



# POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
Thursday, May 18, 2023, 4:00 PM, Central Office

HILLIARD CITY SCHOOL DISTRICT  
OPERATIONS DEPARTMENT

## Committee Members

Nadia Long, Board of Education  
Kara Crowley, Board of Education  
Brian Wilson, Treasurer/CFO  
Mike McDonough, Deputy Superintendent  
Jill Abraham, Assistant Superintendent  
Stacie Raterman, Communications Director  
Herb Higginbotham, Director of Elementary Education  
Jacob Grantier, Director of Secondary Education

Jamie Lennox, Special Education Director  
Hilary Sloat, Director of Diversity, Equity & Inclusion  
Matt Middleton, Principal Hilliard Darby HS  
Katherine Hueter, Principal Hilliard Weaver MS  
Matt Trombitas, Asst Principal Hilliard Station Sixth Grade  
Kevin Landon, Principal Avery Elementary  
Monica Campana, Principal Washington Elementary  
Kathy Parker-Jones, HEA Representative

# AGENDA

### Agenda Notes

- White copies are OSBA sample policies
- Blue copies are current HCSD policies
- Yellow copies are proposed revisions
- Item Status: M (Move Forward), T (Tabled), R (Refs Only) & N (No Action)

## Section I – Public Participation

- Sign-up forms for public participation will be available prior to the meeting.

## Section II – Review of Policies/Regulations/Exhibits – as Requested by District Administration

### Status

#### 1. JED - Student Absences and Excuses

- A required policy – HCSD re-adopted October 26, 2020
- Review proposed revisions submitted by District Administration
- Add language in **bold type** and remove language with a ~~line drawn through it~~

#### 2. JHCCB – Tuberculosis Control Policy

- Not a required policy – HCSD re-adopted May 11, 2015
- Review proposed revisions submitted by District Administration
- Add language in **bold type** and remove language with a ~~line drawn through it~~

## Section III – Review Board of Education Discussion at March 27, 2023 BOE Meeting on the Following Policies:

1. IIAC – Media/Resource Materials Selection and Adoption
2. IIAC-E – Citizen’s Request for Reconsideration of Media/Curriculum Materials (New)
3. KLB – Public Complaints About the Curriculum or Instructional Materials
4. KLB-E – Citizen’s Request for Reconsideration of Library/Curriculum Materials (Rescind)
  - Meeting notes included for reference



Book	Policy Manual
Section	FOR REVIEW
Title	**OSBA Sample** Student Absences and Excuses
Code	JED
Status	From OSBA

**\*\*OSBA Sample\*\***

**Student Absences and Excuses**

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

The Board directs the Superintendent/designee to develop appropriate procedures for tracking student attendance based on the mode of learning. The District monitors daily absences for trends related to COVID-19.

Students will not be penalized for absences related to contracting COVID-19 or having to quarantine or isolate due to COVID-19 exposure/symptoms, regardless of whether the student is participating in-person, remotely or both.

Reasons for which students may be medically excused include, but are not limited to (*customize to reflect District reasons*):

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

Any limits that may be in place regarding the number of medical excuses that will be authorized without a doctor's note may be extended if the student or someone in the student's family is in quarantine due to COVID-19 or experiencing symptoms of COVID-19.

Reasons for which students may be nonmedically excused include, but are not limited to (*customize to reflect District reasons*):

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observation of religious holidays consistent with a student's truly held religious belief;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
7. absences due to a student being homeless;
8. temporary internet outage for individual students or households;

9. technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson;
10. absence due to COVID-19 reasons that are not considered medically excused until alternative arrangements can be made or
11. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

**NOTE:** Boards should ensure that policies and procedures clearly reflect reasons for which a student's absence is deemed excused as well as whether the reason is then classified as a medically or nonmedically excused absence. Districts should review the reasons outline in Ohio Administrative Code 3301-69-02 when making these determinations. This policy can be further customized to reflect these determinations.

