

Locally Defined Graduation Seal Guidelines

Districts and schools are required to adopt guidelines for at least one locally defined diploma seal. Districts and schools have discretion over the guidelines students must meet to earn the locally defined seals. Ohio Digital Learning School has developed the guidelines below for the Fine and Performing Arts Seal, Community Service Seal, and Student Engagement Seal. Students must meet these guidelines to earn the seal. Students in the class of 2023 and beyond must earn two seals to qualify for a high school diploma, one of which may be a locally defined diploma seal.

Fine and Performing Arts Seal

1. Students must complete an additional $\frac{1}{2}$ credit of fine arts beyond the minimum requirements for graduation.
2. Students must develop a virtual portfolio showcasing their artwork and/or performances. This portfolio should include:
 - a. Introductory Letter written by the student describing the work
 - b. Table of Contents of student's work items contained within the portfolio
 - c. Work items: A minimum of 5 video, photographic, or audio demonstrations of work
 - d. Reflections on each work item by the student
 - e. Evaluations, including a self-evaluation and an evaluation by an art teacher
3. Students must present their virtual portfolio. This can be done at the school, with a community organization, or to the school board.

Community Service Seal

1. Students must receive pre-approval for their community service experience by submitting the Community Service Agreement Form. This form will include:
 - a. A description of the proposed community service experience
 - b. A list of duties, responsibilities, and learning outcomes
 - c. A timeline or plan for completion
 - d. A designated supervisor that will oversee the duties and responsibilities of the experience
2. Students must complete and document 120 hours of community service and obtain verification from their supervisor.
3. Students must complete a reflection and self-evaluation of their community service.

Student Engagement Seal

1. Students must complete a proposal for a capstone project detailing their participation in an extracurricular activity. This proposal will include:
 - a. A description of the proposed extracurricular activity
 - b. A list of duties, responsibilities, and learning outcomes
 - c. A timeline for the activity
 - d. A designated mentor or coach that will oversee the duties and responsibilities of the experience
2. Students must develop a virtual portfolio showcasing their work through the extracurricular activity. This portfolio will include:

- a. Introductory Letter written by the student describing their experience
 - b. Table of Contents of student's work items contained within the portfolio
 - c. Work items: A minimum of 3 documents, photos, or videos showing major deliverables during the extracurricular activity
 - d. Reflections on each work item by the student
 - e. Evaluations, including a self-evaluation and an evaluation by the mentor or coach of the extracurricular activity
3. Students must present their virtual portfolio. This can be done at the school, with a community organization, or to the school board.