



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
Thursday, June 12, 2025, 3:00 PM, Central Office

HILLIARD CITY SCHOOL DISTRICT  
OPERATIONS DEPARTMENT

### Committee Members

Brian Perry, Board of Education	Jamie Lennox, Special Education Director
Kelley Arnold, Board of Education	Hilary Sloat, Director of Diversity, Equity & Inclusion
Melissa Swearingen, Treasurer/CFO	Matt Middleton, Principal Hilliard Darby High School
Mike McDonough, Deputy Superintendent	Katherine Hueter, Principal Hilliard Weaver MS
Jill Abraham, Assistant Superintendent	Matt Trombitas, Asst Principal Hilliard Station Sixth Grade
Stacie Raterman, Communications Director	Kevin Landon, Principal Avery Elementary
Herb Higginbotham, Director of Elementary Education	Monica Woodson, Principal Washington Elementary
Jacob Grantier, Director of Secondary Education	Angie Rader, 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 – OSBA June 2025 PDQ – Special Release

#### Status

June 2025 PDQ  
Page 1

#### 1. OSBA REVISES POLICY IGBLA

Earlier this year, OSBA released policy IGBLA, Promoting Parental Involvement, to comply with new Ohio Revised Code (RC) [3313.473](#), which requires that districts adopt a policy to promote parental involvement in the public school system by July 1, 2025. A full review of the provision and related requirements is available in the March 2025 PDQ issue. OSBA has updated the sample for clarity regarding the statutory exceptions in RC 3313.473 related to disclosures.

IGBLA – Promoting Parental Involvement

- IGBLA is a required policy – HCSD adopted June 9, 2025
- IGBLA has been revised to mirror the exceptions in 3313.473(F) more closely
- Remove language with a ~~line drawn through it~~; add language in **bold-type**

### Section III – Review of Policies/Regulations/Exhibits – OSBA May 2025 PDQ

#### Status

#### 1. HB 29 ELIMINATES DRIVER'S LICENSE SUSPENSIONS FOR SCHOOL TRUANCY

House Bill (HB) 29, effective April 9, 2025, removes the possibility of a driver's license suspension or denial of a driver's license or permit for a habitually truant student in accordance with [Ohio Revised Code \(RC\) 3321.13](#).

May 2025 PDQ  
Page 1



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
Thursday, June 12, 2025, 3:00 PM, Central Office

HILLIARD CITY SCHOOL DISTRICT  
OPERATIONS DEPARTMENT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
JECE – Student Withdrawal from School

JED – Student Absences and Excuses

JED-R – Student Absences and Excuses (*rescind*)

JEDA – Truancy

JFCJ – Weapons in the Schools

- JECE is a required policy – HCSD re-adopted February 12, 2024
- JED is a required policy – HCSD re-adopted December 9, 2024
- JED-R is not a required regulation – not a current HCSD regulation
- JEDA is a required policy – HCSD re-adopted December 9, 2024
- JFCJ is a required policy – HCSD re-adopted May 13, 2019
- [RC 3313.661](#), involving misconduct with a firearm, knife or other weapon as defined in that code section, no longer requires that the superintendent notify the registrar of motor vehicles.
- [RC 3321.191](#) no longer requires notification of the registrar of motor vehicles when addressing and ameliorating student absences.
- These changes also repeal RC 4510.32, which outlined the suspension of a driver's license of the student upon withdrawal from school or habitual absence.
- JECE, JED, JEDA and JFCJ have been updated to remove driver's license suspension penalties. JED-R has been rescinded due to these changes. JED also includes revisions due to Ohio Administrative Code revisions.
- Remove language with a ~~line drawn through it~~; add language in **bold-type**

### 2. ATTENDANCE RULE REVISIONS

May 2025 PDQ  
Pages 1-2

Ohio Administrative Code (OAC) [3301-69-02](#) establishes procedures for student absences and establishes reasons for which the district may classify a student absence as excused.

\_\_\_\_\_  
JED – Student Absences and Excuses

- JED is a required policy – HCSD re-adopted December 9, 2024
- Excusals for religious holidays must now be granted in accordance with the religious expression day requirements in Ohio Revised Code (RC) [3320.04](#).
- “College visitation” reasons were revised to “postsecondary visitation.” Additionally, the district can now mark a student as present for these visitations if the board has adopted a policy reasonably accommodating such absences, not to exceed three days each school year.
- Excusals for preenlistment reporting to military enlistment processing stations remain but districts may now mark a student as present if the absence is used to fulfill graduation requirements.
- A new excusal of “any additional reason stated in a policy adopted by the board” is permitted.
- JED, Student Absences and Excuses, has been updated to reflect the revisions for religious holidays, postsecondary visits and preenlistment military reporting. Boards that want to add additional excusals under the new “any additional reason” provision can locally determine whether to do so; those reasons should be clearly stated within the policy and classified as either medically or nonmedically excused.
- Remove language with a ~~line drawn through it~~; add language in **bold-type**



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
Thursday, June 12, 2025, 3:00 PM, Central Office

HILLIARD CITY SCHOOL DISTRICT  
OPERATIONS DEPARTMENT

### Section IV – Review of Policies/Regulations/Exhibits – OSBA May 2025 PDQ (Board Action Not Required)

#### 1. OEC WEIGHS IN ON CONFLICTS OF INTEREST

May 2025 PDQ  
Page 2

- The Ohio Ethics Commission (OEC) issued its first formal advisory opinion of the year, clarifying that under Ohio Ethics Law the definition of "family member" now includes domestic partners.
- No changes are necessary to OSBA sample policies. Districts should review locally developed policies to determine if any updates are necessary.
- More information on the opinion is available on OSBA's [Legal Ledger blog](#).

#### 2. UPDATE ON ODEW SPECIAL EDUCATION MODEL POLICY

May 2025 PDQ  
Pages 2-3

- The Ohio Operating Standards for the Education of Children with Disabilities requires that school districts adopt written policies and procedures regarding educating children with disabilities.
- The Ohio Department of Education and Workforce (ODEW) released its Special Education Model Policies and Procedures last year and charged districts with adopting, by board resolution, either its model or locally developed district policies and procedures.
- Boards have until May 30, 2025, to notify ODEW of their special education policies and procedures via submission through the online [monitoring system](#).
- Several provisions in the initial ODEW Special Education Model Policies and Procedures were either unnecessary to comply with state and federal law or conflicted with existing state and federal laws and/or applicable case law.
- OSBA released a model resolution allowing boards to adopt a majority of the ODEW model while expressly modifying the problematic provisions.
- Since then, ODEW released an updated version of its model policies that removed or corrected the problematic provisions making the OSBA model resolution no longer necessary for boards adopting the [v1.0 ODEW model](#).
- The Nov. 30, 2025, deadline for annual verification of each district's special education policies and procedures, which begins with the 2025-26 school year, remains unchanged.
- So long as nothing changes in a district's board-approved policies and procedures, the same approval submitted by the May 30 deadline can be resubmitted for the Nov. 30 deadline.
- Districts should work with their legal counsel to determine whether to resubmit to ODEW by the Nov. 30 deadline.