*In 2009, the Ohio General Assembly enacted House Bill (HB) 1, which directed school districts to count – up to 24 school hours as excused absences – time that a student is absent from school for the sole purpose of traveling out of state to a board-approved enrichment activity or an extracurricular activity. The student is required to make up all missed classroom assignments.*

*In addition, if the student will be out of the state for 24 or more consecutive school hours for a board-approved enrichment activity or extracurricular activity, a classroom teacher employed by the board must accompany the student to provide instructional assistance.*

*HB 166 added a requirement that districts will attempt to contact the parent, guardian, or other person having care of a student regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day using a method consistent with State law. The following methods are acceptable:*

- A telephone call placed in-person
- An automated telephone call (via a system that includes verification that each call was actually placed)
- A notification sent through the school's automated student information system
- A text message
- An email
- An in-person visit
- Any other notification procedure that has been adopted by resolution of the board of education

*Schools are not required to notify a parent who notifies the school of the student's absence within the first 120 minutes after the beginning of the school day. In addition, an immunity provision is included in the new law, which states that a school district or any officer, director, employee, or any member of the district board of education is not liable in a civil action for injury, death, or loss to person or property from an employee's action or inaction in good faith compliance with the law.*

*HB 491 requires boards to adopt a policy establishing parameters for completing and grading assignments missed due to a student's suspension. The policy must permit the completion of classroom assignments missed and students must receive at least partial credit for completed assignments. The policy may permit grade reductions and must prohibit the receipt of a failing grade solely on account of the student's suspension. Districts may further customize this policy to reflect parameters or outline in detail in student handbooks.*

Ohio Department of Education Reset and Restart guidance for the 2020-2021 school year states that pursuant to the Ohio Department of Health guidelines families, caregivers and staff should notify their school if they have been exposed to COVID-19 or if they, or any members of their households, have been diagnosed or presumed to have COVID-19. They should also notify the school if they are quarantined due to known exposure to someone diagnosed or presumed to have COVID-19. The recommended quarantine period is 14 days.

The guidance acknowledges the likelihood of increased absences due to illness or quarantine and recommends revising school policies so as to not penalize staff or students for COVID-19 related absences.

In all cases Districts should communicate what documentation is required for student absences based on the reason for the absence. At minimum, this should be communicated through student handbooks. (i.e., Doctor's documentation, court documents, verification of college visits)

**THIS IS A REQUIRED POLICY**

Legal                    [ORC 3313.609](#)  
[ORC 3313.66](#)  
[ORC 3321.01](#)  
[ORC 3321.03](#)  
[ORC 3321.04](#)  
[ORC 3321.13](#)  
[ORC 3321.14](#)  
[ORC 3321.141](#)  
[ORC 3321.19](#)  
[ORC 3321.38](#)  
[ORC 4510.32](#)  
[OAC 3301-69-02](#)



Book	Policy Manual
Section	Section J: Student
Title	Student Absences and Excuses
Code	JED
Status	Active
Adopted	August 14, 2001
Last Revised	October 26, 2020
Prior Revised Dates	01/28/2008, 11/12/2014, 05/11/2015, 07/08/2015, 02/06/2017, 04/17/2017, 05/14/2018, 05/13/2019, 06/15/2020

### Student Absences and Excuses

Achievement and attendance are highly correlated. Each student should attempt to attend school daily. Rules and regulations regarding excessive absenteeism and tardiness shall be enforced.

Parents and/or guardians are legally responsible for the student's attendance in school; therefore, the parent or guardian of any student is required to accompany the student to the school's attendance office each time the student has accumulated five days of unexcused absence in a semester. If the school has no attendance office, the principal's office shall serve as such.

Students are required to be in their designated place at all times during the school day. Any student found otherwise shall be considered truant and shall be subject to the same policies and procedures as out-of-school truancy.

