



## POLICY REVIEW COMMITTEE

MIKE McDONOUGH, ASSISTANT SUPERINTENDENT  
FRIDAY, JUNE 8, 2018, 9:30 AM, CENTRAL OFFICE

HILLIARD CITY SCHOOL DISTRICT  
OPERATIONS DEPARTMENT

### COMMITTEE MEMBERS

Heather Keck, President, Board of Education  
Lisa Whiting, Member, Board of Education  
Brian Wilson, Treasurer/CFO  
Mike McDonough, Assistant Superintendent  
Leslie McNaughton, Assistant Superintendent  
Vicky Clark, Director Elementary Education  
Stacie Raterman, Communications Director

Aaron Cookson, Principal Hilliard Davidson HS  
Matthew Trombitas, Principal Hilliard Heritage MS  
Cori Kindl, Principal Hilliard Tharp Sixth Grade School  
Samantha Althouse, Principal Washington Elementary  
Stephanie Borlaza, Principal Britton Elementary  
Shelli Miller, Student Support Services Coordinator

# RECOMMENDATION

SECOND READING  
SEPTEMBER 24, 2018

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. AC – Nondiscrimination
2. ACA/ACAA – Nondiscrimination on the Basis of Sex/Sexual Harassment
3. AFC-1 (Also GCN-1) – Evaluation of Certificated Staff (Ohio Teachers Evaluation System)
4. AFC-2 (Also GCN-2) – Evaluation of Professional and Certificated Staff (Administrators Both Certificated and Classified)
5. BCFA – Business Advisory Council to the Board
6. GBQ – Criminal Records Check
7. GCD-R – Professional and Certificated Staff Hiring
8. GCN-1 (Also AFC-1) – Evaluation of Certificated Staff (Ohio Teachers Evaluation System)
9. GCN-2 (Also AFC-2) – Evaluation of Professional and Certificated Staff (Administrators Both Certificated and Classified)
10. IGAD – Career-Based Education
11. IGCH (Also LEC) – College Credit Plus
12. IGCH-R (Also LEC-R) – College Credit Plus
13. IIBH-R – District Web Site Publishing
14. KKA – Recruiters in the Schools
15. LEC (Also IGCH) – College Credit Plus
16. LEC-R (Also IGCH-R) – College Credit Plus

### 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 – August 13, 2018
- Second reading – August 27, 2018
- Third reading and adoption – September 10, 2018

## NONDISCRIMINATION

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, ethnicity, national origin, ancestry, citizenship status, religion, gender, sexual orientation, economic status, age, disability or military status.

The Board does not discriminate on the basis of legally acquired genetic information.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

The Board designates the ~~Assistant Superintendent~~ **Executive Director of Human Resources**, 2140 Atlas Street, Columbus, Ohio 43228, 614-921-7000, <http://www.hilliardschools.org/contact-us/>, to serve as the District's compliance officer/civil rights coordinator.

The name, title, and contact information of this individual is annually published in District handbooks and on the District website.

The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address any inquiries or complaints regarding discrimination/retaliation or denial of equal access in a prompt and equitable manner.

Reports and Complaints of Unlawful Discrimination/Harassment

All persons associated with the District, including, but not limited to, the Board, administration, staff, students and third parties are encouraged to promptly report incidents of unlawful discrimination/harassment.

The Board has developed complaint procedures, which are made available to every member of the school community. The Board also has identified disciplinary penalties, which may be imposed on the offender(s).

Matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible.

[Adoption date: August 14, 2001]  
[Re-adoption date: January 24, 2005]  
[Re-adoption date: April 12, 2005]  
[Re-adoption date: July 9, 2008]  
[Re-adoption date: April 13, 2011]  
[Re-adoption date: April 22, 2013]  
[Re-adoption date: May 11, 2015]  
[Re-adoption date: February 6, 2017]

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000d et seq.  
Civil Rights Act, (Amended 1972), Title VII; 42 USC 2000e et seq.  
Education Amendments of 1972, Title IX; 20 USC 1681  
Executive Order 11246, as amended by Executive Order 11375  
Equal Pay Act; 29 USC 206  
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.  
Rehabilitation Act; 29 USC 794  
Individuals with Disabilities Education Act; 20 USC 1400 et seq.  
Age Discrimination in Employment Act; 29 USC 623  
Immigration Reform and Control Act; 8 USC 1324a et seq.  
Americans with Disabilities Act; 42 USC 12112 et seq.  
Ohio Const. Art. I, Section 2  
ORC Chapter 3323  
Chapter 4112  
OAC 3301-35-02

CROSS REFS.: ACA, Nondiscrimination on the Basis of Sex  
ACAA, Sexual Harassment  
ACB, Nondiscrimination on the Basis of Disability  
EDE, Computer/Online Services (Acceptable Use and Internet Safety)

GBA, Equal Opportunity Employment  
GBO, Verification of Employment Eligibility  
IGAB, Human Relations Education  
IGBA, Programs for Students with Disabilities  
JB, Equal Educational Opportunities  
JFC, Student Conduct (Zero Tolerance)  
JFCEA, Gangs  
JFCF, Hazing and Bullying  
Staff Handbooks  
Student Handbooks

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

DRAFT

## NONDISCRIMINATION ON THE BASIS OF SEX/SEXUAL HARASSMENT

The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs.

Title IX states, in part: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

The Board ensures compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education.

All persons associated with the District, including, but not limited to, the Board, administration, staff students, and third parties are expected to conduct themselves at all times so as to provide an atmosphere free from sex discrimination and sexual harassment. Sex discrimination and sexual harassment, whether verbal, nonverbal, or digital occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. The District may have an obligation to investigate and/or respond to sexual harassment occurring off school grounds, when the harassment creates a hostile environment within the school setting. Sexual harassment is strictly prohibited by this policy.

The District takes measures to eliminate harassment, prevent its recurrence and remedy its effects, and will implement interim measures as deemed necessary.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal, or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person’s employment or status in a class, educational program or activity;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. such conduct is sufficiently severe, persistent, or pervasive and has the purpose or effect of unreasonably interfering with an individual’s work or educational performance by creating an intimidating, hostile or abusive environment, or by interfering with one’s ability to participate in or benefit from a class or educational program or activity.

Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will, or where a person is incapable of giving consent. Examples of sexual violence include but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Sexual harassment includes gender-based harassment, which refers to unwelcome conduct based on an individual's actual or perceived sex, (including harassment based on gender identity and nonconformity with sex stereotypes), and not necessarily involving conduct of a sexual nature.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; grooming; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive, or obscene objects pictures or any form of digital media. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

All of these types of harassment are considered forms of sex discrimination prohibited by Title IX.

The Board has developed informal and formal discrimination and harassment complaint procedures. The procedures provide for a prompt and equitable investigation and resolution of complaints of sex discrimination, including sexual misconduct. The Board also has identified disciplinary measures that may be imposed upon the offender. Nothing in this policy or procedure prevents an individual from pursuing action through State and/or Federal law, contacting law enforcement, or from filing a complaint with the United States Department of Education, Office of Civil Rights, the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

**The Grievance Officer:** The Board designates the ~~Assistant Superintendent~~ **Executive Director of Human Resources**, 2140 Atlas Street, Columbus, Ohio 43228, 614-921-7000, <http://www.hilliardschools.org/contact-us/>, to serve as the District's Title IX Coordinator.

The Title IX Coordinator serves as the grievance officer and coordinates the District's efforts to comply with and carry out responsibilities under Title IX, including any complaint under Title IX. He/She is vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedure set forth in the accompanying regulation. Any investigatory responsibilities of the Title IX Coordinator may be delegated to a designee trained in Title IX compliance and procedures.

