERTISEMENT/PROMOTION OF ANY KIND**  
OF NONSCHOOL-SPONSORED LITERATURE

This policy governs distribution/**advertisement/promotion of any kind** of nonschool-sponsored literature (including publications, leaflets, handbills or other printed or electronic material) on District property, at school-sponsored functions or electronically, including material that will be taken home by students. The District is not a public forum and individuals or entities are not granted access to District property for the purpose of indiscriminate dissemination of information. Accordingly, except as otherwise provided in this policy, persons desiring the distribution/**advertisement/promotion of any kind** of literature on District property, at school-sponsored functions or electronically, including material to be sent home with students must obtain prior approval for distribution/**advertisement/promotion of any kind** in compliance with the procedures and guidelines established by this policy.

Literature must comply with the following guidelines in order to be approved for distribution/**advertisement/promotion of any kind**.

1. The literature must not appear to bear the authority of the school.
2. The literature must contain the name of the sponsoring entity; the names of editors and publishers, if any; and the specific authority of each article, letter, story or other writing.
3. Except as otherwise provided in this policy, literature which promotes the products, activities or services of any nonschool entity must not be “primarily” commercial in nature and must prominently display the following statement: “The opinions, products, activities and/or services of this organization are neither sponsored nor endorsed by the District.” All other standard distribution/**advertisement/promotion of any kind** guidelines will apply. Purchase of advertising space is governed by Advertising Policy, file KJ.
4. A cover letter should indicate the grade levels and buildings and date (based on the District distribution list) requested for distribution/**advertisement/promotion of any kind**.
5. The literature must be appropriate for the age and maturity level of the intended recipients and distribution/**advertisement/promotion of any kind** of the literature must not be inconsistent with or interfere with the educational mission of the District. Examples of the kinds of literature that will not be approved pursuant to this guideline include the following:

- A. literature that is defamatory, invasive of privacy or an infringement of copyright;
  - B. literature that is vulgar, indecent, plainly offensive or obscene to a minor;
  - C. literature that incites students to engage in or otherwise promotes illegal conduct or conduct that violates the student code of conduct, including the use of substances that are prohibited to minors (such as tobacco, alcohol and drugs)
  - D. literature inconsistent with an environment of civility and decency and/or that violates the District's policy prohibiting ethnic intimidation;
  - E. to avoid conflict with Church and State, no literature promoting or sponsored by a religious organization and
  - F. literature that violates any other policy of the District.
6. Literature that concerns sexual or reproductive issues, whether or not it has any explicit content (including, for example, issues relating to birth control and abortion, whether from a pro-choice or a pro-life perspective), shall not be approved for distribution **advertisement/promotion of any kind.**
7. Literature that promotes or opposes any political figure, candidate or issue, including ballot issues of any kind, shall not be approved for distribution **advertisement/promotion of any kind.** Exceptions may be granted by the Board for issues that directly affect Hilliard City Schools including, but not limited to, District levies and bond issues. These exceptions must have Board resolution.
- A. Literature includes, but not limited to, a notice, placard, advertisement and written/printed material of any nature.
8. In district facilities designated as a polling place by the Franklin County Board of Elections (Board of Elections), the area being used as the polling place is subject to all Board of Elections rules and regulations on the day of the election. A polling place, as defined by Ohio Revised Code 3501.01, means that place provided for each precinct at which the electors having a voting residence in such precinct may vote. All district property outside of the polling place is governed by the policies of the Hilliard City School Board of Education.

[Adoption date: August 14, 2001]

[Re-adoption date: September 23, 2002]

[Re-adoption date: September 22, 2014]



[Re-adoption date: May 11, 2015]

[Re-adoption date: August 8, 2016]

LEGAL REFS.: ORC 3501

CROSS REFS.: KJ, Advertising in the Schools

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DISTRIBUTION/**ADVERTISEMENT/PROMOTION OF ANY KIND**  
OF NONSCHOOL-SPONSORED LITERATURE

Approval Procedure

When prior approval for distribution/**advertisement/promotion of any kind** of nonschool-sponsored literature is required, individuals seeking such approval must follow these procedures.

1. A person seeking approval for distribution/**advertisement/promotion of any kind** of literature must submit a copy of the literature, together with a description of the proposed recipients, to the superintendent/designee for review. The superintendent/designee shall review the literature in light of the guidelines established in this policy. The person requesting approval shall be informed of the superintendent's/designee's decision. Request for approval is allowed once per semester.
2. If approval for distribution/**advertisement/Promotion of any kind** is denied, the person requesting approval may appeal to the Superintendent/-designee. The appeal shall be in writing and shall state the reasons why the appellant believes the denial of approval was incorrect. The Superintendent/ shall receive such information as is presented to him/her by the appellant and may conduct such investigation as he/she deems necessary to be apprised of the facts. The Superintendent/designee shall render his/her decision in writing.

Method of Distribution/**Advertisement/Promotion of any kind**

1. The method of distribution/**advertisement/promotion of any kind** process is available online.
2. No recipient may be charged a fee to receive any literature.
3. Literature may not be distributed/**advertised/promoted** in a manner that violates any other policy of the District.
4. No literature shall be placed on the windshields of cars parked on District property. Most ordinarily, literature will be distributed/**advertised/promoted** hand-to-hand.
5. If someone is distributing/**advertising/promoting in any way** literature in violation of these policies, the individual(s) will be asked to immediately stop distribution/**advertisement/promotion**. If the individual refuses, authorities will be notified and legal action may be taken.

Exception

This policy does not apply to the distribution/**advertising/promotion of any kind** of literature by nonschool-sponsored groups during those nonschool times when such groups have permission to use school premises.

(Approval date: August 14, 2001)

(Re-approval date: September 23, 2002)

(Re-approval date: May 11, 2015)

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