#### Family Trips

It is recognized that planned family trips often provide enrichment to regular classroom instruction. It is further recognized that employers cannot always grant vacation periods which fall within the school vacation and holiday period, and for families to be together, some trips must necessarily be scheduled during the academic year. Application for approval (JED-E) must be made by a parent or guardian at least two weeks in advance. If the student is not a member of the immediate family, his/her parent or guardian must complete the application. Each student is limited to one approved trip of 10 school days or less per school year without loss of academic standing, provided proper assignment make-up work is completed, including tests and final examinations. More than one trip with a cumulative of 10 days or less may be approved by the building principal or his/her designee. Trips of more than 10 school days shall not be approved except in extraordinary circumstances as determined by the building principal or his/her designee. If a student is absent for family travel outside of the 10 days of excused absences allowed by the District, he/she will be considered unexcused from school and subject to truancy regulations. The school district may be obligated to report the parent/guardian to the Franklin County Juvenile Court System and file charges of lack of compliance with the compulsory education rules. Communication with the school and family is crucial and attempts can be made to design online or other opportunities when applicable.

The Board directs the Superintendent/designee to develop appropriate procedures for tracking student attendance based on the mode of learning. The District monitors daily absences for trends related to COVID-19.

Students will not be penalized for absences related to contracting COVID-19 or having to quarantine or isolate due to COVID-19 exposure/symptoms, regardless of whether the student is participating in-person, remotely or both.

#### Medically Excused Absence

Medically excused absences shall be those that are included as reason for absence according to the Ohio Revised Code. These reasons are:

1. Personal illness. The approving authority may require a medical certification if he/she deems it advisable.

2. Illness in the family. The absence under this condition shall not apply to children under fourteen years of age.
3. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Emergency or set of circumstances which in the judgment of the Superintendent/ designee constitutes a good and sufficient cause for absence from school which may include but not be limited to absences due to documented medical appointments. Any limits that may be in place regarding the number of medical excuses that will be authorized without a doctor's note may be extended if the student or someone in the student's family is in quarantine due to COVID-19 or experiencing symptoms of COVID-19.

### **Nonmedically Excused Absence**

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2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observance of religious holidays consistent with a student's truly held religious belief;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
7. absences due to a student being homeless;
8. temporary internet outage for individual students or households;
9. technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson;
10. absence due to COVID-19 reasons that are not considered medically excused until alternative arrangements can be made or
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### **Unexcused Absences**

An unexcused absence, whether resulting from truancy or other unacceptable reasons, eliminates the opportunity to earn credit for work missed. This shall not preclude the student from completing assignments to keep current.

Disciplinary action may result from unexcused absence.

The Board authorizes the Superintendent/designee to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

Legal [ORC 3313.609](#)  
[ORC 3313.66](#)  
[ORC 3321.01](#)  
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[ORC 3321.04](#)

ORC 3321.13

ORC 3321.14

ORC 3321.141

ORC 3321.19

ORC 3321.38

ORC 4510.32

OAC 3301-69-02

Cross  
References

IGAC - Teaching About Religion

IKB - Homework

JEDB - Student Dismissal Precautions

JEE - Student Attendance Accounting (Missing and Absent Children)

JHC - Student Health Services and Requirements

JHCC - Communicable Diseases



Book	Policy Manual
Section	Section J: Student
Title	Copy of Student Absences and Excuses
Code	JED
Status	
Adopted	August 14, 2001
Last Revised	October 26, 2020
Prior Revised Dates	01/28/2008, 11/12/2014, 05/11/2015, 07/08/2015, 02/06/2017, 04/17/2017, 05/14/2018, 05/13/2019, 06/15/2020

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1. Personal illness. The approving authority may require a medical certification if he/she deems it advisable. **Mental Health absences are included in Personal Illness.**

2. Illness in the family. The absence under this condition shall not apply to children under fourteen years of age.
3. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
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[OAC 3301-69-02](#)

Cross  
References

[IGAC - Teaching About Religion](#)

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[JHC - Student Health Services and Requirements](#)

[JHCC - Communicable Diseases](#)



Book	Policy Manual
Section	Section J: Student
Title	Tuberculosis Control Policy
Code	JHCCB
Status	Active
Adopted	August 12, 2003
Last Revised	May 11, 2015
Prior Revised Dates	04/09/2007, 10/08/2012

### **Tuberculosis Control Policy**

In an effort to control the incidence of tuberculosis in our schools and community, Hilliard City Schools requires any student who was born outside of the United States or spent 90 or more days in a country outside the United States to have a tuberculin skin test. The test that is required is the Mantoux PPD Test. Students needing this test will be informed by letter upon enrollment or re-entry and referred to the appropriate public health agencies or their personal physician.

