



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent
Thursday, September 21, 2023, Central Office

Hilliard City School District
Operations Department

COMMITTEE MEMBERS

Nadia Long, Board of Education
Kara Crowley, Board of Education
Melissa Swearingen, Treasurer/CFO
Mike McDonough, Deputy Superintendent
Jill Abraham, Assistant Superintendent
Stacie Raterman, Communications Director
Herb Higginbotham, Director of Elementary Education
Jacob Grantier, Director of Middle Level Education

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

RECOMMENDATION

Third Reading & Adoption
November 6, 2023

The Policy Review Committee meets quarterly each school year. All proposed new policies, revisions of current policies or repeal of a current policy are reviewed by the Policy Review Committee before being presented to the Superintendent for submission to the Board of Education. Two readings at two separate meetings shall normally be required before a new or revised policy may be adopted. Action to adopt will take place at a subsequent third meeting. However, the Board does have the option of voting for adoption at the second meeting.

The Policy Review Committee recommends the policies listed below be revised, as noted on the following pages:

1. BDDG – Minutes
2. EHA – Data and Records Retention
3. EHA-R – Data and Records Retention (Electronic Mail and Social Media Content) (*Rescind*)
4. IIAC – Media/Resource Materials Selection and Adoption (*revised after second reading*)
5. IKF – Graduation Requirements
6. JED – Student Absences and Excuses (*revised after second reading*)

Revision Notes:

- Language with a ~~line drawn through it~~ is language to be removed.
- Language in **bold-type** is language to be added.

The policies are being submitted for readings and adoption at the following Board of Education meetings:

- First reading – October 9, 2023
- Second reading – October 23, 2023
- Third reading and adoption – November 6, 2023



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Minutes
Code	BDDG
Status	
Adopted	August 14, 2001
Last Revised	June 15, 2020
Prior Revised Dates	05/11/2015, 11/12/2018

Minutes

~~The minutes of Board meetings constitute the written record of Board action. Therefore, the Treasurer shall record in the minutes of each meeting all actions taken by the Board.~~

~~Full and accurate minutes must contain sufficient facts and information to permit the public to understand and appreciate the rationale behind the Board's decisions.~~

~~The minutes shall be signed by the Board President and attested by the Treasurer as to the accuracy of the information contained, following their approval by the Board at a subsequent meeting. The attestation is not an authorization of any action taken or not taken during the meeting.~~

~~As permitted by law, the reading of the minutes at Board meetings may be waived, provided that copies of the minutes have been distributed to all members of the Board at least two days prior to the date of the next succeeding meeting and that copies of such minutes are made available to the public and news media.~~

~~The approved, official minutes shall be kept the office of the Treasurer who, after they have been read and approved by the Board, shall make them available to the public and news media upon request during normal office hours. Copies of the approved minutes shall be provided at a cost.~~

The Treasurer promptly prepares, files and maintains minutes/notes of the regular and special meetings of the Board. Meeting minutes/notes contain sufficient facts and information to permit the public to understand and appreciate the rationale behind the Board's decisions and reflect the general subject matter of discussions in executive sessions.

The Board reads, makes necessary corrections and approves the minutes of each meeting at the next succeeding meeting of the Board.

Provided the Treasurer sends a copy of the minutes/notes of the last Board meeting to Board members at least two days prior to the date of the next succeeding meeting of the Board, the Board waives the reading of its meeting minutes/notes. Copies of meeting minutes/notes are available on the District website.

Approved minutes are signed by the President and attested to by the Treasurer as to the accuracy of the information contained. The attestation is not an authorization of any action taken or not taken during the meeting. Approved minutes are filed in the Treasurer's office in a book and are open to public inspection as a public record of the District.

Legal [ORC 121.22\(C\)](#)
[ORC 149.43](#)
[ORC 3313.26](#)

Cross
References

[BCE - Board Committees](#)

[BD - School Board Meetings](#)

[BDC - Executive Sessions](#)

[BF - Board Policy Development and Adoption](#)

[KBA - Public's Right to Know](#)

Draft



Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Data and Records Retention
Code	EHA
Status	
Adopted	August 14, 2001
Last Revised	August 8, 2016
Prior Revised Dates	07/26/2004, 07/09/2013, 05/11/2015

Data and District Records Commission, Records Retention and Disposal

All records¹ are the property of the District and are not removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the District Records Commission. Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred or destroyed unlawfully.

"Records" include any document, device or item, regardless of physical form or characteristic, including an electronic record (as defined in Ohio Revised Code Section (RC) 1306.01), created or received by or coming under the jurisdiction of the District that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District.

District Records Commission

The District Records Commission revises and reviews schedules of records retention (RC-2 forms), reviews applications for one-time disposal of obsolete records (RC-1 forms), and reviews certificates of disposal (RC-3 forms) submitted by any employee of the District.