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
Thursday, June 12, 2025, 3:00 PM, Central Office

HILLIARD CITY SCHOOL DISTRICT  
OPERATIONS DEPARTMENT

### OHIO SCHOOL BOARDS ASSOCIATION POLICY DEVELOPMENT QUARTERLY

JUNE 2025 ISSUE (SPECIAL RELEASE)

#### OSBA REVISES POLICY IGBLA

*by Gamy Narvaez, policy consultant*

Earlier this year, OSBA released policy IGBLA, Promoting Parental Involvement, to comply with new Ohio Revised Code (RC) [3313.473](#), which requires that districts adopt a policy to promote parental involvement in the public school system by July 1, 2025. A full review of the provision and related requirements is available in the March 2025 PDQ issue. OSBA has updated the sample for clarity regarding the statutory exceptions in RC 3313.473 related to disclosures.

#### *Policy implications*

IGBLA, Promoting Parental Involvement, has been revised to mirror the exceptions in 3313.473(F) more closely. Districts should adopt the revised policy sample IGBLA prior to the July 1 deadline. Districts with a practice of multiple readings prior to adoption can waive multiple readings in order to adopt before July 1. No other updates to OSBA policies are necessary.

#### Cross References

IGBLA - \*\*OSBA Sample\*\* Promoting Parental Involvement

June Special Release 2025 - Update Review Form

Updating Quick Reference - Checklist



Book	Policy Manual
Section	Issue 2.1 of 2025 June Special Release PDQ (Revised)
Title	<b>**OSBA Sample**</b> Promoting Parental Involvement
Code	IGBLA
Status	From OSBA

### **\*\*This is the OSBA Sample\*\***

#### **Promoting Parental Involvement**

The Board promotes parental involvement in the public school system. The Board directs the Superintendent/designee to develop procedures necessary to comply with the provisions of this policy. This policy is made publicly available and posted prominently on the District's website.

This policy does not prescribe all rights of parents or preempt or foreclose claims or remedies in support of parental rights that are available under the constitution, statutes or common law of Ohio.

~~**This policy does not prohibit or limit the career and academic mentoring and counseling between teachers and students in the regular course of the school day.**~~

Nothing in this policy requires disclosure or activity that is in conflict with or in violation of any of the following:

1. the Health Insurance Portability and Accountability Act (HIPAA) privacy rule;
2. Revised Code (RC) Chapter 3798;
3. RC 2317.02, 4732.19 or 5122.04;
4. the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g;
5. the Ohio Constitution, Article I, Section 10a and any laws enacted to implement that section, including RC 2930.07 and 2930.10;

**Nothing in this policy requires disclosure or activity in violation of any court order, including any of the following:**

1. a condition of bond;
2. a protection order or consent agreement issued pursuant to RC 2151.34, 2903.213, 2903.214, 2919.26 or 3113.31; **or**
3. a condition of a community control sanction, post-release control sanction or parole;
4. ~~**a specific request for nondisclosure made pursuant to a criminal investigation or grand jury subpoena in which the student is the victim and a parent is the alleged perpetrator or**~~
5. ~~**mandatory reporting under RC 2151.421.**~~

**Nothing in this policy requires disclosure or activity in violation of a specific request for nondisclosure made pursuant to a criminal investigation or grand jury subpoena in which the student is the victim and a parent is the alleged perpetrator.**

**Nothing in this policy prohibits or prevents mandatory reporting under RC 2151.421.**

**Nothing in this policy prohibits or limits the career and academic mentoring and counseling between teachers and students in the regular course of the school day.**

## **Definitions**

The following definitions apply for the implementation of this policy:

"Biological sex:" the biological indication of male and female, including sex chromosomes, naturally occurring sex hormones, gonads and unambiguous internal and external genitalia present at birth, without regard to an individual's psychological, chosen or subjective experience of gender.

"HIPAA privacy rule:" has the same meaning as in RC 3798.01.

"IEP:" has the same meaning as in RC 3323.01.

"Parent:" has the same meaning as in RC 3313.98.

"Sexuality content:" any oral or written instruction, presentation, image or description of sexual concepts or gender ideology provided in a classroom setting. This does not include instruction or presentations required by State law in sexually transmitted infection education, sexually transmitted infection education emphasizing abstinence, child sexual abuse prevention, sexual violence prevention education or incidental references to sexual concepts or gender ideology occurring outside of formal instruction or presentations on such topics, including references made during class participation and in schoolwork.

"Student's mental, emotional or physical health or well-being:" includes, at a minimum, a student's academic performance; any significant sickness or physical injury, or any psychological trauma suffered by a student; any harassment, intimidation or bullying, as defined by State law, by or against a student in violation of school district policy; any request by a student to identify as a gender that does not align with the student's biological sex; and exhibition of suicidal ideation or persistent symptoms of depression, or severe anxiety, or other mental health issues.

"Age-appropriate content" and "developmentally appropriate content:" activities or items that are generally accepted as suitable for children of the same chronological age or level of maturity or that are determined to be developmentally appropriate for a child, based on the development of cognitive, emotional, physical and behavioral capacities that are typical for an age or age group.

## **Sexuality Content**

The District ensures any sexuality content is age-appropriate and developmentally appropriate for the age of the student receiving the instruction, regardless of age or grade level. The District provides parents the opportunity to review instructional materials that include sexuality content prior to providing instruction or permitting third parties to do so on behalf of the District. Upon request of the parent a student is excused from instruction including sexuality content and is permitted to participate in an alternative assignment.

Instruction including sexuality content is not provided to students in kindergarten through third grade by the District or any third party acting on behalf of the district.

## **Student Health and Well-Being**

The District promptly notifies a student's parent of any substantial change in the student's services, including counseling services, or monitoring related to their mental, emotional or physical health or well-being or the school's ability to provide them a safe and supportive learning environment. The parental notice reinforces the fundamental right of parents to make decisions regarding the upbringing and control of their children and that the District does not inhibit parental access to the student's education and health records maintained by the school.

Notice is provided through the methods the District generally communicates with parents including, but not limited to, email, phone call, letter or other direct forms of communication.