A history of the BCG vaccination does not make a student exempt from TB testing due to the variable effectiveness of the BCG vaccine in preventing TB infection.

Enrollment for new students will be deferred until documentation of a negative TB test or negative chest x-ray is received by the registration compliance officer. Re-entry for students who have traveled outside the United States for 90 or more days will be deferred until such documentation is received by school personnel.

The Hilliard City Schools Student Support Services Department may waive the required test when a student is symptom free and where a student presents a written statement from the student's family physician certifying that such test has been given and that such student is free from tuberculosis in a communicable stage, or that such test is inadvisable for medical reasons, or from the student's parent or guardian objecting to such test because of religious convictions.



Book	Policy Manual
Section	Section J: Student
Title	Copy of Tuberculosis Control Policy
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Status	
Adopted	August 12, 2003
Last Revised	May 11, 2015
Prior Revised Dates	04/09/2007, 10/08/2012

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## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
May 18, 2023, Central Office

HILLIARD CITY SCHOOL DISTRICT  
OPERATIONS DEPARTMENT

### Copied from

Board of Education Work Session – Meeting Notes  
March 27, 2023 | Administration Building

- a. IIAC – Media/Resource Materials Selection and Adoption
- b. IIAC-E – Citizen’s Request for Reconsideration of Media/Curriculum Materials (New)
- c. KLB – Public Complaints About the Curriculum or Instructional Materials
- d. KLB-E – Citizen’s Request for Reconsideration of Library/Curriculum Materials (Rescind)

Mrs. Murdoch said that as these policies are currently and the proposed changes in front of us tonight, it will take eight years to get through all the books that have been challenged. So therefore, we should send this back to the policy committee to see if they can create a better, more timely process. Mr. Stewart agreed with that and said he had contacted the district’s attorney to begin that work.

Mr. Perry added that two board members could bring this back to the policy committee. Still, he would like to see some form of quantifying the ability for parents to restrict each book in the library that they don't want their child to access. He thinks it should be in policy that we will grant the parents the right to do that for their child.

Mrs. Long said the policy committee spent an entire meeting on these two policies, so she would like feedback from other board members to return to the policy committee.

Mr. Perry said you mentioned a way for the committee...(inaudible)... there are three different options, and you could end up with a split vote (2-2-1) which would be a tie. He believes it can be fixed by having two different votes. One vote to change the current status from where it is, yes or no. And if the answer is yes, remove it entirely. He thinks that would end there ever being a tie. Does that make any sense?

Mrs. Long said we still have three choices and five people. Mr. Perry said you would have two choices. First, do something with the book, yes or no? Change it or not. If it's not, it says where it is. If the answer is yes, go to part two, which is to move the book from where it's currently located (from middle to high, whatever) or remove it entirely. That way, you only ever have yes or no, can't tie, and then move or remove, can't tie.

Mr. Stewart said that if the board wishes we take another stab at it, we will go back to the drawing board.

Mrs. Murdoch would like to see a way to include the community on that book review committee. Mrs. Crowley asked her if she had any ideas on how to select community members. Mrs. Murdoch replied that some groups had taken applications and then randomly selected from those applications. She doesn't have a strong opinion one way or another.

Mrs. Murdoch would like to the timeframe to be reviewed and shortened....90 days per book gets us to eight years.

Mr. Perry agrees that the timeframe needs to be faster, but are we committing our administrators to power through books day in and day out? Because if we're expecting them to go through 35 books per window, they're not doing anything else. Mrs. Murdoch thinks there's a happy medium between eight years and 90 days...you can have multiple committees. There are lots of ways to figure that one out.

Mr. Vorst thinks community involvement, particularly with the complainant, is important, so they can share their concerns with the committee. Mrs. Crowley said that they did get to that in writing. Mr. Vorst said yes, all the complaints were filed in writing. He believes you can get a better understanding by engaging those folks in the process.