



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent

Hilliard City School District
Operations Department

COMMITTEE MEMBERS

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Brian Perry, Board of Education

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Holly Meister, Principal Scioto Darby Elementary

Stephanie Borlaza, Principal Britton Elementary

Jamie Lennox, Special Education Coordinator

RECOMMENDATION

First Reading

June 14, 2021

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. DH – Bonded Employees and Officers
2. EDE – Computer/Online Services
3. EDE-R – Computer/Online Services (Acceptable Use and Internet Safety)
4. EDE-E – Network Acceptable Use Staff/Volunteer Agreement (**Rescind**)
5. EF/EFB – Food Services Management/Free and Reduced-Price Food Services
6. IGCK – Blended Learning (**New**)
7. IGE – Adult Education Programs
8. IGED – Adult Diploma
9. IGED-R – Diploma of Adult Education (**Rescind**)

Revision Notes:

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

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

- First reading – June 14, 2021
 - Second reading – July 8, 2021
 - Third reading and adoption – August 9, 2021
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Book	Policy Manual
Section	Section D: Fiscal Management
Title	Copy of Bonded Employees and Officers
Code	DH
Status	
Adopted	August 14, 2001
Last Revised	February 8, 2021
Prior Revised Dates	05/11/2015

Bonded Employees and Officers

~~The Board authorizes the use of an employee dishonesty policy in a coverage amount determined and approved by the Board in lieu of a Treasurer's surety bond. This policy must be in place at the time of appointment or reappointment of the Treasurer.~~

The Treasurer is required to execute an individual surety bond meeting statutory requirements or be covered under an employee dishonesty and faithful performance of duty policy. The amount of coverage shall be determined and approved by the Board. The Treasurer may, at the time of appointment or reappointment to the position, or during the individual's term or employment, become covered under an employee dishonesty and faithful performance of duty policy in lieu of a surety bond. The Treasurer shall not commence or continue the discharge of duties until coverage is documented as required by the Board. A lack of coverage on the date on which the discharge of duties are commenced or continued by the individual shall render the office vacant and it shall be filled in accordance with law.

~~The employee dishonesty and faithful performance of duty policy also may cover any other entity or individual as determined by the Board including but not limited to the Superintendent, Board President, staff and other employees who handle school funds and are included, at Board expense, in a position schedule bond or under the District liability insurance policy. The District also provides for appropriate bonding or insurance for~~ non-employees collecting money on behalf of the District

Legal	ORC 3.06
	ORC 131.18
	ORC 3313.25
	ORC 3313.83
	ORC 3319.05
	ORC 5705.412

Cross References

null

DM - Deposit of Public Funds (Cash Collection Points)

EI - Insurance Management

DRAFT



Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Computer/Online Services
Code	EDE
Status	
Adopted	August 14, 2001
Last Revised	February 10, 2020
Prior Revised Dates	07/12/2005, 10/13/2008, 11/28/2011, 04/25/2012, 08/13/2012, 07/09/2013, 05/11/2015

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 emails 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 email 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 websites intended to circumvent the District Web filtering system.
5. **Websites:** Websites created through the Network and/or linked to the District's website 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.
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.

Annually, a student who wishes to have computer network and internet access during the school year must read and acknowledge the acceptable use and internet safety policy. Students and staff are asked to acknowledge a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District provided device must use such platforms in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

CROSS REFS.: Staff Handbooks
Student Handbooks

Legal

U.S. Constitution Art. I, Section 8
Family Educational Rights and Privacy Act; 20 USC 1232g et seq.
Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii); (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)
ORC 3313.20
ORC 3319.321
CONTRACT REF.: Teachers' Negotiated Agreement
CONTRACT REF.: Classified Staff Negotiated Agreement

Cross References

AC - Nondiscrimination
ACA/ACAA - Nondiscrimination on the Basis of Sex/Sexual Harassment
GBCB - Staff Conduct
GBH (Also JM) - Staff-Student Relations
IB - Academic Freedom
IIA - Instructional Materials
IIBH - District Website Publishing
JFC - Student Conduct (Zero Tolerance)
JFCF - Hazing and Bullying (Harassment, Intimidation and Dating Violence)



Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Network Acceptable Use Staff/Volunteer Agreement
Code	EDE -E
Status	

RESCIND

Network Acceptable Use Staff/Volunteer Agreement

EDE-E.pdf (66 KB)

DRAFT

RESCIND

File: EDE-E

NETWORK ACCEPTABLE USE STAFF/VOLUNTEER AGREEMENT

All Board policies are available electronically through the district's website.