District personnel are prohibited from directly or indirectly encouraging a student to withhold information from a parent concerning the student's mental, emotional or physical health or well-being, or a change in related services or monitoring. District personnel are prohibited from discouraging or prohibiting parental notification of and involvement in decisions affecting a student's mental, emotional or physical health or well-being.

### **Parental Authorization for Student Health Care Services**

The District obtains parental authorization before providing any type of health care services to students, including physical, mental and behavioral health care services and parents can choose whether to authorize the District to provide health care services. The Board directs the Superintendent to adopt procedures to obtain necessary authorization from parents, which may include but is not limited to whatever means the District generally obtains parental authorization.

At the beginning of each school year, the District notifies parents of each health care service offered at, or facilitated in cooperation with, their student's school and their option to withhold consent or decline any specified service. Parental consent to health care services does not waive the parent's right to access the student's educational or health records or to be notified about a change in the student's services or monitoring.

Prior to providing a health care service to a student, the District notifies parents whether the service is required to be provided by the District under State law and if other options for a student to access the service exist. This requirement can be satisfied by an annual notice to parents at the beginning of the school year.

Provisions related to parental authorization for student health care services do not apply to emergency situations, first aid, other unanticipated minor health care services or health care services provided pursuant to a student's IEP or section 504 plan.

### **Concerns and Appeals Procedure**

A parent may file a written concern with a school principal or assistant principal regarding a topic addressed in this policy, which must be resolved within 30 days after receipt. Written concerns received by a school principal or assistant principal about this policy are investigated fully and fairly. Anonymous written concerns may not be investigated.

A parent may appeal a principal's or assistant principal's decision to the Superintendent. If a parent appeals a principal's or assistant principal's decision, the Superintendent/designee must conduct a hearing on the decision. Based on the findings of that hearing, the Superintendent decides whether to affirm the principal's or assistant principal's decision. If the Superintendent does not affirm the decision, they determine the resolution to the parent's concern.

A parent may appeal the Superintendent's decision to the Board. If a parent appeals the Superintendent's decision, the Board must review the Superintendent's decision and, if the Board determines it necessary, hold a hearing on the Superintendent's decision. Based on the findings of that hearing, the Board decides whether to affirm the Superintendent's decision. If the Board does not affirm the decision, it determines a new resolution to the parent's concern.

Nothing in this procedure prevents a parent from contacting a member of the Board regarding the parent's concerns with the operation of a school under its supervision.

The Board directs the Superintendent/designee to develop procedures to ensure prompt and fair attention to written concerns about this policy. The District notifies parents of their right to file a written concern by whatever means the District generally communicates with parents including, but not limited to, email, phone call or other direct forms of communication.

### **Legal References**

- Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g
- Health Insurance Portability and Accountability Act (HIPAA)
- Ohio Constitution, Article I, Section 10a
- ORC 2151.421
- ORC 2317.02
- ORC Chapter 2903
- ORC 2919.26
- ORC Chapter 2930
- ORC 3113.31
- ORC 3313.473
- ORC 3313.60
- ORC 3313.6011
- ORC 3313.666
- ORC 3313.98

ORC 3314.0310  
ORC 3323.01  
ORC 3326.091  
ORC Chapter 3798  
ORC 4732.19  
ORC 5122.04

#### Cross References

IGAE, Health Education  
IGAH/IGAI, Family Life Education/Sex Education  
IGBL, Parent and Family Involvement in Education  
JHC, Student Health Services and Requirements  
JHCA, Physical Examinations of Students  
JHF, Student Safety

**NOTE:** House Bill 8 (2024) enacted Revised Code (RC) 3313.473, which created the "Parents' Bill of Rights," requiring districts to adopt a policy promoting parental involvement in the public school system.

*Under RC 3313.473, schools are required to ensure instruction on sexuality content provided to students grades 3-12 is age-appropriate and developmentally appropriate and ensure instruction on sexuality content is not provided to students grades K-3. The provision also creates requirements related to parental right to review and opt out of sexuality content, parental notification requirements related to student health services, parental right to opt out of specified student health services, parental right to file written concerns, procedures for addressing written concerns and more.*

#### **THIS IS A REQUIRED POLICY**

#### Legal

[Family Educational Rights and Privacy Act; 20 USC 1232g](#)  
[Health Insurance Portability and Accountability Act \(HIPPA\)](#)  
[Ohio Constitution Art I, Section 10a](#)  
[ORC 2151.421](#)  
[ORC 2317.02](#)  
[ORC Chapter 2903](#)  
[ORC 2919.26](#)  
[ORC Chapter 2930](#)  
[ORC 3113.31](#)  
[ORC 3313.473](#)  
[ORC 3313.60](#)  
[ORC 3313.6011](#)  
[ORC 3313.666](#)  
[ORC 3313.98](#)  
[ORC 3314.0310](#)  
[ORC 3323.01](#)  
[ORC 3326.091](#)  
[ORC Chapter 3798](#)  
[ORC 4732.19](#)  
[ORC 5122.04](#)





Book	Policy Manual
Section	Section I: Instruction
Title	Promoting Parental Involvement
Code	IGBLA
Status	

**NEW POLICY**  
**Promoting Parental Involvement**

The Board promotes parental involvement in the public school system. The Board directs the Superintendent/designee to develop procedures necessary to comply with the provisions of this policy. This policy is made publicly available and posted prominently on the District's website.

This policy does not prescribe all rights of parents or preempt or foreclose claims or remedies in support of parental rights that are available under the constitution, statutes or common law of Ohio.

This policy does not prohibit or limit the career and academic mentoring and counseling between teachers and students in the regular course of the school day.

Nothing in this policy requires disclosure or activity that is in conflict with or in violation of any of the following:

1. the Health Insurance Portability and Accountability Act (HIPAA) privacy rule;
2. Revised Code (RC) Chapter 3798;
3. RC 2317.02, 4732.19 or 5122.04;
4. the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g;
5. the Ohio Constitution, Article I, Section 10a and any laws enacted to implement that section, including RC 2930.07 and 2930.10;
6. a condition of bond;
7. a protection order or consent agreement issued pursuant to RC 2151.34, 2903.213, 2903.214, 2919.26 or 3113.31;
8. a condition of a community control sanction, post-release control sanction or parole;
9. a specific request for nondisclosure made pursuant to a criminal investigation or grand jury subpoena in which the student is the victim and a parent is the alleged perpetrator or
10. mandatory reporting under RC 2151.421.

**Definitions**

The following definitions apply for the implementation of this policy:



"Biological sex:" the biological indication of male and female, including sex chromosomes, naturally occurring sex hormones, gonads and unambiguous internal and external genitalia present at birth, without regard to an individual's psychological, chosen or subjective experience of gender.