Confidentiality/Retaliation

Sexual harassment matters, including the identity of both the reporting party and the responding party, are kept confidential to the extent possible, consistent with the Board's legal obligations to investigate. Although discipline may be imposed against the responding party upon a finding of guilt, the District prohibits retaliation for an individual's participation in, and/or initiation of a sex discrimination/sexual harassment complaint investigation, including instances where the complaint is not substantiated. The District takes reasonable steps to prevent retaliation and takes strong responsive action if retaliation occurs.

[Adoption date: August 14, 2001]  
[Re-adoption date: August 14, 2006]  
[Re-adoption date: May 11, 2015]  
[Re-adoption date: February 6, 2017]  
[Re-adoption date: March 12, 2018]

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000d et seq.  
Civil Rights Act, Title VII; 42 USC 2000e et seq.  
Education Amendments of 1972, Title IX; 20 USC 1681 et seq.  
Executive Order 11246, as amended by Executive Order 11375  
Equal Pay Act; 29 USC 206  
Ohio Const. Art. I, Section 2  
ORC Chapter 4112  
OAC 3301-35-03(A)

CROSS REFS.: AC, Nondiscrimination  
ACB, Nondiscrimination on the Basis of Disability  
GBA, Equal Opportunity Employment  
GBD, Board-Staff Communications (Also BG)  
IGDJ, Interscholastic Athletics  
JB, Equal Educational Opportunities  
JFC, Student Conduct (Zero Tolerance)  
JFCF, Hazing  
JHG, Reporting Child Abuse  
Staff Handbooks  
Student Handbooks

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

EVALUATION OF CERTIFICATED STAFF  
(Ohio Teachers Evaluation System)

A determination of the efficiency and effectiveness of the teaching staff is a critical factor in the overall operation of the District. The Board evaluates teachers in accordance with State law and the standards-based statewide teacher evaluation framework adopted by the State Board of Education.

Notwithstanding Ohio Revised Code Section 3319.09, this policy applies to any person employed under a teacher license issued under Ohio Revised Code chapter 3319, or under a professional or permanent teacher's certificate issued under former Section 3319.222, and who spends at least 50% of the time employed providing content-related student instruction. This teacher evaluation policy does not apply to substitute teachers.

Credentialed evaluators

Evaluations carried out under this policy are conducted by persons holding evaluator credentials established by the Ohio Department of Education. Evaluators must complete state-sponsored evaluation training and pass the online credentialing assessment. The Board adopts a list of approved credentialed district evaluators chosen from the Ohio Department of Education's list.

Effectiveness Rating

Teachers are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. This rating will be determined based on 50% teacher performance and 50% student growth measures. Student growth will be determined through multiple measures.

Annually, the Board submits to the Ohio Department of Education, the number of teachers assigned an effectiveness rating, aggregated by the teacher preparation programs from which, and the years in which, the teachers graduated. The name of, or any personally identifiable information about, any teacher reported in compliance with this provision cannot be required.

Teacher Performance Calculation

Teachers are evaluated via two formal observations and periodic classroom walk-throughs. The 50% teacher performance measure is based on the Ohio Standards for the Teaching Profession. The Superintendent/designee facilitates the selection/development of evaluation tools to calculate teacher performance. The Board directs the Superintendent/designee to develop procedures for these evaluation tools in accordance with the negotiated agreement.

Student Growth Calculation

For the purpose of this policy, student growth means the change in student achievement for an individual student between two or more points in time. Student growth is evaluated by a combination of: (1) Value-added data or an alternative student academic process measure if adopted under ORC 3302.03(C)(1)(e); (2) ODE approved assessments and/or (3) Board determined measures. When available, value-added data or an alternative student academic



progress measure if adopted under ORC 3302.03(C)(1)(e) shall be included in the multiple measures used to evaluate student growth in proportion to the part of the teacher's schedule of courses or subjects for which the value added progress dimension is applicable.

If a teacher's schedule is comprised only of courses or subjects for which value-added data is applicable, the entire student academic growth factor of the evaluation for such teachers shall be based on the value added progress dimension.

~~Value added data based on the results of state assessments administered in the 2014-2015 and 2015-2016 school years will not be used to assess student academic growth. Such data also will not be used when making dismissal, retention, tenure or compensation decisions. The Board may administer ODE approved assessments and/or local measures of student growth using state designed criteria and guidance for teachers of subjects where value added scores from state assessments are not available. Evaluations for teachers of grade levels and subject areas for which the value added progress dimension is applicable, and where no other measure is available to determine student academic growth, shall be based solely on teacher performance.~~

Student exemptions will be in accordance with State law regarding the calculation of student academic growth. Data from Board-determined multiple measures will be converted to a score of: (1) Least Effective, (2) Approaching Average, (3) Average, (4) Above Average or (5) Most Effective student growth levels.

#### Professional Growth and Improvement Plans

Teachers with a final summative rating of Accomplished must develop professional growth plans and choose their credentialed evaluators from the Board-approved evaluator list.

Teachers with a final summative rating of Skilled must develop professional growth plans collaboratively with their credentialed evaluators from the Board-approved evaluator list and will have input on their credentialed evaluator.

Teachers with a final summative rating of Developing must develop professional growth plans with their credentialed evaluators. The Superintendent/designee approves the professional growth plan and assigns the credentialed evaluator.

Teachers with a final summative rating of Ineffective must develop an improvement plan with their credentialed evaluators. The Superintendent/designee approves the improvement plan and assigns the credentialed evaluators.

#### Evaluation Timeline

District administrators evaluate teachers annually. Annual evaluations include two formal observations at least 30 minutes each and periodic classroom walkthroughs. Teachers, who are on limited or extended limited contracts pursuant to State law and under consideration for nonrenewal, receive at least three formal observations during the evaluation cycle.

All teacher evaluations are completed by May 1. Teachers evaluated under this policy are provided with a written copy of their evaluation results by May 10.

The Board evaluates teachers receiving effectiveness ratings of Accomplished on those teacher's most recent evaluations carried out under this policy every two years. Biennial evaluations conducted under this policy are completed by May 1 of the evaluation year. Teachers evaluated on a biennial basis are provided a written copy of their evaluation results by May 10 of the evaluation year.

**The timelines and procedures for evaluations for OTES-evaluated teachers shall be as set forth in Ohio Revised Code Sections 3319.111 and 3319.112. The timelines and procedures for OSCES-evaluated school counselors shall be as set forth in ORC Section 3319.113. The timelines and procedures for evaluations for non-instructional bargaining unit members shall be set by the District joint evaluation committee.**

#### Testing for Least Effective Teachers in Core Subjects

Teachers of core subject areas, as defined by State law, who have received a rating of Least Effective for two of the three most recent school years must register for and take all written examinations of content knowledge selected by the Ohio Department of Education. No teacher shall be responsible for the cost of taking an examination under this section.

#### Retention and Promotion

The Board uses evaluation results for retention and promotion decisions. The Board adopts procedures for use by district administrators in making retention and promotion decisions based on evaluation results.

Seniority shall not be the basis for making retention decisions, except when choosing between teachers who have comparable evaluations.

#### Poorly Performing Teachers

The Board uses evaluation results for removing poorly performing teachers. The Board adopts procedures for removing poorly-performing teachers based on evaluation results in accordance with the negotiated agreement and State law.

#### Professional Development

The Board allocates financial resources to support professional development in compliance with State law and the State Board of Education evaluation framework.