I have read, understood and agree to abide by the Network Acceptable Use Policy. As a user of Network Acceptable Use Policy. I further agree to use the Network in a responsible fashion while honoring all relevant laws and restrictions including applicable Board policies. I understand that my technology account may be monitored. I agree to exercise responsibility by using my best efforts not to use the Network in a manner inconsistent with this policy.

By signing below or online, I agree to indemnify and hold harmless Hilliard City Schools, its administrators, teachers, employees and Board members from any claims or damages arising as a result of and in connection with my failure to follow school policies regarding use of the Network, including claims or damages arising from my giving my password or access code to another person.

I understand that any violation of this policy may subject me to restriction on or termination of my access to District technology, discipline in accordance with the appropriate collective bargaining agreement, Board policy, referral to legal authorities and/or other legal action.

Name of User (printed) _____

Staff Member Signature _____ Date _____

RESCIND

File: EDE-E

NETWORK ACCEPTABLE USE STUDENT AGREEMENT

All Board policies are available electronically through the district's website.

I have read, understood and agree to abide by the Network Acceptance Use Policy. I agree to report any misuse of the technology to the building principal or a Network administrator and to cooperate in any investigations regarding security issues and/or improper or illegal uses of the technology. I understand that my technology account may be monitored. I agree to exercise responsibility by using my best efforts not to use the Network inconsistent with this policy.

I understand that any violation of this policy may subject me to restriction on or termination of my access to District technology, discipline in accordance with the Student Conduct Policy, other Board policies, referral to legal authorities and/or other legal action.

By signing below or online, I agree to indemnify and hold harmless Hilliard City Schools, its administrators, teachers, employees and Board members from any claims or damages arising as a result of and in connection with my failure to follow school policies regarding use of the Network, including claims or damages arising from the student giving his/her access code or password to another student.

Student Signature

Date

If the student named above is under 18 years of age, a parent or legal guardian must complete the following:

PARENT/GUARDIAN PERMISSION FORM

As a parent or legal guardian of the minor student signing above, I grant permission for my daughter/son/ward to access District technologies, including networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some accessible materials may be objectionable, and I accept responsibility for setting and conveying standards for my daughter/son/ward to follow when selecting, sharing or exploring information and media.

By signing below or online, I agree to indemnify and hold harmless Hilliard City Schools, its administrators, teachers, employees and Board members from any claims or damages arising as a result of and in connection with my child's/ward's failure to follow school policies regarding use of the Network, including claims or damages arising from the student giving his/her access code or password to another student.

Parent/Guardian Signature

Date



Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Computer/Online Services (Acceptable Use and Internet Safety)
Code	EDE-R
Status	
Adopted	September 22, 2014
Last Revised	May 11, 2015

Computer/Online Services (Acceptable Use and Internet Safety)

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language that may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, race, ethnicity, national origin, ancestry, citizenship status, religion, gender, sexual orientation, economic status, age, disability or military status, political beliefs or any other personal or physical characteristics.

12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail. [See Policy EDE (1. Privilege)]
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

DRAFT



Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Food Services Management/Free and Reduced-Price Food Services
Code	EF / EFB
Status	
Adopted	August 14, 2001
Last Revised	July 5, 2017
Prior Revised Dates	09/23/2002, 08/14/2006, 06/28/2010, 05/11/2015, 08/08/2016

Food Services Management/Free and Reduced-Price Food Services

The Board operates a food services program in its schools. Food preparation is centralized for elementary, intermediate and secondary schools when appropriate.

Food services include breakfasts and lunches in all schools through participation in the National Child Nutrition Programs. The food services supervisor reviews and recommends to the Board the types of foods to be sold.

The food services staff cooperates with the principals of the schools in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria rests with the building principal.

All prices set for school breakfasts, lunches and milk are subject to Board approval, except for a la carte food prices. The food services supervisor sets these prices without Board approval.