"HIPAA privacy rule:" has the same meaning as in RC 3798.01.

"IEP:" has the same meaning as in RC 3323.01.

"Parent:" has the same meaning as in RC 3313.98.

"Sexuality content:" any oral or written instruction, presentation, image or description of sexual concepts or gender ideology provided in a classroom setting. This does not include instruction or presentations required by State law in sexually transmitted infection education, sexually transmitted infection education emphasizing abstinence, child sexual abuse prevention, sexual violence prevention education or incidental references to sexual concepts or gender ideology occurring outside of formal instruction or presentations on such topics, including references made during class participation and in schoolwork.

"Student's mental, emotional or physical health or well-being:" includes, at a minimum, a student's academic performance; any significant sickness or physical injury, or any psychological trauma suffered by a student; any harassment, intimidation or bullying, as defined by State law, by or against a student in violation of school district policy; any request by a student to identify as a gender that does not align with the student's biological sex; and exhibition of suicidal ideation or persistent symptoms of depression, or severe anxiety, or other mental health issues.

"Age-appropriate content" and "developmentally appropriate content:" activities or items that are generally accepted as suitable for children of the same chronological age or level of maturity or that are determined to be developmentally appropriate for a child, based on the development of cognitive, emotional, physical and behavioral capacities that are typical for an age or age group.

### **Sexuality Content**

The District ensures any sexuality content is age-appropriate and developmentally appropriate for the age of the student receiving the instruction, regardless of age or grade level. The District provides parents the opportunity to review instructional materials that include sexuality content prior to providing instruction or permitting third parties to do so on behalf of the District. Upon request of the parent a student is excused from instruction including sexuality content and is permitted to participate in an alternative assignment.

Instruction including sexuality content is not provided to students in kindergarten through third grade by the District or any third party acting on behalf of the district.

### **Student Health and Well-Being**

The District promptly notifies a student's parent of any substantial change in the student's services, including counseling services, or monitoring related to their mental, emotional or physical health or well-being or the school's ability to provide them a safe and supportive learning environment. The parental notice reinforces the fundamental right of parents to make decisions regarding the upbringing and control of their children and that the District does not inhibit parental access to the student's education and health records maintained by the school.

Notice is provided through the methods the District generally communicates with parents including, but not limited to, email, phone call, letter or other direct forms of communication.

District personnel are prohibited from directly or indirectly encouraging a student to withhold information from a parent concerning the student's mental, emotional or physical health or well-being, or a change in related services or monitoring. District personnel are prohibited from discouraging or prohibiting parental notification of and involvement in decisions affecting a student's mental, emotional or physical health or well-being.

### **Parental Authorization for Student Health Care Services**

The District obtains parental authorization before providing any type of health care services to students, including physical, mental and behavioral health care services and parents can choose whether to authorize the District to provide health care services. The Board directs the Superintendent to adopt procedures to obtain necessary authorization from parents, which may include but is not limited to whatever means the District generally obtains parental authorization.



At the beginning of each school year, the District notifies parents of each health care service offered at, or facilitated in cooperation with, their student's school and their option to withhold consent or decline any specified service. Parental consent to health care services does not waive the parent's right to access the student's educational or health records or to be notified about a change in the student's services or monitoring.

Prior to providing a health care service to a student, the District notifies parents whether the service is required to be provided by the District under State law and if other options for a student to access the service exist. This requirement can be satisfied by an annual notice to parents at the beginning of the school year.

Provisions related to parental authorization for student health care services do not apply to emergency situations, first aid, other unanticipated minor health care services or health care services provided pursuant to a student's IEP or section 504 plan.

### **Concerns and Appeals Procedure**

A parent may file a written concern with a school principal or assistant principal regarding a topic addressed in this policy, which must be resolved within 30 days after receipt. Written concerns received by a school principal or assistant principal about this policy are investigated fully and fairly. Anonymous written concerns may not be investigated.

A parent may appeal a principal's or assistant principal's decision to the Superintendent. If a parent appeals a principal's or assistant principal's decision, the Superintendent/designee must conduct a hearing on the decision. Based on the findings of that hearing, the Superintendent decides whether to affirm the principal's or assistant principal's decision. If the Superintendent does not affirm the decision, they determine the resolution to the parent's concern.

A parent may appeal the Superintendent's decision to the Board. If a parent appeals the Superintendent's decision, the Board must review the Superintendent's decision and, if the Board determines it necessary, hold a hearing on the Superintendent's decision. Based on the findings of that hearing, the Board decides whether to affirm the Superintendent's decision. If the Board does not affirm the decision, it determines a new resolution to the parent's concern.

Nothing in this procedure prevents a parent from contacting a member of the Board regarding the parent's concerns with the operation of a school under its supervision.

The Board directs the Superintendent/designee to develop procedures to ensure prompt and fair attention to written concerns about this policy. The District notifies parents of their right to file a written concern by whatever means the District generally communicates with parents including, but not limited to, email, phone call or other direct forms of communication.

### **Legal References**

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g  
Health Insurance Portability and Accountability Act (HIPAA)  
Ohio Constitution, Article I, Section 10a  
ORC 2151.421  
ORC 2317.02  
ORC Chapter 2903  
ORC 2919.26  
ORC Chapter 2930  
ORC 3113.31  
ORC 3313.473  
ORC 3313.60  
ORC 3313.6011  
ORC 3313.666  
ORC 3313.98  
ORC 3314.0310  
ORC 3323.01  
ORC 3326.091  
ORC Chapter 3798  
ORC 4732.19  
ORC 5122.04

### **Cross References**

IGAE, Health Education  
IGAH/IGAI, Family Life Education/Sex Education  
IGBL, Parent and Family Involvement in Education  
JHC, Student Health Services and Requirements



DRAFT



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
Thursday, June 12, 2025, 3:00 PM, Central Office

HILLIARD CITY SCHOOL DISTRICT  
OPERATIONS DEPARTMENT

### OHIO SCHOOL BOARDS ASSOCIATION POLICY DEVELOPMENT QUARTERLY

MAY 2025 ISSUE

#### **HB 29 ELIMINATES DRIVER'S LICENSE SUSPENSIONS FOR SCHOOL TRUANCY**

*by Julie S. Towns, policy consultant*

House Bill (HB) 29, effective April 9, 2025, removes the possibility of a driver's license suspension or denial of a driver's license or permit for a habitually truant student in accordance with [Ohio Revised Code \(RC\) 3321.13](#). Districts are no longer required to notify the registrar of motor vehicles if a student is habitually absent or if a student of compulsory attendance age withdraws from a school.