[Adoption date: August 14, 2001]

[Re-adoption date: April 22, 2013]

[Re-adoption date: November 25, 2013]

[Re-adoption date: May 11, 2015]

[Re-adoption date: October 26, 2015]

[Re-adoption date: April 25, 2016]

LEGAL REFS.: ORC 3319.11; 3319.111; 3319.112; 3319.16; 3319.58  
Chapter 4117  
OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records  
GCB, Professional Staff Contracts and Compensation Plans

CONTRACT REF.: Teachers' Negotiated Agreement

DRAFT

EVALUATION OF PROFESSIONAL AND CERTIFICATED STAFF  
(Administrators Both Certificated and Classified)

The Superintendent/designee institutes and maintains a comprehensive program for the evaluation of administrative personnel. Administrative personnel are all persons issued contracts in accordance with the Ohio Revised Code, including the following: assistant superintendents, business managers, principals, assistant principals and all other personnel required to maintain certificates/licenses in order to be employed as pupil-personnel workers and educational administrative specialists (provided that such person spends less than 50% of his/her time teaching or working with students) and any other employee whose duties enable him/her to be considered either a "supervisor" or "management-level employee" excluded from all of the employee bargaining units. In addition, evaluations should assist administrators in developing their professional abilities in order to increase the effectiveness of District management.

The purpose of administrator evaluations is to assess the performance of administrators, to provide information upon which to base employment and personnel decisions and to comply with the requirements of State law. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed by the end of the contract year, and a copy is given to the administrator. In the year an administrator's contract does expire, two evaluations are completed, one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to June 1 and prior to any Board action on the employee's contract. Evaluations are considered by the Board in determining whether to re-employ administrators.

The final evaluation includes the Superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.

The evaluation measures the administrator's effectiveness in performing the duties included in his/her written job description and the specific objectives and plans developed in consultation with the Superintendent. The evaluations are conducted annually by the Superintendent/designee.

Evaluation criteria for each position are in written form and are made available to the administrator. The results of the evaluations are kept in personnel records maintained in the central office. The evaluated administrator has the right to attach a memorandum to the written evaluation. Evaluation documents, as well as information relating thereto, are accessible to each evaluatee and/or his/her representative.

### Ohio Principal Evaluation System (OPES)

Evaluations carried out under this policy are conducted by persons holding evaluator credentials established by the Ohio Department of Education. Evaluators must complete state-sponsored evaluation training and pass the online credentialing assessment. The Board adopts a list of approved credentialed district evaluators chosen from the Ohio Department of Education's list.

Principals and assistant principals are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. This rating will be determined based on 50% measures of principal or assistant principal performance and 50% student growth measures. Student academic growth is determined through multiple measures.

Principals and assistant principals are evaluated via two formal observations and periodic building walk-throughs. The 50% principal and assistant principal performance measure is based on the Ohio Standards for Principals. Proficiency on the standards includes consideration of professional goal setting, communication and professionalism, and skills and knowledge.

Student academic growth is evaluated by a combination of: (1) Value-added data; (2) ODE approved assessments and/or (3) Board determined measures. When available, value-added data shall be included in the multiple measures used to evaluate student growth.

~~Value added data based on the results of state assessments administered in the 2014-2015 and 2015-2016 school years will not be used to assess student academic growth. Such data also will not be used when making dismissal, retention, tenure or compensation decisions.~~

The principal's performance rating is combined with the results of student growth measures to produce a summative evaluation rating according to ODE requirements.

The Superintendent/designee evaluates all principals and assistant principals annually. Annual evaluations include two formal observations at least 30 minutes each and periodic building walkthroughs.

The Board allocates financial resources to support professional learning in compliance with State law and the State Board of Education's evaluation framework.

[Adoption date: August 14, 2001]  
[Re-adoption date: April 12, 2005]  
[Re-adoption date: April 22, 2013]  
[Re-adoption date: November 25, 2013]  
[Re-adoption date: May 11, 2015]  
[Re-adoption date: October 26, 2015]  
[Re-adoption date: April 25, 2016]

LEGAL REFS.: ORC 3319.02; 3319.03; 3319.04; 3319.111; 3319.16; 3319.17; 3319.171;  
3319.22  
OAC 3301-35-06

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records

DRAFT

BUSINESS ADVISORY COUNCIL TO THE BOARD

The Board shall appoint is required to appoint a Business Advisory Council (BAC) whose membership and organization shall be determined by the Board in accordance with ORC 3313.82, ORC 3313.821, and applicable law. The Board shall follow the requirements in Ohio Revised Code. Because the Board has entered into an agreement to receive services from the ESC of Central Ohio ("ESC") under R.C. 3313.843 or R.C. 3313.845, the Board is eligible by law to appoint the ESC's BAC to serve on the Board's behalf.

The Board and council adopt and file with the Ohio Department of Education, an annual plan under which the council advises and provides recommendations to the Board on matters specified by the Board, including, but not necessarily limited to, the delineation of employment skills, the development of curriculum to instill these skills, changes in the economy and in the job market and the types of employment in which future jobs are most likely to be available. This council also makes suggestions for developing a working relationship among businesses, labor organizations and educational personnel.

The Board and council file a joint statement by March 1 each year describing how they have fulfilled their responsibilities.

Accordingly, the Board shall appoint the ESC's BAC to serve as the Board's BAC. The Board shall enter into an agreement with the ESC outlining the scope of this appointment and identifying the manner in which the District shall participate in the matters of the BAC. The Superintendent, Treasurer, and all other appropriate administrators shall respond as is appropriate to requests from the BAC for assistance. The Superintendent, or designee, shall attend BAC meetings regularly, and shall keep the Board apprised of any recommendations and advice provided by the BAC.

Additionally, the Superintendent, or designee, shall act as a liaison to the BAC on behalf of the Board, providing information to the BAC or soliciting recommendations from the BAC as the Board may deem appropriate, and within the parameters set forth by law.

[Adoption date: March 12, 2018]

[Re-adoption date: May 14, 2018]

LEGAL REFS.: ORC 121.22(B)  
3313.174  
3313.82  
3313.821

CROSS REFS.: BCE, Board Committees  
BCF, Advisory Committees to the Board

## CRIMINAL RECORDS CHECK

The Board shall request from the Superintendent of the Bureau of Criminal Identification and Investigation (BCII) criminal records checks of all candidates under final consideration for employment or appointment in the District. The BCII criminal records checks include information from the Federal Bureau of Investigation (FBI), unless the individual can demonstrate that he/she has been a resident of the state for the preceding five years and has previously been subject to a BCI check, in which case only a FBI check is required.

**At the time of candidates' initial application for employment, applicants are given a separate written statement informing them that each must provide a set of fingerprint impressions as part of the criminal records check process and that the Board uses a criminal records check as part of the initial hiring process and at various times during the employment career.** The Board may employ persons on the condition that the candidate submit to and pass a BCII criminal records check in accordance with State law. Any person conditionally hired who fails to pass a BCII criminal records check is released from employment. ~~Applicants are given a separate written statement informing them that the Board uses a criminal records check as part of the initial hiring process and at various times during the employment career. This notice must be on a separate document which only contains this notice. The applicant's written authorization to obtain the criminal records check will be obtained prior to obtaining the criminal records check.~~

~~Prior to taking an adverse action against an applicant or employee (such as declining to employ, reassigning an employee, denying a promotion, suspension, nonrenewal or termination) based in whole or in part on a criminal records check, the applicant or employee is given a written pre-adverse action disclosure statement which includes a copy of the criminal records check and the Federal Trade Commission's notice entitled "A Summary of Your Rights Under the Fair Credit Reporting Act."~~

~~After taking an adverse action, the applicant or employee is given a written adverse action notice which includes the name, address and telephone number of the BCII, a statement that the BCII did not make the decision to take the adverse action and cannot give specific reasons for it, the individual's right to dispute the accuracy or completeness of any information furnished by the BCII and the individual's right to an additional free criminal records check from the BCII upon request within 60 days.~~

An applicant for employment may provide a certified copy of a BCII criminal records check to the District in compliance with State law. The District may accept this criminal records check in place of its own records check if the date of acceptance by the District is within one year after the date of issuance by the BCII.