The Commission is composed of the Board President, the Treasurer and the Superintendent and meets at least once every 12 months. The Commission will post advance notice of the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings on the District's website. For special meetings, notice of the time, place and purpose is also given at least 24 hours in advance of the meeting to all news media and individuals who have requested such notice.

Any person may receive advance personal notice of all meetings at which a specific type of public business is to be discussed by the Commission. Such requests shall be directed to the Treasurer. Requests for notification by email shall include the requestor's email address. Individuals requesting advance personal notice are responsible for providing the Treasurer with any updates to contact information.

The minutes of the meetings of the Commission are promptly prepared, filed and maintained by the Treasurer and are open to public inspection.

Records Retention Schedule

The District Records Commission revises and reviews a schedule of records retention. When the Commission has approved a schedule of records retention, the schedule is sent to the Ohio History Connection (OHC) for review. OHC will review the schedule within a period of 60 days. During this time, OHC may select for its custody any records it considers to be of continuing historical value. OHC will denote upon any schedule of records retention the records for which they will require a certificate of records disposal prior to their disposal. After OHC has completed its review,

OHC will forward the applications and/or schedules to the Auditor of State for their approval or disapproval. The Auditor of State must approve or disapprove the application and/or schedule within 60 days.

The Commission may at any time review any records retention schedule it has previously approved and may revise that schedule in accordance with State law.

Disposal of Records

Before public records are disposed of pursuant to an approved records retention schedule, the Commission verifies whether OHC requires a certificate of records disposal (RC-3 form) prior to disposal. If OHC has requested to review the records, the District will complete a certificate of records disposal and give OHC the opportunity for a period of 15 days to select for its custody such public records as it considers to be of continuing historical value. OHC may not review or select for its custody the records set forth in RC 149.381(E). If OHC has not requested to review the records, or if OHC has not responded within the statutory review period, the District disposes of the public records pursuant to its approved records retention schedule.

If the District discovers records that have never been properly scheduled on an RC-2 and are no longer created or were only created once and they no longer have any administrative, fiscal, legal, or historical value, the District will submit an application for the one-time disposal of these obsolete records (RC-1 form) to OHC for review. OHC will review the application within a period of 60 days. During this time, OHC may select for its custody any records it considers to be of continuing historical value. After OHC has completed its review, it will forward the application to the Auditor of State for their approval or disapproval. The Auditor of State must approve or disapprove the application within 60 days.

The Commission is composed of the Board President, the Treasurer and the Superintendent.

The function of the commission is to review applications for one time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the District. Records may be disposed of by the District pursuant to the procedure outlined below. The commission may at any time review any schedule it has previously approved and may revise that schedule, in accordance with State law.

The Superintendent designates a "Records Officer" in each department/building who is responsible for all aspects of records retention, including electronic mail, within that department/building.

When the District Records Commission has approved an application for one time disposal of obsolete records, or any schedule of records retention and disposition, the applications and/or schedules are sent to the Ohio History Connection (OHC) for review. The OHC will review the application or schedule within a period of 60 days. During this time, the OHC may select for its custody any records it considers to be of continuing historical value. The OHC will denote upon any schedule of records retention, and disposal, the records for which they will require a certificate of records disposal prior to their disposal. After the OHC has completed their review, OHC will forward the applications and/or schedules to the Auditor of State for their approval or disapproval. The Auditor of State must approve or disapprove the application and/or schedule within 60 days.

Before public records are disposed of pursuant to an approved schedule, the District must inform OHC of the disposal of only the records that OHC has requested to see. OHC is given the opportunity for a period of 15 days to select for its custody such public records as it considers to be of continuing historical value.²

Electronic Mail and Social Media Content

Electronic mail sent or received by the Board and/or District employees and social media content may be considered a public record subject to public disclosure or inspection under the Open Meetings Act (Sunshine Law). If the electronic mail or social media content is the District's official record and meets the definition of a record as defined by State law, then the information must be retained in accordance with the District records retention schedule.

All Board and District electronic mail communications and social media content are monitored in accordance with the attached regulation to ensure that all electronic mail and social media public records are retained, archived and destroyed in compliance with State law.

District employees are subject to disciplinary action for violation of this policy and regulation.

¹Records include any document, device or item, regardless of physical form or characteristic, including an electronic record (as defined in Ohio Revised Code Section (RC) 1306.01), created or received by or coming under the jurisdiction of the District that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District, RC 149.011.

²The Ohio History Connection may not review or select for its custody the records set forth in RC 149.381(E).

[ORC 9.01](#)

[ORC 149.011](#)

[ORC 149.35](#)

[ORC 149.381](#)

[ORC 149.41](#)

[ORC 149.43](#)

[ORC 3313.29](#)

[ORC 3319.321](#)

[ORC 3701.028](#)

[Ohio History Connection Form RC-1](#)

[Ohio History Connection Form RC-2](#)

[Ohio History Connection Form RC-3](#)

Cross
References

[DI - Fiscal Accounting and Reporting](#)

[GBL - Personnel Records](#)

[JO - Student Records](#)

[KBA - Public's Right to Know](#)



Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Data and Records Retention (Electronic Mail and Social Media Content)
Code	EHA-R
Status	
Adopted	July 9, 2013
Last Revised	May 11, 2015

RESCIND Data and Records Retention (Electronic Mail and Social Media Content)

The Ohio Electronic Records Committee has established the following guidelines for managing electronic mail (email) and social media content.