Additionally, any student who received a driver's license suspension or was denied the opportunity to obtain a permit or a license before the bill's effective date because of habitual truancy may file a motion with the juvenile court to terminate the suspension or denial. The court may order the registrar to terminate the suspension or the denial, cancel the record related to it and return or reissue a license to the student.

[RC 3313.661](#), involving misconduct with a firearm, knife or other weapon as defined in that code section, no longer requires that the superintendent notify the registrar of motor vehicles.

[RC 3321.191](#) no longer requires notification of the registrar of motor vehicles when addressing and ameliorating student absences.

These changes also repeal RC 4510.32, which outlined the suspension of a driver's license of the student upon withdrawal from school or habitual absence.

#### *Policy implications*

The following OSBA policies have been updated to remove driver's license suspension penalties:

- JECE, Student Withdrawal from School
- JED, Student Absences and Excuses
- JEDA, Truancy
- JFCJ, Weapons in the Schools

Revisions to JED, Student Absences and Excuses, also include changes due to Ohio Administrative Code revisions addressed elsewhere in this PDQ issue. Regulation JED-R, Student Absences and Excuses, has been rescinded from the OSBA sample manual due to these changes; boards should take action to rescind this language from locally adopted manuals.

#### **ATTENDANCE RULE REVISIONS**

*by Kenna S. Haycox, deputy director of board and management services*

Ohio Administrative Code (OAC) [3301-69-02](#) establishes procedures for student absences. The rule was recently updated, and the changes were effective March 23, 2025. OAC 3301-69-02(B)(2) establishes reasons for which the district may classify a student absence as excused:

- Excusals for religious holidays must now be granted in accordance with the religious expression day requirements in Ohio Revised Code (RC) [3320.04](#).
- "College visitation" reasons were revised to "postsecondary visitation." Additionally, the district can now mark a student as present for these visitations if the board has adopted a policy reasonably accommodating such absences, not to exceed three days each school year.

- Excusals for preenlistment reporting to military enlistment processing stations remain but districts may now mark a student as present if the absence is used to fulfill graduation requirements.
- A new excusal of “any additional reason stated in a policy adopted by the board” is permitted.

The remaining procedures established by OAC 3301-69-02, including additional reasons for which the district may classify a student as excused, were unchanged.

#### *Policy implications*

JED, Student Absences and Excuses, has been updated to reflect the revisions for religious holidays, postsecondary visits and preenlistment military reporting. Boards that want to add additional excusals under the new “any additional reason” provision can locally determine whether to do so; those reasons should be clearly stated within the policy and classified as either medically or nonmedically excused.

The revisions to JED, Student Absences and Excuses, also include changes regarding driver’s license suspension that are addressed elsewhere in this PDQ issue.

### **OEC WEIGHS IN ON CONFLICTS OF INTEREST**

*by Julie S. Towns, policy consultant*

The Ohio Ethics Commission (OEC) issued its first formal advisory opinion of the year, clarifying that under Ohio Ethics Law the definition of “family member” now includes domestic partners. “Family member” was not formally defined in the relevant Ohio Revised Codes (RC) [2921.42\(A\)\(1\)](#) and [102.03\(D\) and \(E\)](#). Previously, OEC interpreted the phrase to include spouses, children, parents, siblings and others related by blood or marriage who lived in the same household. A “domestic partner” includes a person who is living with the public official or employee in a common law marital relationship or who otherwise is cohabiting with the public official or employee. A person who lives with a public official or employee as a roommate but does not have a romantic relationship with the official or employee would not qualify as the official’s or employee’s domestic partner.

Based on this broader definition, OEC concluded that public officials or employees must avoid participating in decisions or actions that could impact their domestic partner’s employment or financial interests. This includes influencing public contracts, salary or benefit changes, promotions, disciplinary actions and other employment terms involving their partner. The goal is to prevent conflicts of interest and ensure fairness and integrity in public service.

#### *Policy implications*

Based on the review of OEC’s clarification, no changes are necessary to OSBA sample policies. Districts should review locally developed policies to determine if any updates are necessary. More information on the opinion is available on OSBA’s [Legal Ledger blog](#).

### **UPDATE ON ODEW SPECIAL EDUCATION MODEL POLICY**

*by Gamy Narvaez, policy consultant*

The Ohio Operating Standards for the Education of Children with Disabilities requires that school districts adopt written policies and procedures regarding educating children with disabilities. The Ohio Department of Education and Workforce (ODEW) released its Special Education Model Policies and Procedures last year and charged districts with adopting, by board resolution, either its model or locally developed district policies and procedures. Boards have until May 30, 2025, to notify ODEW of their special education policies and procedures via submission through the online [monitoring system](#).

The March 2025 issue of PDQ explained that several provisions in the initial ODEW Special Education Model Policies and Procedures were either unnecessary to comply with state and federal law or conflicted with existing state and federal laws and/or applicable case law. As a result, OSBA released a model resolution allowing boards to adopt a majority of the ODEW model while expressly modifying the problematic provisions. Since then, ODEW released an updated version of its model policies, [v1.0 ODEW model policies](#). In v1.0 of the model, ODEW removed or corrected the problematic provisions mentioned in the March 2025 PDQ issue. For this reason, the OSBA model resolution is no longer necessary for boards adopting the v1.0 ODEW model.

Districts should review the ODEW model v1.0 with legal counsel before the board adopts it by resolution. OSBA is aware that the ODEW model may not properly address the unique challenges that our member ESCs and career centers face. Those districts should work with legal counsel to address specific needs, and we will release an update to those districts as more information on alternative models becomes available.

The Nov. 30, 2025, deadline for annual verification of each district's special education policies and procedures, which begins with the 2025-26 school year, remains unchanged. Additionally, the ODEW Operating Standards and Guidance [webpage](#) states that boards that submitted adoption and approval of the original ODEW model policies do not have to resubmit adoption and approval for model v1.0. So long as nothing changes in a district's board-approved policies and procedures, the same approval submitted by the May 30 deadline can be resubmitted for the Nov. 30 deadline. While the ODEW Operating Standards and Guidance webpage states that boards do not have to resubmit adoption and approval after the release of model v1.0, ultimately districts should work with their legal counsel to determine whether to resubmit to ODEW by the Nov. 30 deadline.