As required for participation in the National Child Nutrition Programs, the Board agrees that:

1. breakfast and a "Type A" lunch are made available to students, provided at least one- fifth of the students are eligible under Federal law for free meals;
2. students who qualify receive free or reduced-price meals;
3. all meals must meet USDA nutritional standards;
4. all snacks must meet USDA Smart Snacks in schools standards;
5. the management of food services complies with all federal, state and local regulations and
6. a summer meal program is provided to students attending a state-mandated summer remedial program.

In addition to those required by Federal law, the District complies with all State law requirements for the provision of school breakfast programs.

All students are expected to eat lunch at school and may not leave school grounds during the lunch hour, except when permission has been granted by the principal. Students are permitted to bring their lunches from home and to purchase milk and incidental items.

School lunch funds and other food service funds are kept in a special account.

The District provides for at least one employee, who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver, to be present while students are being served.

Meal Charges

The Board directs the administration to develop procedures for the management of meal charges and unpaid meal charges. The procedures allow for students to receive the daily nutrition they need, minimize the identification of students with insufficient funds to pay, maintain the integrity of the school food service account, and includes guidelines for the collection of delinquent meal charges. The procedures are provided to all parents and all District and school staff responsible for enforcement at the start of each school year.

Students with Special Dietary Needs

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District. Students with dietary needs that qualify as disabilities under law are provided reasonable accommodation.

Substitutions to regular school meals provided by the District are made for students who are unable to eat regular school meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Substitute meals are provided in the most integrated setting appropriate to the special needs of the student.

The nature of the student's qualifying dietary need, the reason this need prevents the student from eating regular school meals (including foods to be omitted from the student's diet), the specific diet prescription along with the needed substitution must be specifically stated in the physician's statement. The District, in compliance with the USDA Child Nutrition Division guidelines, provides substitute meals to food-allergic students based upon the physician's signed statement.

The District develops and implements administrative regulations for the management of food-allergic students. Such regulations include, but are not limited to, school-wide training programs regarding food allergy education, staff development regarding food allergy identification and management, allergy emergency drills, strategies for the identification of students with life-threatening food allergies and management skills including avoidance measures, designation of typical symptoms and dosing instructions for medications.

Legal

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 of 1966; 42 USC 1771 et seq.

Americans with Disabilities Act; 42 USC 12101 et seq.

Rehabilitation Act; 29 USC 794

ORC 3313.719

ORC 3313.81

ORC 3313.812

ORC 3313.813

ORC 3313.815

ORC 3314.18

OAC 3301-91-01 through 3301-91-09

Cross References

ACB - Nondiscrimination on the Basis of Disability

EFF - Food Sale Standards

EFG - Wellness

EFH - Food Allergies

JHCD - Administering Medicines to Students

JN - Student Fees, Fines and Charges

DRAFT



Book	Policy Manual
Section	Issue 2 of 2021 May PDQ (New)
Title	Copy of Blended Learning
Code	IGCK
Status	

NEW Customized for HCSD
Blended Learning

The Board authorizes the Superintendent to determine the need for implementation of a blended learning environment for the District. When a blended learning environment is implemented the Board directs the Superintendent to develop policies and procedures to be presented to the Board for adoption addressing the following:

1. Instructional frameworks and resources will be utilized as a means of personalization of student centered learning models to meet the needs of each student.
2. A district approved, research-based certification will be used as a tool for the evaluation and review of the quality of the on-line curriculum delivered to students.
3. ~~Assessment of each participating student's progress through the curriculum.~~ Students must will be permitted to advance through each level of the curriculum based on demonstrated competency/mastery of the material through multiple assessment opportunities. Students must will advance from grade to grade based upon credits earned. Credit ~~must is not be~~ based on a minimum number of days or hours in a classroom or on a digital learning device, but through demonstrated competency/mastery of learning standards and skills.
4. The ~~assignment of~~ district will assign a sufficient number of teachers to ensure a student has an appropriate level of interaction to meet the student's personal learning goals. Each participating student will be assigned to at least one teacher of record. ~~A school or classroom that implements blended learning cannot be required to have more than one teacher for every 125 students. All existing collective bargaining agreement provisions regarding staffing still apply.~~
5. The ~~method by which~~ district will provide each participating student ~~will have~~ with access to the digital learning tools necessary to access the on-line or digital content.
6. The ~~means by which each school will use a filtering device or~~ district will install filtering software that protects against internet access to materials that are obscene or harmful to juveniles on each computer/device provided to or made available to students for instructional use. The school ~~must also~~ district will provide such device or software at no cost to any student who uses a device obtained from a source other than the school.
7. The ~~means by which the~~ school district will ensure that teachers and other assigned personnel will be appropriately licensed or certified and have appropriate training in the pedagogy of the effective delivery of on-line or digital instruction.
8. ~~Expectations for s~~ Student attendance will be based on engagement/progress in coursework and how the school will be documented through participation in learning opportunities by the teacher and/or learning management system (LMS) submissions.