State law requires subsequent criminal records checks every five years for all school employees except bus drivers. For currently employed bus drivers, a new report is required every six years.



Any and all information obtained by the Board or persons under this policy is confidential and shall not be released or disseminated. Criminal records checks are not public records for purposes of the Public Records Law. Any applicant not hired because of information received from the records check shall be assured that all records pertaining to such information are destroyed.

Volunteers

The District notifies current and prospective volunteers who have or will have unsupervised access to students on a regular basis that a criminal records check may be conducted at any time.

Contractors

Criminal records checks are required for contractors who meet the following four criteria: (1) the contractor is an employee of a private company under contract with the District to provide “essential school services”; (2) the contractor works in a position involving routine interaction with a child or regular responsibility for the care, custody or control of a child; (3) the contractor is not licensed by ODE and (4) the contractor is not a bus driver.

- [Adoption date: August 14, 2001]
- [Re-adoption date: October 11, 2005]
- [Re-adoption date: April 9, 2007]
- [Re-adoption date: January 28, 2008]
- [Re-adoption date: May 12, 2008]
- [Re-adoption date: January 12, 2009]
- [Re-adoption date: February 13, 2012]
- [Re-adoption date: July 9, 2013]
- [Re-adoption date: May 11, 2015]

LEGAL REFS.: ~~Fair Credit Reporting Act; 15 USC 1681 et seq;~~

- ORC 109.57; 109.572; 109.575; 109.576
- 2953.32
- 3301.074
- 3314.19; 3314.41
- 3319.088; 3319.089; 3319.22; 3319.222; 3319.29; 3319.291;
- 3319.303; 3319.311; 3319.313; 3319.315; 3319.39;
- 3319.391; 3319.392
- 3327.10
- OAC 3301-83-06

CROSS REFS.: EEAC, School Bus Safety Program  
GBL, Personnel Records  
GCBB, Professional and Certificated Staff Supplemental Contracts  
GCD, Professional and Certificated Staff Hiring  
GCPD, Suspension and Termination of Professional and Certificated Staff  
Members  
GDBB, Classified Staff Pupil Activity Contracts  
GDD, Classified Staff Hiring  
GDPD, Suspension and Termination of Classified Staff Members  
IIC, Community Instructional Resources (Also KF)  
IICC, School Volunteers  
KBA, Public's Right to Know  
LEA, Student Teaching and Internships

DRAFT

## PROFESSIONAL AND CERTIFICATED STAFF HIRING

When circumstances dictate, and in order to maintain continuity of the District's educational program, the employment of previously retired administrative personnel to fill administrative vacancies may be recommended to the Board so long as all of the following conditions are met.

1. An individual's administrative contract is a one-year agreement only. Such contract contains a resignation clause effective at the end of the one-year period.
2. All individual employment contracts expire at the end of the contract period without action by the Board or notice of expiration to the individual administrative employee.
3. A previously retired administrator must execute a written waiver of any evaluation procedures and potential automatic re-employment pursuant to applicable provisions of law.
4. A previously retired administrator must waive eligibility for continuing contract status as a teacher in the District, no matter his/her length of post-retirement service or the number of administrative contracts issued.
5. No previously retired administrator has any expectation of or right to future employment.
6. No previously retired administrator is eligible to participate in any retirement incentive program offered by the Board including, but not limited to, severance allowance.
7. Previously retired administrators may purchase health and other insurance benefits offered by the Board to its regular employees at **50% of** the Board's cost, as may be adjusted from time to time.
8. A previously retired administrator must hold a valid license issued by the Ohio Department of Education pursuant to State law.
9. In the event a reduction in force is necessary, previously retired administrators are released before any limited contract administrators and are not eligible for recall. Previously retired administrators affected by a reduction in force may be subsequently rehired at the Board's discretion.
10. Previously retired administrators are entitled to all benefits available to administrative employees, unless otherwise limited by contract or the specific provisions of this regulation.

File: GCD-R

11. Previously retired administrators return to employment with no sick leave balance, but may accumulate sick leave once re-employed.
12. Policy does not supersede the Ohio Revised Code.

(Approval date: August 14, 2001)

(Re-approval date: December 11, 2001)

(Re-approval date: May 12, 2008)

(Re-approval date: May 11, 2015)

DRAFT

EVALUATION OF CERTIFICATED STAFF  
(Ohio Teachers Evaluation System)

A determination of the efficiency and effectiveness of the teaching staff is a critical factor in the overall operation of the District. The Board evaluates teachers in accordance with State law and the standards-based statewide teacher evaluation framework adopted by the State Board of Education.

Notwithstanding Ohio Revised Code Section 3319.09, this policy applies to any person employed under a teacher license issued under Ohio Revised Code chapter 3319, or under a professional or permanent teacher's certificate issued under former Section 3319.222, and who spends at least 50% of the time employed providing content-related student instruction. This teacher evaluation policy does not apply to substitute teachers.

Credentialed evaluators

Evaluations carried out under this policy are conducted by persons holding evaluator credentials established by the Ohio Department of Education. Evaluators must complete state-sponsored evaluation training and pass the online credentialing assessment. The Board adopts a list of approved credentialed district evaluators chosen from the Ohio Department of Education's list.

Effectiveness Rating

Teachers are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. This rating will be determined based on 50% teacher performance and 50% student growth measures. Student growth will be determined through multiple measures. Annually, the Board submits to the Ohio Department of Education, the number of teachers assigned an effectiveness rating, aggregated by the teacher preparation programs from which, and the years in which, the teachers graduated. The name of, or any personally identifiable information about, any teacher reported in compliance with this provision cannot be required.

Teacher Performance Calculation

Teachers are evaluated via two formal observations and periodic classroom walk-throughs. The 50% teacher performance measure is based on the Ohio Standards for the Teaching Profession. The Superintendent/designee facilitates the selection/development of evaluation tools to calculate teacher performance. The Board directs the Superintendent/designee to develop procedures for these evaluation tools in accordance with the negotiated agreement.

Student Growth Calculation

For the purpose of this policy, student growth means the change in student achievement for an individual student between two or more points in time. Student growth is evaluated by a combination of: (1) Value-added data or an alternative student academic process measure if adopted under ORC 3302.03(C)(1)(e); (2) ODE approved assessments and/or (3) Board determined measures. When available, value-added data or an alternative student academic

progress measure if adopted under ORC 3302.03(C)(1)(e) shall be included in the multiple measures used to evaluate student growth in proportion to the part of the teacher's schedule of courses or subjects for which the value added progress dimension is applicable.

If a teacher's schedule is comprised only of courses or subjects for which value-added data is applicable, the entire student academic growth factor of the evaluation for such teachers shall be based on the value added progress dimension.

~~Value added data based on the results of state assessments administered in the 2014-2015 and 2015-2016 school years will not be used to assess student academic growth. Such data also will not be used when making dismissal, retention, tenure or compensation decisions. The Board may administer ODE approved assessments and/or local measures of student growth using state-designed criteria and guidance for teachers of subjects where value added scores from state assessments are not available. Evaluations for teachers of grade levels and subject areas for which the value added progress dimension is applicable, and where no other measure is available to determine student academic growth, shall be based solely on teacher performance.~~

Student exemptions will be in accordance with State law regarding the calculation of student academic growth. Data from Board-determined multiple measures will be converted to a score of: (1) Least Effective, (2) Approaching Average, (3) Average, (4) Above Average or (5) Most Effective student growth levels.

#### Professional Growth and Improvement Plans

Teachers with a final summative rating of Accomplished must develop professional growth plans and choose their credentialed evaluators from the Board-approved evaluator list.

Teachers with a final summative rating of Skilled must develop professional growth plans collaboratively with their credentialed evaluators from the Board-approved evaluator list and will have input on their credentialed evaluator.