#### Cross References

JED-R - \*\*OSBA Sample\*\* Student Absences and Excuses

JED - \*\*OSBA Sample\*\* Student Absences and Excuses

JFCJ - \*\*OSBA Sample\*\* Weapons in the School

JECE - \*\*OSBA Sample\*\* Student Withdrawal from School

JEDA - \*\*OSBA Sample\*\* Truancy

May 2025 - Update Review Form

Updating Quick Reference - Checklist



Book	Policy Manual
Section	Issue 2 of 2025 May PDQ (Revised)
Title	<b>**OSBA Sample**</b> Student Withdrawal From School
Code	JECE
Status	From OSBA
Adopted	August 14, 2001
Last Revised	February 12, 2024

**\*\*This is the OSBA Sample\*\***

**Student Withdrawal From School**  
**(Loss of Driving Privileges)**

When the Superintendent receives information that a student of compulsory school age has withdrawn from school, the Superintendent must, within two weeks after the withdrawal, notify the **registrar of motor vehicles and the** county juvenile judge of the student's withdrawal from full-time enrollment or withdrawal from an approved program to obtain a diploma or its equivalent.

~~Notification to the registrar of motor vehicles is not necessary if a student has withdrawn from school because of a change of residence or to receive home education pursuant to State Law; or the student is holding an age and schooling certificate (work permit), is regularly employed and enrolled part-time in and attending an approved program to obtain a diploma or its equivalent.~~

~~Notification to the registrar of motor vehicles must be given in a manner required by the registrar and n~~ Notice to the county juvenile judge must be given in writing.

~~After receiving such information from the Superintendent, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued to that student, the registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches 18 or until the denial of driving privileges is terminated for another reason allowable under State law.~~

~~In compliance with State law, a student whose driving privileges have been denied can file a petition seeking his/her reinstatement with the juvenile court in whose jurisdiction he/she resides.~~

Legal References

Family Educational Rights and Privacy Act; 20 USC 1232g  
ORC 3319.321  
ORC 3321.042  
ORC 3321.13  
ORC 3331.01  
ORC 3331.02  
ORC 3331.04  
ORC 3331.06 through 3331.09



Cross References

JED, Student Absences and Excuses

JEDA, Truancy

JEG, Exclusions and Exemptions From School Attendance

JK, Employment of Students

***NOTE: THIS IS A REQUIRED POLICY***

Legal

[Family Educational Rights and Privacy Act; 20 USC 1232g](#)

[ORC 3319.321](#)

[ORC 3321.042](#)

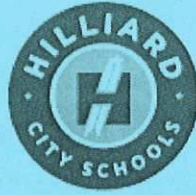
[ORC 3321.13](#)

[ORC 3331.01](#)

[ORC 3331.02](#)

[ORC 3331.04](#)

[ORC 3331.06 through 3331.09](#)



Book	Policy Manual
Section	Section J: Student
Title	Student Withdrawal from School (Loss of Driving Privileges)
Code	JECE
Status	Active
Adopted	August 14, 2001
Last Revised	February 12, 2024
Prior Revised Dates	05/11/2015

### Student Withdrawal from School (Loss of Driving Privileges)

When the Superintendent/designee receives information that a student of compulsory school age has withdrawn from school, the Superintendent/designee must, within two weeks after the withdrawal, notify the Registrar of Motor Vehicles and the county juvenile judge. Notification is not necessary if a student has withdrawn because of a change of residence or to receive home education pursuant to State Law; the student is enrolled in and attending, in accordance with District policy, an approved program to obtain a diploma or its equivalent or if the student holds a full-time Age and Schooling Certificate (otherwise known as a work permit) and is regularly employed.

Notification to the Registrar of Motor Vehicles and the county juvenile judge must comply with State and Federal laws.

After receiving such information from the Superintendent/designee, the Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued to that student, the Registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches 18 or until the denial of driving privileges is terminated for another reason allowable under State law.

In compliance with State law, a student whose driving privileges have been denied can file a petition seeking his/her reinstatement with the juvenile court in whose jurisdiction he/she resides.

Any student who moves from the District or is issued a full-time working permit, or who is expelled by the action of the Superintendent/designee or the Board or who legally stops attending school for any reason, shall be considered withdrawn from school.

Upon withdrawal, any student who is not under monetary obligation to the school shall be furnished a report card or other evidence of grade placement.

Legal	<a href="#">Family Educational Rights and Privacy Act; 20 USC 1232g</a> <a href="#">ORC 3319.321</a> <a href="#">ORC 3321.13</a> <a href="#">ORC 3331.01</a>
-------	---



ORC 3331.02

ORC 3331.04

ORC 3331.06 through 3331.09

ORC 4507.061

Cross References

JFD - Student Absences and Excuses

JEDA - Truancy

JEG - Exclusions and Exemptions From School Attendance

JK - Employment of Students



Book	Policy Manual
Section	Issue 2 of 2025 May PDQ (REVISED REQUIRING DISTRICT CUSTOMIZATION)
Title	<b>**OSBA Sample**</b> Student Absences and Excuses
Code	JED
Status	From OSBA
Adopted	August 14, 2001
Last Revised	December 9, 2024

### **\*\*This is the 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.

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, behavioral or dental appointments.

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 in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal);
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 the truly held religious beliefs of the student or the student's family~~; **up to three religious expression days per school year in accordance with Ohio Revised Code 3320.04;**
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~~; **post-secondary visitation, for which a student may be marked as "present" for such absences for up to three days per school year;**

6. pre-enlistment reporting to a military enlistment processing station, **for which a student may be marked as "present" if the absence is used to help fulfill graduation requirements;**
7. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
8. 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;
9. absences due to a student being homeless or
10. as determined by the Superintendent.

**~~Students may be excused from school for up to three religious expression days per school year in accordance with State law.~~**

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.

Student make up work for religious expression days is managed in accordance with State law and Board policy for such absences.

Each student who is absent for reasons other than religious expression days 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.~~**

Legal References

ORC 3313.609  
ORC 3313.66  
ORC 3320.04  
ORC 3321.01  
ORC 3321.03  
ORC 3321.04  
ORC 3321.13  
ORC 3321.14  
ORC 3321.141  
ORC 3321.19  
ORC 3321.38  
OAC 3301-69-02

Cross References

IGAC - Teaching About Religion  
IKB - Homework  
JEDB - Student Dismissal Precautions  
JEE - Student Attendance Accounting (Missing and Absent Children)

**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. OAC 3301-69-02(B)(2)(m) authorizes a district to excuse a student for "any additional reason stated in a policy adopted by the local school board of education." Districts that want to add additional reasons should clearly state them within this policy.

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

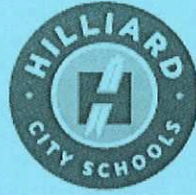
Schools are not required to notify a parent who notifies the school of the student's absence within the first 120 minutes after the beginning of the school day. In addition, an immunity provision is included in the new law, which states that a school district or any officer, director, employee or any 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.

