

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>High School Program</b>	PAGE <u> 1 </u> OF <u> 6 </u> NUMBER: 57-EDU-13
RULE/CODE REFERENCE:	SUPERSEDES: 57-EDU-13 dated 09/08/14
RELATED ACA STANDARDS:	EFFECTIVE DATE: September 11, 2015
	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to establish criteria for the effective development and operation of a comprehensive high school program available to all eligible inmates in the Department of Rehabilitation and Correction through the Ohio Central School System.

**III. APPLICABILITY**

This policy applies to all persons employed by the Department of Rehabilitation and Correction, independent contractors providing a service to the Department, and inmates. The procedures set forth are specifically directed to those employees involved in providing a comprehensive high school program to all eligible inmates.

**IV. DEFINITIONS**

**Curriculum** – A fixed series of studies that includes all the courses offered within the Ohio Central School System or a particular program.

**Education Management File (EMF)** - An accurate and complete record pertaining to the educational activity of each inmate. Copies of all documents related to an inmate's education program shall be maintained in the Education Management File, except documents related to Special Education programming.

**High School Options Program** – A program designed to allow those inmates who wish to graduate from high school to complete their diploma at their parent institution when an institutional high school program is not available.

**Individual Education Program (IEP)** – A written plan, which describes the present levels of student performance, measurable individualized student goals and objectives, and the related services, program

modifications, and supplementary aids, to be provided to students identified as needing special education.

**OnBase Electronic File System** - The electronic file system used to scan and record all education files/documents for active and inactive students within the Ohio Central School System. This system will hold all inactive records for released students served by the OCSS.

**Proficiency Test/Ohio Graduation Test (OGT)** – A group of standardized tests, provided by the State of Ohio, that are required to achieve graduation. Date of graduation determines which test is required to be passed.

**School Board** – The Director of the Ohio Department of Rehabilitation and Correction

**Transcript** - The individual student’s cumulative education record within a school district.

**Transcript Analysis Sheet (DRC4304)** - A working document of the individual student’s cumulative high school course record and proficiency test scores.

## V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction that the Ohio Central School System (OCSS) shall operate a comprehensive high school program.

## VI. PROCEDURES

### A. Assessment

1. Letter grades shall be used for all high school courses.
2. Although some individuality is applicable, the following scale is used for determining letter grades in high school:

Percent	Grade	4-Point Scale
95%	A	4.0
92%	A-	3.7
88%	B+	3.3
85%	B	3.0
82%	B-	2.7
78%	C+	2.3
75%	C	2.0
65%	D	1.0
60%	F	0.0
Incomplete	I	

3. All final class grades achieved shall be recorded on the Transcript Analysis Sheet (DRC4304). Upon completion or exit of the high school program, an OCSS High School Transcript (DRC4250) and Release of Education Information form (DRC4396) shall be generated.

4. Ohio Department of Education guidelines shall be followed for awarding high school credit.

**B. Eligibility**

1. Inmates placed in the high school program must have a minimum of 227 reading level on the Comprehensive Adult Student Assessment System (CASAS), a minimum 6.1 reading level on the Test of Adult Basic Education (TABE), or be placed in the program through an Individual Education Program (IEP), per Department Policy 57-EDU-11, Special Education.
2. Inmates placed in the juvenile high school program shall have no minimum reading level requirement for enrollment.

**C. Enrollment**

1. Prior to enrollment in the high school program, an inmate's high school transcript from previous schooling (if available) shall be evaluated by the guidance counselor. The guidance counselor shall generate a Transcript Analysis Sheet (DRC4304) from the gathered information, under the supervision of the Principal.
2. Inmates shall be enrolled according to the priority enrollment criteria established in Department Policy 57-EDU-01, Inmate Assessment and Placement in Educational Programs. The enrollment information shall be recorded on the OCSS School Record-Transcript (DRC4138).

**D. Curriculum**

The high school teaching staff from each institution shall provide input in the development and implementation of the curriculum, as approved by the OCSS curriculum committee.

**E. Testing**

1. The Ohio Graduation Test shall be given to all high school students during State of Ohio designated intervals. All five subject-areas must be passed in order to graduate.
2. Once a high school student passes all five subject areas of the Ohio Graduation Test, the student shall not need to be assessed every six months on a Nationally Recognized Standardized Assessment.

**F. Record Keeping**

1. The Transcript Analysis sheet (DRC4304) and the School Record - Transcript (DRC4138) shall be maintained and updated in the student's EMF throughout enrollment in the high school program.