Teachers with a final summative rating of Developing must develop professional growth plans with their credentialed evaluators. The Superintendent/designee approves the professional growth plan and assigns the credentialed evaluator.

Teachers with a final summative rating of Ineffective must develop an improvement plan with their credentialed evaluators. The Superintendent/designee approves the improvement plan and assigns the credentialed evaluators.

#### Evaluation Timeline

District administrators evaluate teachers annually. Annual evaluations include two formal observations at least 30 minutes each and periodic classroom walkthroughs. Teachers, who are on limited or extended limited contracts pursuant to State law and under consideration for nonrenewal, receive at least three formal observations during the evaluation cycle.

All teacher evaluations are completed by May 1. Teachers evaluated under this policy are provided with a written copy of their evaluation results by May 10.

The Board evaluates teachers receiving effectiveness ratings of Accomplished on those teacher's most recent evaluations carried out under this policy every two years. Biennial evaluations conducted under this policy are completed by May 1 of the evaluation year. Teachers evaluated on a biennial basis are provided a written copy of their evaluation results by May 10 of the evaluation year.

**The timelines and procedures for evaluations for OTES-evaluated teachers shall be as set forth in Ohio Revised Code Sections 3319.111 and 3319.112. The timelines and procedures for OSCES-evaluated school counselors shall be as set forth in ORC Section 3319.113. The timelines and procedures for evaluations for non-instructional bargaining unit members shall be set by the District joint evaluation committee.**

#### Testing for Least Effective Teachers in Core Subjects

Teachers of core subject areas, as defined by State law, who have received a rating of Least Effective for two of the three most recent school years must register for and take all written examinations of content knowledge selected by the Ohio Department of Education. No teacher shall be responsible for the cost of taking an examination under this section.

#### Retention and Promotion

The Board uses evaluation results for retention and promotion decisions. The Board adopts procedures for use by district administrators in making retention and promotion decisions based on evaluation results.

Seniority shall not be the basis for making retention decisions, except when choosing between teachers who have comparable evaluations.

#### Poorly Performing Teachers

The Board uses evaluation results for removing poorly performing teachers. The Board adopts procedures for removing poorly-performing teachers based on evaluation results in accordance with the negotiated agreement and State law.

#### Professional Development

The Board allocates financial resources to support professional development in compliance with State law and the State Board of Education evaluation framework.

[Adoption date: August 14, 2001]

[Re-adoption date: April 22, 2013]

[Re-adoption date: November 25, 2013]

[Re-adoption date: May 11, 2015]

[Re-adoption date: October 26, 2015]

[Re-adoption date: April 25, 2016]

LEGAL REFS.: ORC 3319.11; 3319.111; 3319.112; 3319.16; 3319.58  
Chapter 4117  
OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records  
GCB, Professional Staff Contracts and Compensation Plans

CONTRACT REF.: Teachers' Negotiated Agreement

DRAFT



EVALUATION OF PROFESSIONAL AND CERTIFICATED STAFF  
(Administrators Both Certificated and Classified)

The Superintendent/designee institutes and maintains a comprehensive program for the evaluation of administrative personnel. Administrative personnel are all persons issued contracts in accordance with the Ohio Revised Code, including the following: assistant superintendents, business managers, principals, assistant principals and all other personnel required to maintain certificates/licenses in order to be employed as pupil-personnel workers and educational administrative specialists (provided that such person spends less than 50% of his/her time teaching or working with students) and any other employee whose duties enable him/her to be considered either a "supervisor" or "management-level employee" excluded from all of the employee bargaining units. In addition, evaluations should assist administrators in developing their professional abilities in order to increase the effectiveness of District management.

The purpose of administrator evaluations is to assess the performance of administrators, to provide information upon which to base employment and personnel decisions and to comply with the requirements of State law. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed by the end of the contract year, and a copy is given to the administrator. In the year an administrator's contract does expire, two evaluations are completed, one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to June 1 and prior to any Board action on the employee's contract. Evaluations are considered by the Board in determining whether to re-employ administrators.

The final evaluation includes the Superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.

The evaluation measures the administrator's effectiveness in performing the duties included in his/her written job description and the specific objectives and plans developed in consultation with the Superintendent. The evaluations are conducted annually by the Superintendent/designee.

Evaluation criteria for each position are in written form and are made available to the administrator. The results of the evaluations are kept in personnel records maintained in the central office. The evaluated administrator has the right to attach a memorandum to the written evaluation. Evaluation documents, as well as information relating thereto, are accessible to each evaluatee and/or his/her representative.

### Ohio Principal Evaluation System (OPES)

Evaluations carried out under this policy are conducted by persons holding evaluator credentials established by the Ohio Department of Education. Evaluators must complete state-sponsored evaluation training and pass the online credentialing assessment. The Board adopts a list of approved credentialed district evaluators chosen from the Ohio Department of Education's list.

Principals and assistant principals are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. This rating will be determined based on 50% measures of principal or assistant principal performance and 50% student growth measures. Student academic growth is determined through multiple measures.

Principals and assistant principals are evaluated via two formal observations and periodic building walk-throughs. The 50% principal and assistant principal performance measure is based on the Ohio Standards for Principals. Proficiency on the standards includes consideration of professional goal setting, communication and professionalism, and skills and knowledge.

Student academic growth is evaluated by a combination of: (1) Value-added data; (2) ODE approved assessments and/or (3) Board determined measures. When available, value-added data shall be included in the multiple measures used to evaluate student growth.

~~Value added data based on the results of state assessments administered in the 2014-2015 and 2015-2016 school years will not be used to assess student academic growth. Such data also will not be used when making dismissal, retention, tenure or compensation decisions.~~

The principal's performance rating is combined with the results of student growth measures to produce a summative evaluation rating according to ODE requirements.

The Superintendent/designee evaluates all principals and assistant principals annually. Annual evaluations include two formal observations at least 30 minutes each and periodic building walkthroughs.

The Board allocates financial resources to support professional learning in compliance with State law and the State Board of Education's evaluation framework.

[Adoption date: August 14, 2001]  
[Re-adoption date: April 12, 2005]  
[Re-adoption date: April 22, 2013]  
[Re-adoption date: November 25, 2013]  
[Re-adoption date: May 11, 2015]  
[Re-adoption date: October 26, 2015]  
[Re-adoption date: April 25, 2016]

LEGAL REFS.: ORC 3319.02; 3319.03; 3319.04; 3319.111; 3319.16; 3319.17; 3319.171;  
3319.22  
OAC 3301-35-06

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records

DRAFT

## CAREER-BASED EDUCATION

The Board believes that the schools should provide education that is pertinent to prepares students to make the transition from the school setting to the world of work. Therefore, the Board supports the inclusion of career-based education in the basic curriculum.

Career-based education is a program that enables each student to gain career awareness and to explore career opportunities in all fields so that he/she can make informed decisions about his/her future occupations.

Career-based education is a concept that can be taught in the classroom at all grade levels. It specifically incorporates career exploration, career guidance and career-based education opportunities. The latter are designed to equip students to enter postsecondary occupational education programs, and/or specific occupations directly from high school.

Career-based education is available as an integral part of the curriculum. It is geared to technological and economic conditions and changes, and, as a core component of comprehensive education, shares with other aspects of the curriculum the purpose of development of character, attitudes and skills. Guidance and counseling services may be provided to each student throughout his/her school career.

In an effort to meet the changing needs of the global, high-tech workforce, **the Ohio Administrative Code provides a list of** educational programs **that may be** offered to students, adults, postgraduates and others desiring to obtain necessary workforce skills **are established in accordance with State law and the Ohio Administrative Code.**

Fees are charged to students, as established by the Board, to pay for materials they use in these courses and programs.