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

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

effective.

LEGAL REFS.:

ORC 3301.079
3302.41
OAC 3301-35-03

CROSS REFS.:

AFE, Evaluation of Instructional Programs (Also IM)
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
GBH, Staff-Student Relations (Also JM)
GCL, Professional Staff Development Opportunities
IKE, Promotion and Retention of Students
JO, Student Records

NOTE: Districts operating a blended learning program as provided for in Ohio Revised Code 3302.41 and Ohio Administrative Code 3301-35-03 are required to have Board adopted policies and procedures addressing the components outlined in OAC 3301-35-03 and included in this policy. It is important to note that this policy language provided does not include all the details needed for the required policies and procedures for your local blended learning program operation. In addition to this policy, districts will need to locally determine what blended learning will look like in their district based on the minimums established above and craft those into local policies or procedures for Board approval. These additional local details can be integrated into the sample policy language provided here, or details could be added as a regulation IGCK-R. Some districts also may approve a separate blending learning plan that includes Board approved procedures for implementation.

Legal

ORC 3301.079
ORC 3302.41
OAC 3301-35-03



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Adult Education Programs
Code	IGE
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015

Adult Education Programs

The Board recognizes that it has an educational responsibility to the entire community and to lifelong education. Accordingly, adult education courses ~~may be~~ are provided to meet the needs of adults and out-of-school youth for basic education, general and academic education and, occupational education ~~and development of special interests in various arts, crafts and recreation.~~

The Superintendent/designee administers the adult education program supported by a combination of District funds, State and Federal aid and fees. State aid is requested for all courses for which the State offers such aid. Adults who attend such programs are expected to comply with established rules and regulations.

Legal	ORC 3313.52
	ORC 3313.53
	ORC 3313.531
	ORC 3313.54
	ORC 3313.58
	ORC 3313.641
	ORC 3313.644
	OAC 3301-35-05

Cross References	IGAD - Career-Based Education
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Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Diploma of Adult Education
Code	IGED
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015

~~Diploma of Adult~~ **Diploma Education**

State law provides options for adult students to earn a high school diploma when the student has not already received a high school diploma or certificate of high school equivalency. The District may assist adult students in understanding options for a diploma in order to advance their educational and career goals. The District grants diplomas to adult students in accordance with all statutory requirements when completion of a pathway is verified.

The Board grants a Diploma of Adult Education to any adult who has completed the required 21.5 units for earning a high school diploma. These 21.5 units can consist of no more than six equivalent high school credits for adult students' life experiences. The life experiences may include work and volunteer experience; completion of academic, vocational or self-improvement courses and other experiences judged by the Board as providing knowledge, learning experiences and competencies comparable to those gained in the classroom. School staff evaluate the applicant's application for the Diploma of Adult Education. Each application must be approved by the Superintendent.

To be eligible to receive equivalent high school credits for the Diploma of Adult Education, an applicant must be at least 22 years old, be a resident of the District and not have been issued a high school certificate of attendance or diploma.

The District must make provisions to administer the state graduation examination to any eligible adult with exceptions for disabled persons. The adult must pass all subtests of the state graduation examination.