**THIS IS A REQUIRED POLICY**

Legal	<a href="#">ORC 3313.609</a>
	<a href="#">ORC 3313.66</a>
	<a href="#">ORC 3320.04</a>
	<a href="#">ORC 3321.01</a>
	<a href="#">ORC 3321.03</a>
	<a href="#">ORC 3321.04</a>
	<a href="#">ORC 3321.13</a>
	<a href="#">ORC 3321.14</a>
	<a href="#">ORC 3321.141</a>
	<a href="#">ORC 3321.19</a>
	<a href="#">ORC 3321.38</a>
	<a href="#">OAC 3301-69-02</a>





Book	Policy Manual
Section	Section J: Student
Title	Student Absences and Excuses
Code	JED
Status	Active
Adopted	August 14, 2001
Last Revised	December 9, 2024
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, 10/26/2020, 08/14/2023, 11/06/2023

### **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 5 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 5 days or less may be approved by the building principal or his/her designee. Trips of more than 5 school days shall not be approved except in extraordinary circumstances as determined by the Superintendent or his/her designee. If a student is absent for family travel outside of the 5 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.

#### **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. 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.
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, behavioral or dental appointments.

### **Nonmedically Excused Absence**

Reasons for which students may be nonmedically excused include, but are not limited to:

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal);
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 the sincerely held religious beliefs of the student or the student's family;
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. pre-enlistment reporting to military enlistment processing station;
7. absences of a student of a military family for purposes of visiting an immediate family member who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
8. 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;
9. absences due to a student being homeless or
10. as determined by the Superintendent.

Students may be excused from school for up to three religious expression days per school year in accordance with State law.

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.

Student make up work for religious expression days is managed in accordance with State law and Board policy for such absences.

Each student who is absent for reasons other than religious expression days 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. 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.

### **Unexcused Absences**



An unexcused absence, whether resulting from truancy or other unacceptable reasons, may eliminate 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](#)  
[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](#)

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	Issue 2 of 2025 May PDQ (Rescind)
Title	<b>**OSBA Sample**</b> Student Absences and Excuses
Code	JED-R
Status	From OSBA

## **\*\*This is the OSBA Sample\*\***

### **~~Student Absences and Excuses~~**

#### **~~Students Habitually Absent—Loss of Driving Privileges~~**

**~~When the Superintendent receives information that a student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours in a school month or a total of at least 90 hours in a school year, the following procedure applies:~~**

- ~~1. The Superintendent notifies, in writing, the student and his/her parent(s) and states that information regarding the student's absences has been provided to the Superintendent, and, as a result of that information, the student's driving privileges will be suspended or denied. This notification also states that the student and his/her parent(s) may appear before the Superintendent/designee to challenge the information provided to the Superintendent. The hearing may be conducted by electronic means if requested by the parent. Notices may be sent by registered mail, regular mail with a certificate of mailing, or other form of delivery with proof of delivery, including electronic delivery and electronic proof of delivery.~~**
- ~~2. The notice from the Superintendent to the student includes the scheduled time, place, date and participation method of the hearing, which is scheduled between three and five days after the notification is given. Upon the request of the student or parent(s), an extension may be granted by the Superintendent. The Superintendent must then notify the student and the parent(s) of the new hearing time, place, date and method.~~**
- ~~3. At the hearing before the Superintendent/designee, the student has an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. State law defines "legitimate excuses" for absence from school to include, but not be limited to:~~**
  - ~~A. enrollment in another school or school district in Ohio or another state;~~**
  - ~~B. possession of an age and schooling certificate (work permit);~~**
  - ~~C. a bodily or mental condition that prohibits attendance or~~**
  - ~~D. participation in a home education program.~~**
- ~~4. If a habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student does not convince the Superintendent or designee that the absences were legitimate, the Superintendent must notify the registrar of motor vehicles and the juvenile judge. Such notification must be given to the registrar and the juvenile judge within two weeks of the receipt of the information~~**

~~regarding habitual absences or, if the hearing for the student is held, within two weeks after the hearing.~~

~~Notification to the registrar of motor vehicles and the county judge must comply with State and Federal law.~~

~~The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.~~

~~Denial of privileges remains in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by State law. In accordance with State law, a student whose driving privileges have been denied can file a petition seeking their reinstatement.~~



Book	Policy Manual
Section	Issue 2 of 2025 May PDQ (Revised)
Title	<b>**OSBA Sample**</b> Truancy
Code	JEDA
Status	From OSBA
Adopted	August 14, 2001
Last Revised	December 9, 2024

### **\*\*This is the OSBA Sample\*\***

#### **Truancy**

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the Ohio Department of Education and Workforce for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and notify the child's parent in writing of the legal consequences of being a "habitual" truant. The written notice may be delivered by regular mail with a certificate of mailing, or other form of delivery with proof of delivery, including electronic delivery and electronic proof of delivery.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;

3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs; **or**
5. **notification to the registrar of motor vehicles or**
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent with a nonmedical excuse or without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. The number of hours for which a student is absent on an approved religious expression day is not considered in the calculations. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

### **Absence Intervention Plan**

When a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive, the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum, a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

### **Filing a Complaint With Juvenile Court**

The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

#### Legal References

ORC 3313.663  
ORC 3313.668  
ORC 3320.04  
ORC 3321.03 through 3321.04  
ORC 3321.07 through 3321.09  
ORC 3321.19  
ORC 3321.191  
ORC 3321.22  
ORC 3321.38  
OAC 3301-47-01

#### Cross References

JED - Student Absences and Excuses  
JEG - Exclusions and Exemptions From School Attendance  
JK - Employment of Students

**NOTE:** House Bill 410 (2016) made significant changes to District requirements for managing truancy effective with the 2017-2018 school year. When developing truancy policies, districts are required to consult with the judge of the juvenile court of the county or counties in which the District is located, parents, guardians, or other persons having care of the students attending school in the District and appropriate state and local agencies.

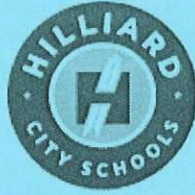
Districts with a chronic absenteeism rate of less than 5% as reflected on the most recent state report card are exempt from the requirement to assign students to an absence intervention team and instead must take any appropriate action as an intervention strategy outlined in Board policy.