[Adoption date: August 14, 2001]

[Re-adoption date: January 22, 2007]

[Re-adoption date: November 24, 2014]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC Chapter 3303  
3311.16; 3311.17; 3311.18; 3311.19  
3313.53; 3313.56; 3313.90; 3313.901; 3313.91; 3313.911  
3317.024; 3317.16; 3317.17  
OAC Chapter 3301-35-04  
3301-61

CROSS REFS: JN, Student Fees, Fines and Charges  
LB, Relations with Other Schools and Educational Institutions

## COLLEGE CREDIT PLUS

State law provides for student participation in the College Credit Plus program (CCP) for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university and any participating nonpublic college/university on a full- or part-time basis and complete **eligible** nonsectarian, nonremedial courses for transcribed high school and/or college credit.

The Board directs the Superintendent/designee to develop and establish the necessary administrative guidelines to ensure that the CCP program is operating in accordance with State requirements.

[Adoption date: August 14, 2001]  
[Re-adoption date: April 13, 2011]  
[Re-adoption date: May 11, 2015]  
[Re-adoption date: July 8, 2015]

LEGAL REFS.: ORC 3313.5314  
Chapter 3365  
OAC 3301-83-01(C)  
3333-1-65 through 3333-1-65-1**43**

CROSS REF.: IGBM, Credit Flexibility  
IGCD, Educational Options (Also LEB)

## COLLEGE CREDIT PLUS

### District Obligations

The District is required to notify all 6<sup>th</sup> through 11<sup>th</sup> grade students and their parents about the College Credit Plus (CCP) program through multiple, easily accessible resources by February 1 of each school year. The notice includes all information required by State law. The district promotes the CCP program on the District website, including details of current agreements with partnering colleges.

Students and/or parent(s) are required to submit written notice of intent to participate to the principal by April 1 of the year in which the student wishes to enroll and may submit written notice as early as February 15. Failure to inform the principal of intent to participate by the April 1 deadline shall result in the student having to secure written permission from the principal in order to participate in the program. If the principal denies a student's request for written permission, the student may appeal to the Superintendent. The Superintendent's decision is final.

The District holds an annual informational session between October 1 and February 15 to which partnering colleges located within 30 miles of the school (or the closest college if none are located within 30 miles) are invited. The informational session includes information on benefits and consequences of participation in CCP, and outlines any changes or additions to program requirements.

The District is required to provide counseling services to students prior to their participation in the program. Counseling services include but are not limited to:

1. program eligibility;
2. any necessary financial arrangements for tuition, textbooks, and fees;
3. process of granting academic credits;
4. criteria for any transportation aid;
5. available support services;
6. scheduling;
7. the effect of the grade attained in the course being included in the student's grade-point average, if applicable;
8. consequences of failing or not completing a course under the program, including the

effect on the student's ability to complete District graduation requirements;

9. benefits to the student of successfully completing a course under the program, including the ability to reduce the overall cost of, and the amount of time required for, a college education;

10. academic and social responsibilities of students and parents relative to this program;

11. information about and encouraging the use of college counseling services; and

**12. information about eligible courses;**

**13. information on CCP probation, dismissal and appeal procedures and**

**14. the standard program information packet developed by the Ohio Board of Regents Department of Higher Education (ODHE).**

The District develops both a 15-credit hour and a 30-credit hour model course pathway for courses offered under CCP in consultation with a partnering college. Each pathway must include courses, which once completed, apply to at least one degree or professional certification offered at the college. The pathways may be organized by desired major or career path, or may include various core courses required for a degree or professional certification by the college. The pathways are published among the school's official list of course offerings for participant selection. No participant is required to enroll only in courses included in a model pathway.

The District implements a policy for awarding grades and calculating class standing for CCP courses that is equivalent to the school's policy for other advanced standing programs or District-designated honors courses. Any grade weighting or class standing enhancements applicable to advanced standing programs or District-designated honors courses are similarly applied to CCP courses.

### Student Enrollment

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college's and relevant academic program's established standards for admission, enrollment and course placement, including any course specific capacity limits. The student and his/her parent also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program.

The student may opt to receive college credit only or both college and high school credit. The student must designate his/her chosen option at the time of enrollment.

**Student may enroll only in eligible courses as defined in rules adopted by the ODHE. Upon receipt of the notice of pre-term admission of the student's secondary school verifies the student is enrolled in eligible courses. If the student is enrolled in ineligible courses the school notifies the student and their parent that they must withdraw from the ineligible course(s). Students failing to withdraw prior to the college's no-fault withdrawal date will be responsible for all tuition, fees and textbook costs for the course.**

If a student completes an eligible college course, the Board shall award him/her appropriate credit toward high school graduation if, at the time of enrollment, he/she elects to receive credit for courses toward fulfilling the graduation requirements.

High school credit award for eligible courses successfully completed counts toward graduation requirements and subject area requirements.

1. The Board awards comparable credit for the eligible course(s)/courses completed at the college.
2. If no comparable course is offered, the Board grants an appropriate number of elective credits.
3. Any disputes between the student and the Board regarding high school credits granted for a course may be appealed by the student to the Ohio Department of Education (ODE). ODE's decision on these matters is final.
4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.
5. Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system, CCP courses are treated in the same way as other advanced standing program or honors course.

### High School/College Enrollment

1. A student who enrolls in CCP for the first time in:
  - A. grades 7, 8 or 9 may receive credit toward high school graduation for up to the equivalent of four academic school years
  - B. 10<sup>th</sup> grade may receive credit toward high school graduation for up to the equivalent of three academic school years



- C. 11<sup>th</sup> grade may receive credit toward high school graduation for up to the equivalent of two academic school years
  - D. 12<sup>th</sup> grade may receive credit for the equivalent of one academic school year.
2. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.
  3. For the purpose of this program, an academic year begins with the summer term. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.
  4. College courses for which three, or more, semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.

#### Student Eligibility

Students wishing to participate in CCP must meet all statutory eligibility requirements. To be eligible, students must be considered remediation-free on one of the Ohio Revised Code 3345.061(F) assessments. A student scoring within one standard error of measurement below the remediation-free threshold on one of the assessments is considered to have met this eligibility requirement if he/she either has a cumulative high school grade point average (**GPA**) of at least 3.0 or receives a recommendation from a school counselor, principal or career-technical program advisor.

#### **Underperforming Students/CCP Probation**

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

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

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

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

course in which they received a grade of D or F or for which they received no credit. Students enrolled in impermissible courses who fail to dis-enroll prior to the college's no-fault withdrawal date are responsible for all costs associated with the course(s) and dismissed from CCP as an ineligible student.

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

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

Each secondary school establishes an academic progress policy defining the progress students must achieve to be reinstated in CCP on CCP probation. The policy must state that failure to make academic progress as defined in the policy will result in an extension of CCP dismissal. The policy also includes the procedures for a student to request an appeal of their CCP status.

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

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

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

**4. maintain the student's dismissal from the program.**

**The Superintendent's decision is final.**

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

Summer Term Eligibility

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

Financial Responsibilities

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

Other Considerations

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

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

3. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment. Adjustments to individual schedules may be made by the school administration.
4. The District will not deny students the opportunity to participate in extracurricular activities because of their participation in CCP. The District adheres to the Ohio High School Athletic Association and its own eligibility policy to participate in athletics. In order to be eligible, the student must have passed five credits that count toward graduation during the prior grading period. The five credits may be a combination of high school and college courses. Students also must meet any additional District eligibility requirements.