Legal

ORC 3301.0710
ORC 3301.0711
ORC 3313.611
ORC 3313.645
ORC 3317.024
OAC 3301-13-02
OAC 3301-13-05
OAC 3301-13-06
OAC 3301-35-01
OAC 3301-35-02

Cross References

IKF - Graduation Requirements
IL - Student Assessment

DRAFT



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Diploma of Adult Education
Code	IGED-R
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015

RECOMMEND RESCINDING

Diploma of Adult Education

~~The Board grants a Diploma of Adult Education to any adult who has completed the required 21.5 units for earning a high school diploma. These 21.5 units can consist of at least one half and no more than six equivalent high school units for adult students' life experiences.~~

Criteria for Issuing Adult Diplomas

~~Any eligible adult is awarded the Diploma of Adult Education if the individual:~~

- ~~1. is at least 22 years old and currently resides in the District;~~
- ~~2. has earned a minimum of one half and maximum of six equivalent adult high school units;~~
- ~~3. has earned sufficient high school units as required by the District for high school graduation, including equivalent life experience units, adult high school continuation units and chartered high school units and~~
- ~~4. has passed the state graduation examination in reading, writing, mathematics, science and citizenship or has been excused from the test because of a disabling condition described in the Ohio Revised Code.~~

~~All four requirements must be satisfied.~~

Program Elements Basis for Awarding Equivalent Adult High School Credits

~~According to the procedures established by the Board for granting equivalent adult high school units, the Board may award those units for successful completion of the following:~~

- ~~1. Educational option approved by the Board must be in compliance with the provisions of Paragraph D of Rule 3301-35-01 and Paragraph C of Rule 3301-35-02 of the Ohio Administrative Code.~~
- ~~2. The professional and certificated staff will evaluate the documentation of life experiences. The life experiences must demonstrate the competencies that the Board has approved as equivalent to those attained in a classroom setting. Those may include one or more of the following:~~
 - ~~A. work experience;~~
 - ~~B. experience as a volunteer;~~
 - ~~C. completion of an academic, vocational or self improvement course and~~
 - ~~D. other life experiences judged by the District Board to provide knowledge, learning experiences and competencies comparable to those attained in a classroom setting.~~

- ~~3. Staff holding certificates appropriate for the subject in which equivalent credit is granted shall provide instruction and/or evaluate the applicant's performance in tutorial and independent study programs.~~
- ~~4. Staff holding certificates for the subject in which credit is granted shall evaluate the applicant's performance in correspondence courses, educational travel, mentor programs and portfolio development.~~
- ~~5. Each applicant's learning experiences and competencies are evaluated in terms of their equivalence to experiences and competencies attained through the regular classroom instruction. The evaluation is based on a review of the following components of the regular classroom program:~~
 - ~~A. subject objectives;~~
 - ~~B. instructional activities, materials and environment and~~
 - ~~C. criteria and methods of assessing student performance.~~
- ~~6. Coordination of this program is under the direction of the high school principal or his/her designee. The Superintendent certifies all applications for a Diploma of Adult Education and the Board grants the diploma.~~

~~For Item 1 above—A high school counselor evaluates the transcript of an applicant to determine units to be completed to fulfill the District's curriculum requirements.~~

~~For Item 2 above—The same counselor meets with the applicant. The counselor prepares an instructional plan and advises regarding courses needed and equivalency credit documentation in the form of a portfolio which is needed to complete District requirements for graduation. At least one-half and no more than six life experience units may be counted toward those needed to earn a Diploma of Adult Education.~~

~~The President and Treasurer of the Board and the Superintendent shall sign the Diploma of Adult Education. Each diploma shall bear the date of its issuance, be in such form as the Board prescribes and be paid for from the District's general fund.~~

Administering the Graduation Examination to Eligible Adults

~~The Board must make provisions to administer the graduation examination to any eligible adult who is scheduled to earn a diploma. Exceptions can be made for disabled adults. The tests are to be administered twice each year according to Rule 3301-13-02 of the Administrative Code.~~

~~The graduation examination is limited to persons enrolled in an adult high school continuation program and/or to eligible persons who have earned at least one-half equivalent adult high school credit.~~

~~Although the graduation examination is to be administered to eligible adults on the same days in the same manner as prescribed for high school students, the District may administer the tests to adults in the evening.~~

~~The test is to be provided and administered at no cost to the adult student. The District administers the test and the State Board of Education provides the test and scoring.~~

~~All test security provisions included in Rule 3301-13-05 of the Administrative Code apply. Answer documents are scored and results reported according to Rule 3301-13-06 of the Administrative Code.~~