2. Proficiency test scores shall be logged on the Transcript Analysis Sheet (DRC4304). All passing proficiency scores shall be recorded on the High School Transcript (DRC4250).
3. Upon completion of the high school program, an OCSS High School Transcript (DRC4250) shall be completed and the student's School Record-Transcript (DRC4138) updated. A diploma shall be generated by the Principal and forwarded, along with the OCSS High School Transcript (DRC4250), to the Superintendent for signature. The Superintendent shall then forward the signed diploma to the School Board for final signature.
4. Upon exit of the high school program, an OCSS High School Transcript (DRC4250) shall be completed and the student's School Record-Transcript (DRC4138) updated.
5. After a student graduates, the high school Principal shall maintain a copy of the diploma and complete high school transcript in the Education Management file and scanned into OnBase.
6. All instructors shall be responsible for maintaining a Monthly Attendance Record (DRC4299) or 3-Shift Monthly Attendance Record (DRC4328) for inmates assigned to their high school classes.

#### **G. Graduation Requirements**

In order to graduate with a high school diploma, OCSS students shall meet the following Ohio Department of Education and Ohio Central School System minimum graduation requirements:

- English 4 units
- Health ½ unit
- Mathematics 4 units (must include 1 unit of algebra II or the equivalent of algebra II)
- Physical Education ½ unit
- Science 3 units (must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.
- Social Studies 3 units (including ½ unit American History and ½ unit American Government)
- Electives 5 units (must include one or any combination of foreign language, fine arts, business, career technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.
- Total 20 units

**H. High School Options**

1. Any inmate who wishes to graduate from high school may pursue a high school diploma at their parent institution. The inmate must have enough time to complete the necessary credits.
2. Upon request of the inmate, the Principal shall submit a request for transcript evaluation, which will include a copy of the inmate's previous high school transcript(s) and any special education information, to the Assistant Superintendent or designee.
3. The Assistant Superintendent or designee shall evaluate the inmate's previous high school transcript(s) and special education information to verify the courses needed for graduation. The Assistant Superintendent or designee shall approve or deny the inmate's participation in the program based upon the documentation sent by the parent institution.
4. Upon determination of needed courses, the Assistant Superintendent or designee shall contact the Shared Service Area 3 (LOCI/MACI) Principal to coordinate suitable teaching staff and materials. The Assistant Superintendent or designee shall contact the requesting inmate's Principal to initiate the inmate's enrollment in the High School Options program. An inmate cannot be enrolled without written approval from the Assistant Superintendent or designee. The written approval or denial from the Assistant Superintendent or designee shall be placed in the EMF.
5. The teacher of record must possess the appropriate licensure for the High School Option courses provided at the parent institution. If no education staff at the parent institution possesses the necessary license for the inmate's required coursework, the Shared Services Area 3 (LOCI/MACI) Principal shall appoint a high school teacher with the appropriate license from Shared Service Area 3 (LOCI/MACI) as the teacher of record. A teacher at the inmate's parent institution will oversee the day-to-day instruction of the coursework. The inmate must be enrolled in an academic program at their parent institution.
6. All High School Options program coursework shall follow the approved OCSS curriculum. High School options students shall have up to one year upon receipt of materials to complete a course, except under certain circumstances as approved by the Assistant Superintendent. Inmates needing more than 3 credit hours will not be enrolled in High School Options.
7. High School Options students may receive 3.0 credits for completion of an OCSS Career Technical Career Development Program and .375 credits for completion of an OCSS Career Technical Career Enhancement Program up to 3.0 credits total. These credits will count as electives.
8. Accurate and complete documentation of participation in the High School Options program shall be maintained in each student's Education Management File on the Transcript Analysis Sheet (DRC4304), High School Transcript (DRC4250), and School Record-Transcript (DRC4138). The Principal shall also maintain a High School Options file.

9. Upon completion of the necessary coursework, the parent institution shall forward the Shared Service Area 3 (LOCI/MACI) Principal a copy of the School Record-Transcript (DRC4138), a working High School Transcript (DRC4250), and the Transcript Analysis Sheet (DRC4304). The Shared Service Area 3 Principal shall evaluate the documentation and, upon approval, issue an official High School Transcript (DRC4250) and OCSS High School Diploma.
10. When an inmate completes, withdraws, or is removed from the High School Options Program, the Assistant Superintendent or designee shall be notified by written correspondence.

**Related Department Forms:**

School Record-Transcript	DRC4138
High School Transcript	DRC4250
Monthly Attendance Record	DRC4299
Transcript Analysis Sheet	DRC4304
3-Shift Monthly Attendance Record	DRC4328
Release of Educational Information	DRC4396