(Approval date: August 14, 2001)  
(Re-approval date: January 10, 2011)  
(Re-approval date: April 13, 2011)  
(Re-approval date: November 25, 2013)  
(Re-approval date: May 11, 2015)  
(Re-approval date: July 8, 2015)  
(Re-approval date: August 8, 2016)  
(Re-approval date: July 5, 2017)  
(Re-approval date: December 18, 2017)

## DISTRICT WEB SITE PUBLISHING

### Hilliard City School District Web Sites

The Hilliard City Schools may establish Intranet (internal) and Internet (external) web sites. The District's web sites provide information to the world about school curriculum, instruction, school-authorized activities and other general information relating to our schools and our District's mission. The pages also serve as a gateway to educational resources on the Internet for students and staff to access. In order to provide guidance in the construction and on-going maintenance of the Hilliard City Schools' Intranet/Internet Web site, the following policies and procedures regarding Web pages have been established.

### Appointment/Duties of District ~~Webmaster~~ Web Designer/Developer

The Hilliard City Schools' Superintendent designates a District ~~Webmaster~~ Web Designer/Developer. The ~~Webmaster~~ Web Designer/Developer is responsible for maintaining and monitoring the official District web sites. The ~~Webmaster~~ Web Designer/Developer develops style and content guidelines for official District and school web materials and develops procedures for the placement and removal of such material. All material originating from the schools/administrative departments must be approved through a process established by the ~~Webmaster~~ Web Designer/Developer.

### Description of HCSD Web Publishing Roles

1. District level web sites.

A. District ~~Webmaster~~ Web Designer/Developer

This person posts pages to the Hilliard City Schools' web server, created by himself/herself. He/she confirms that all web documents published meet the Hilliard City School District policies. The ~~Director of Technology~~ Chief Technology Officer or designee is ultimately responsible for accuracy and appropriateness of information.

B. Superintendent, Communications Director, ~~Director of Technology~~ Chief Technology Officer

These persons or their designees guide the work of the District ~~Webmaster~~ Web Designer/Developer to help create sites that conform to the District mission, vision and beliefs.

## 2. Administrative department pages/web sites

A. District ~~Webmaster~~ **Web Designer/Developer**

This person posts pages to the Hilliard City Schools/ web server, created by himself/herself or an Administrative Department Head. He/she confirms that all web documents published meet the District policies.

## B. Administrative Department Head

This person or his/her designee will work closely with the District ~~Webmaster~~ **Web Designer/Developer** to create department pages as well as any additional pages needed. The Administrative Department Head is ultimately responsible for content and reliability of his/her department page(s).

## 3. Building web sites

A. Building ~~Webmaster~~ **Communication Liaison**

This person posts pages to the Hilliard City Schools/ web server, created by himself/herself or an Administrative Department Head. He/she confirms that all web documents published meet the District policies.

B. District ~~Webmaster~~ **Web Designer/Developer**

This person may post pages to the Hilliard city Schools' web server, created by himself/herself or an approved web author. He/she also provides technical and design support to the Building ~~Webmaster~~ **Communication Liaison** as needed.

## C. Building Principal

This person or his/her designee will work closely with the building ~~Webmaster~~ **Communication Liaison** to create school pages as well as any additional pages needed. The building principal is ultimately responsible for content and reliability of his/her school web site.

Content Standards

Building and District administrators and/or their designee are responsible for web page approval.

1. All District Acceptable Use Policy provisions will govern material placed on the web.
2. Web content must be checked for spelling, grammar and accuracy of information.

3. Web content shall not contain:
  - A. inappropriate comments, jokes, graphics or other objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in District policies.
  - B. a student's full name in conjunction with the address, e-mail address or phone number of the student. (First names or first names and the grade of the student may be used where appropriate.)
  - C. any information which indicates the physical location of a student at a given time, other than attendance at a particular school or participation in activities.
4. Photographs or videos of any identifiable individual may not be used without a signed photo release. Students under the age of 18 must have their parent or guardian sign the photo release. Signed photo releases are also required for other identifiable individuals including faculty and staff. Decisions on publishing student images are based on the supervising staff members' judgment and signed photo release forms.
5. Staff members' name, teaching assignment, photo, e-mail address and voice mail number may be published. Photos of staff members can be published only with permission of the staff member in question. Staff can choose not to have their e-mail "hot-linked" on web publications.
6. Copyrighted or trademarked material belonging to others may only be used with written permission from the owner. There will be no assumption that the publication of copyrighted material on a web site is within the fair use exemption.
7. Any use of education related sponsorship or advertising material that appears on any District site must be approved the Superintendent or his/her designee.
8. The Superintendent and/or designee shall have the ability to veto or remove any content at any time.

### Subject Matter

All subject matter on web pages should relate to and support the District mission. Content examples include curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others or information that relates directly to the District or the schools within the District. Staff or student work may be published only as it relates to a class project, course or other school-related activity. Permission must be obtained from the student, parent or guardian before posting student work.

### Logos/Graphics

Logos or graphics created by a design artist for the District are the property of the District and may only be used on web sites hosted on the District web servers. Graphics and logos created by students may be used on District web sites with the student's permission or parental consent.

### Ownership and Retention

All web pages on the District's server(s) are the property of the District. The **Webmaster Web Designer/Developer** reserves the right to modify any District page at any time. The District reserves the right to terminate serving any and/or all pages at any time.

### Technical Standards and Consistency

1. Each web site should have a set theme or design that ties the site pages together as well as clearly developed navigation that will help lend the site to ease of use.
2. Designers are discouraged from creating web pages with extensive tiled backgrounds or large graphics.
3. All web pages must be given names which clearly identify them. If a web page name contains more than one word, then each word should be capitalized (i.e., DistrictOverview.html).
4. Any graphics, sounds or video used on web pages must conform to the format currently used or approved by the District (see Table 1 - Acceptable File Formats below).
5. All building web sites should have a link back to the District web site.
6. Web Accessibility:
  - A. All images must be accompanied by an ALT tag.
  - B. Sites should follow ~~WAG (Web Accessibility Guidelines—~~  
<http://www.w3.org/TR/WCAG10/>) **W3C WAI's Web Accessibility Guidelines 2.0 Level AA Conformance** where appropriate.



7. Pages should not contain tables any larger than 700 pixels wide. This is to ensure that our sites are printable.

Table 1 - Acceptable File Formats

Image files:	.jpeg .gif .png
Video files	.avi .mov
Sound files	.midi .mp3

[Adoption date: September 23, 2002]

[Re-adoption date: January 22, 2007]

[Re-adoption date: May 11, 2015]

LEGAL REFS: Family Educational Rights and Privacy Act; 20 USC § 1232g  
ORC 149.41; 149.43  
3313.20  
OAC 3301-35-02(B)(4)(b); 3301-35-03(E)

CROSS REFS.: EDE, Computer/On-Line Services  
IGDB, Student Publications  
JO, Student Records  
KBA, Public's Right to Know

## RECRUITERS IN THE SCHOOLS

All recruiters, military, nonmilitary, commercial, **charitable** and educational, are treated uniformly in the conduct of on-campus student recruitment. Scheduling of recruiting visits to the District is announced to the student body in advance. **The District provides at least two opportunities per school year for recruiters to present information in person to all students in grades nine through 12, individually or in a group setting.** Recruiters are afforded the opportunity to conduct meetings during the school day with those students who are interested.

All group meetings are to be scheduled through the principal's office or designee. Classroom teachers who schedule recruiters as a career awareness activity should coordinate these activities through the appropriate building administrator.

In order to maintain the privacy of its students, the Board prohibits the disclosure of any student list to any commercial organization which intends to use the list for commercial purposes. "Student list" is defined as Board-approved directory information. "Commercial organization" is defined as any entity which is a for-profit organization. "Commercial purpose" is defined as any activity which is an attempt to solicit business for profit. The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization.