#### **THIS IS A REQUIRED POLICY**

#### Legal

[ORC 3313.663](#)  
[ORC 3313.668](#)  
[ORC 3320.04](#)  
[ORC 3321.03 through 3321.04](#)  
[ORC 3321.07 through 3321.09](#)  
[ORC 3321.19](#)  
[ORC 3321.191](#)  
[ORC 3321.22](#)  
[ORC 3321.38](#)  
[OAC 3301-47-01](#)





Book	Policy Manual
Section	Section J: Student
Title	Truancy
Code	JEDA
Status	Active
Adopted	August 14, 2001
Last Revised	December 9, 2024
Prior Revised Dates	05/11/2015, 04/17/2017, 03/12/2018, 11/11/2019, 02/12/2024

### **Truancy**

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the Ohio Department of Education and Workforce for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent/designee, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and notify the child's parent in writing of the legal consequences of being a "habitual" truant. The written notice may be delivered by regular mail with a certificate of mailing, or other form of delivery with proof of delivery, including electronic delivery and electronic proof of delivery.

A "habitual" truant is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive school hours, 42 or more school hours in one month or 72 or more school hours in a school year.

"Excessive absences" is defined as a child of compulsory school age who is absent with or without legitimate excuse for 38 or more school hours in one month or 65 school hours in one school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent/designee or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding habitual truants and excessively absent students, the Board must take as an intervention strategy any appropriate action contained in the Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;



2. providing counseling for a habitual truant or excessively absent student;
3. requesting or requiring a parent having control of a habitual truant or excessively absent student to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant or excessively absent student to attend truancy prevention mediation programs;
5. notification to the Registrar of Motor Vehicles or
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent with a nonmedical excuse or without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. The number of hours for which a student is absent on an approved religious expression day is not considered in the calculations. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

### **Absence Intervention Plan**

When a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

### **Filing a Complaint with Juvenile Court**

The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.



Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

Legal

[ORC 3313.663](#)

[ORC 3313.668](#)

[ORC 3321.03 through 3321.04](#)

[ORC 3321.07 through 3321.09](#)

[ORC 3321.19](#)

[ORC 3321.191](#)

[ORC 3321.22](#)

[ORC 3321.38](#)

[OAC 3301-47-01](#)

Cross References

[JED - Student Absences and Excuses](#)

[JEG - Exclusions and Exemptions From School Attendance](#)

[JK - Employment of Students](#)



Book	Policy Manual
Section	Issue 2 of 2025 May PDQ (REVISED REQUIRING DISTRICT CUSTOMIZATION)
Title	<b>**OSBA Sample**</b> Weapons in the School
Code	JFCJ
Status	From OSBA
Adopted	August 14, 2001
Last Revised	May 13, 2019

### **\*\*This is the OSBA Sample\*\***

#### **Weapons in the School**

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives and other weapons.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 United States Code [USC] Section 921) that includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury.

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school within the District or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters that might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county juvenile judge **and registrar of motor vehicles** within two weeks of the suspension, expulsion or permanent exclusion.

*(Permissive language)*

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school vehicle if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by State law and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local law enforcement authority and may be prosecuted under State criminal statutes, as well as disciplined in accordance with the provisions of the District's student code of conduct and State law.

*(Permissive language)*

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

#### Legal References:

18 USC 921  
20 USC 2701 et seq., Title IX 9001-9005  
Gun-Free Schools Act; 20 USC 7151  
ORC 2923.122  
ORC 3313.66  
ORC 3313.661  
ORC 3313.662  
ORC 3321.13

#### Cross References

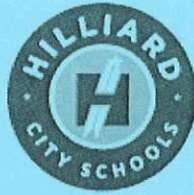
JEGA, Permanent Exclusion  
JFC, Student Conduct (Zero Tolerance)  
JFCL, Unsafe Schools (Persistently Dangerous Schools)  
JGD, Student Suspension  
JGDA, Emergency Removal of Student  
JGE, Student Expulsion  
Student Code of Conduct

**NOTE: THIS IS A REQUIRED POLICY**

#### Legal

[18 USC 921](#)  
[20 USC 2701 et seq., Title IX 9001-9005](#)  
[Gun-Free Schools Act; 20 USC 7151](#)  
[ORC 2923.122](#)  
[ORC 3313.66](#)  
[ORC 3313.661](#)  
[ORC 3313.662](#)  
[ORC 3321.13](#)





Book	Policy Manual
Section	Section J: Student
Title	Weapons in the Schools
Code	JFCJ
Status	Active
Adopted	August 14, 2001
Last Revised	May 13, 2019
Prior Revised Dates	01/22/2007, 01/28/2008, 05/11/2015

### **Weapons in the Schools**

The Board is committed to providing the students of the District with an educational environment that is free of the dangers and threats of firearms, knives and other dangerous weapons.

The definition of a firearm is any weapon (including a starter gun), which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury. Dangerous weapons are defined as any item used to threaten, harm or intended to harm other individuals.

Unless a student is permanently excluded, the Superintendent/designee shall expel a student from school for a period of one year for bringing a firearm or knife to a school operated by the Board or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person, except that the Superintendent/designee may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters that might lead to a reduction of the expulsion period include: the student's mental, emotional and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the aggressor.

A student may be expelled for up to one year for firearm-related or any weapon-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or any weapon also loses his/her driving privileges. The District may notify the county registrar and juvenile judge within two weeks of the suspension, expulsion or permanent exclusion.

The Superintendent/designee may establish a community service program that may be performed in conjunction with, but not in place of, an expulsion imposed upon a student who brings a firearm or any weapon onto school property.



Students who wish to enroll in the District under Ohio Revised Code (RC) 3313.64 or 3313.65 but who have been expelled from another school district under RC 3313.66, and the expulsion has not expired, may be offered an opportunity for a hearing with the Superintendent/designee of the Hilliard City Schools.

Admission to the District may be temporarily denied by the Superintendent/designee until the expiration of the expulsion period.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus if both of the following apply.

- 1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
- 2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by Ohio law and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District's student code of conduct and Ohio law.

The Superintendent/designee is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

CROSS REFS.: Student Code of Conduct

Legal	<a href="#">18 USC 921</a>
	<a href="#">20 USC 2701 et seq., Title IX 9001-9005</a>
	<a href="#">Gun-Free Schools Act; 20 USC 7151</a>
	<a href="#">ORC 2923.122</a>
	<a href="#">ORC 3313.66</a>
	<a href="#">ORC 3313.661</a>
	<a href="#">ORC 3313.662</a>
	<a href="#">ORC 3321.13</a>

Cross References	<a href="#">JEGA - Permanent Exclusion</a>
	<a href="#">JFC - Student Conduct (Zero Tolerance)</a>
	<a href="#">JFCL - Unsafe Schools (Persistently Dangerous Schools)</a>
	<a href="#">JGD - Student Suspension</a>
	<a href="#">JGDA - Emergency Removal of Student</a>
	<a href="#">JGE - Student Expulsion</a>