

SUBJECT: High School Program	PAGE <u> 1 </u> OF <u> 6 </u>
	NUMBER: 57-EDU-13
RULE/CODE REFERENCE:	SUPERSEDES: 57-EDU-13 dated 10/23/17
RELATED ACA STANDARDS:	EFFECTIVE DATE: November 5, 2018
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

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 Ohio Department of Rehabilitation and Correction (DRC), independent contractors providing a service to the DRC, 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 (OCSS) 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.

Ohio State Tests for Graduation - A group of standardized tests, required by the State of Ohio/Ohio Department of Education, that are required to achieve graduation. Date of graduation determines which test is required to be passed.

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.

School Board - The Director of the Ohio Department of Rehabilitation and Correction (DRC).

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 (DRC) 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 DRC Policy 57-EDU-11, Special Education.
2. Inmates placed in the juvenile (youthful inmate) 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 superintendent/designee. The superintendent/designee shall generate a Transcript Analysis Sheet (DRC4304) from the gathered information.
2. Inmates shall be enrolled according to the priority enrollment criteria established in DRC 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 required Ohio State Tests for Graduation shall be given to all high school students during State of Ohio designated intervals.
2. Once a high school student passes all five (5) subject areas of the Ohio Graduation Test, the student shall not need to be assessed every six (6) 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. 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 (EMF) 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.

- Economics/Financial Literature ½unit

- Fine Arts ½ unit
- 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 21 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 or designee 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 superintendent/designee and Shared Services Area (SSA) 3 principal.
3. The superintendent/designee and SSA 3 principal shall evaluate the inmate's previous high school transcript(s) and special education information to verify the courses needed for graduation. The superintendent/designee and SSA 3 principal 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 superintendent/designee and SSA 3 principal will coordinate suitable teaching staff and materials. The superintendent/designee or SSA 3 principal shall contact the requesting inmate's principal or designee to initiate the inmate's enrollment in the High School Options Program. An inmate cannot be enrolled without written approval from the superintendent/designee or SSA 3 principal. The written approval or denial from the superintendent/designee or SSA 3 principal shall be placed in the EMF.
5. The high school teacher of record must possess the appropriate licensure for the High School Option courses provided at the parent institution. A teacher at the inmate's parent institution will oversee the day-to-day instruction of the coursework. The inmate must be enrolled in high school 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 nine (9) months upon receipt of materials to complete a course, except under certain circumstances as approved by the superintendent/designee. Student must exhibit adequate progress as a factor.

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 EMF 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 superintendent/designee and the SSA 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 superintendent/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