**All recruiters are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.**

[Adoption date: November 11, 2003]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Family Educational Rights and Privacy Act; 20 USC Section 1232g  
**National Defense Authorization Act: 10 USC 503: (P.L. No. 107)**

ORC 149.41; 149.43

1347.01 et seq.

**3313.471**

3317.031

3319.32; 3319.321; 3319.33

3321.12; 3321.13

3331.13

CROSS REFS.: JO, Student Records

**JOA, Student Surveys**

KBA, Public's Right to Know

## COLLEGE CREDIT PLUS

State law provides for student participation in the College Credit Plus program (CCP) for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university and any participating nonpublic college/university on a full- or part-time basis and complete **eligible** nonsectarian, nonremedial courses for transcribed high school and/or college credit.

The Board directs the Superintendent/designee to develop and establish the necessary administrative guidelines to ensure that the CCP program is operating in accordance with State requirements.

[Adoption date: August 14, 2001]  
[Re-adoption date: April 13, 2011]  
[Re-adoption date: May 11, 2015]  
[Re-adoption date: July 8, 2015]

LEGAL REFS.: ORC 3313.5314  
Chapter 3365  
OAC 3301-83-01(C)  
3333-1-65 through 3333-1-65-1**43**

CROSS REF.: IGBM, Credit Flexibility  
IGCD, Educational Options (Also LEB)

## COLLEGE CREDIT PLUS

### District Obligations

The District is required to notify all 6<sup>th</sup> through 11<sup>th</sup> grade students and their parents about the College Credit Plus (CCP) program through multiple, easily accessible resources by February 1 of each school year. The notice includes all information required by State law. The district promotes the CCP program on the District website, including details of current agreements with partnering colleges.

Students and/or parent(s) are required to submit written notice of intent to participate to the principal by April 1 of the year in which the student wishes to enroll and may submit written notice as early as February 15. Failure to inform the principal of intent to participate by the April 1 deadline shall result in the student having to secure written permission from the principal in order to participate in the program. If the principal denies a student's request for written permission, the student may appeal to the Superintendent. The Superintendent's decision is final.

The District holds an annual informational session between October 1 and February 15 to which partnering colleges located within 30 miles of the school (or the closest college if none are located within 30 miles) are invited. The informational session includes information on benefits and consequences of participation in CCP, and outlines any changes or additions to program requirements.

The District is required to provide counseling services to students prior to their participation in the program. Counseling services include but are not limited to:

1. program eligibility;
2. any necessary financial arrangements for tuition, textbooks, and fees;
3. process of granting academic credits;
4. criteria for any transportation aid;
5. available support services;
6. scheduling;
7. the effect of the grade attained in the course being included in the student's grade-point average, if applicable;
8. consequences of failing or not completing a course under the program, including the

effect on the student's ability to complete District graduation requirements;

9. benefits to the student of successfully completing a course under the program, including the ability to reduce the overall cost of, and the amount of time required for, a college education;
10. academic and social responsibilities of students and parents relative to this program;
11. information about and encouraging the use of college counseling services; and

**12. information about eligible courses;**

**13. information on CCP probation, dismissal and appeal procedures and**

- ~~12~~14. the standard program information packet developed by the Ohio **Board of Regents Department of Higher Education (ODHE)**.

The District develops both a 15-credit hour and a 30-credit hour model course pathway for courses offered under CCP in consultation with a partnering college. Each pathway must include courses, which once completed, apply to at least one degree or professional certification offered at the college. The pathways may be organized by desired major or career path, or may include various core courses required for a degree or professional certification by the college. The pathways are published among the school's official list of course offerings for participant selection. No participant is required to enroll only in courses included in a model pathway.

The District implements a policy for awarding grades and calculating class standing for CCP courses that is equivalent to the school's policy for other advanced standing programs or District-designated honors courses. Any grade weighting or class standing enhancements applicable to advanced standing programs or District-designated honors courses are similarly applied to CCP courses.

### Student Enrollment

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college's and relevant academic program's established standards for admission, enrollment and course placement, including any course specific capacity limits. The student and his/her parent also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program.

The student may opt to receive college credit only or both college and high school credit. The student must designate his/her chosen option at the time of enrollment.

**Student may enroll only in eligible courses as defined in rules adopted by the ODHE. Upon receipt of the notice of pre-term admission of the student's secondary school verifies the student is enrolled in eligible courses. If the student is enrolled in ineligible courses the school notifies the student and their parent that they must withdraw from the ineligible course(s). Students failing to withdraw prior to the college's no-fault withdrawal date will be responsible for all tuition, fees and textbook costs for the course.**

If a student completes an eligible college course, the Board shall award him/her appropriate credit toward high school graduation if, at the time of enrollment, he/she elects to receive credit for courses toward fulfilling the graduation requirements.

High school credit award for eligible courses successfully completed counts toward graduation requirements and subject area requirements.

1. The Board awards comparable credit for the eligible course(s)/courses completed at the college.
2. If no comparable course is offered, the Board grants an appropriate number of elective credits.
3. Any disputes between the student and the Board regarding high school credits granted for a course may be appealed by the student to the Ohio Department of Education (ODE). ODE's decision on these matters is final.
4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.
5. Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system, CCP courses are treated in the same way as other advanced standing program or honors course.

### High School/College Enrollment

1. A student who enrolls in CCP for the first time in:
  - A. grades 7, 8 or 9 may receive credit toward high school graduation for up to the equivalent of four academic school years
  - B. 10<sup>th</sup> grade may receive credit toward high school graduation for up to the equivalent of three academic school years

- C. 11<sup>th</sup> grade may receive credit toward high school graduation for up to the equivalent of two academic school years
  - D. 12<sup>th</sup> grade may receive credit for the equivalent of one academic school year.
2. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.
  3. For the purpose of this program, an academic year begins with the summer term. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.
  4. College courses for which three, or more, semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.

#### Student Eligibility

Students wishing to participate in CCP must meet all statutory eligibility requirements. To be eligible, students must be considered remediation-free on one of the Ohio Revised Code 3345.061(F) assessments. A student scoring within one standard error of measurement below the remediation-free threshold on one of the assessments is considered to have met this eligibility requirement if he/she either has a cumulative high school grade point average (**GPA**) of at least 3.0 or receives a recommendation from a school counselor, principal or career-technical program advisor.

#### **Underperforming Students/CCP Probation**

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

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

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

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

course in which they received a grade of D or F or for which they received no credit. Students enrolled in impermissible courses who fail to dis-enroll prior to the college's no-fault withdrawal date are responsible for all costs associated with the course(s) and dismissed from CCP as an ineligible student.

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

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

Each secondary school establishes an academic progress policy defining the progress students must achieve to be reinstated in CCP on CCP probation. The policy must state that failure to make academic progress as defined in the policy will result in an extension of CCP dismissal. The policy also includes the procedures for a student to request an appeal of their CCP status.

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

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

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



**4. maintain the student's dismissal from the program.**

**The Superintendent's decision is final.**

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

Summer Term Eligibility

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

Financial Responsibilities

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

Other Considerations

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

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

3. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment. Adjustments to individual schedules may be made by the school administration.
4. The District will not deny students the opportunity to participate in extracurricular activities because of their participation in CCP. The District adheres to the Ohio High School Athletic Association and its own eligibility policy to participate in athletics. In order to be eligible, the student must have passed five credits that count toward graduation during the prior grading period. The five credits may be a combination of high school and college courses. Students also must meet any additional District eligibility requirements.

(Approval date: August 14, 2001)  
(Re-approval date: January 10, 2011)  
(Re-approval date: April 13, 2011)  
(Re-approval date: November 25, 2013)  
(Re-approval date: May 11, 2015)  
(Re-approval date: July 8, 2015)  
(Re-approval date: August 8, 2016)  
(Re-approval date: July 5, 2017)  
(Re-approval date: December 18, 2017)