Retention or disposition of email messages and social media content must be related to the information they contain or the purpose they serve. The content, transactional information and any attachments associated with the message are considered a record (if they meet State law criteria). Because the content of email messages and social media content may vary considerably, the content must be evaluated to determine the length of time messages and content must be retained.

Electronic Mail

There are two categories of email retention: non-record messages and official record messages.

Non-Record Messages

Email messages that do not meet the criteria of the Ohio Revised Code definition of a record may be deleted at any time, unless they become part of some official record as a result of special circumstances. These items may be immediately deleted, or maintained in a "Non-Record" mail box and deleted later, just as you might trash the unwanted publications or promotional flyers. Types of messages may include:

1. **Personal Correspondence:** Any email not received or created in the course of state business may be deleted immediately since it is not an official record. Examples include, but are not limited to, the "Let's do lunch" (not a business lunch) or "Can I catch a ride home" type of note.
2. **Non-State Publications:** Publications, promotional material from vendors and similar materials that are "publicly available" to anyone are not official records. In the electronic world, this includes list-serve messages (other than those you post in your official capacity), unsolicited promotional material ("spam"), files copied or downloaded from Internet sites, etc.

Official Record Messages

Email messages that meet the definition of a record in the Ohio Revised Code are official records and must be scheduled, retained and disposed of as such. These official records fall into the following categories:

1. **Transient Messages:** This type of email has a very limited administrative value. Transient messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. The informal tone of transient messages might be compared to a communication that might take place during a telephone conversation or in an office hallway.

Transient Documents: Include telephone messages, drafts and other limited documents that serve to convey information of temporary importance in lieu of oral communication.

Retention: Until no longer of administrative value, then destroy

2. **Intermediate Messages:** Email messages that have more significant administrative, legal and/or fiscal value but are not scheduled as transient or permanent should be categorized under other appropriate record series. These may include (but

are not limited to):

- A. **General Correspondence:** Includes internal correspondence (e.g., letters, memos); also, correspondence from various individuals, companies and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative. (It does not attempt to influence District policy.)

Retention: One year, then destroy

- B. **Routine Correspondence:** Referral letters, requests for routine information or publications provided to the public by the District that are answered by standard form letters.

Retention: Six months, then destroy

- C. **Monthly and Weekly Reports:** Document status of ongoing projects and issues; advise supervisors of various events and issues.

Retention: One year, then destroy

- D. **Minutes of Agency Staff Meetings:** Minutes and supporting records documenting internal policy decisions.

Retention: Two years, then transfer to State Archives for their possible retention or destruction

3. **Permanent Messages:** Email messages that have significant administrative, legal and/or fiscal value and are scheduled as permanent also should be categorized under the appropriate record series. These may include, but are not limited to:

- A. **Executive Correspondence:** Correspondence dealing with significant aspects of the administration of executive offices. Correspondence includes information concerning policies, program, fiscal and personnel matters.

Retention: Two years, then transfer to State Archives

- B. **Departmental Policies and Procedures:** Includes published reports, unpublished substantive reports and policy studies.

Retention: Retain until superseded, obsolete or replaced, then transfer to State Archives for their possible retention and destruction

Social Media Content

Social media content that meets the definition of a record as defined by State law is an official record of the District and must be scheduled, retained and disposed of as such. The District will work with stakeholders to determine the appropriate method for preserving content created through the use of social media. When determining whether social media content must be retained, the District will:

1. Look beyond the electronic social medium and analyze the content to determine if the information meets the definition of a record as defined by State law that must be managed and kept in accordance with retention schedules.
2. Determine whether the information or social media content is duplicated elsewhere:
 - A. If the content or information is duplicated elsewhere, then the social media version will be considered a secondary copy and will not need to be maintained in accordance with the records retention schedule.
 - B. When the official record becomes eligible for disposal, duplicate content maintained on social media will also be purged.
3. Whenever possible, the District will make an effort to map the information value of the social media content to existing records retention schedules. If content is determined to have record value and cannot be mapped to an existing schedule, a new retention schedule will be created and approved.



Book	Policy Manual
Section	Section I: Instruction
Title	Revised Copy of Media/Resource Materials Selection and Adoption
Code	IIAC
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015

Media/Resource Materials Selection and Adoption

The Board delegates to professional and certificated personnel of the District the authority for the selection of materials in accordance with this policy:

Materials for the media centers shall be recommended for purchase by the professional and certificated personnel in consultation with administration, faculty and students. Final decision on purchase shall rest with the Superintendent/ designee.

The Board believes it to be the responsibility of the professional and certificated staff to select instructional materials of the highest quality that will support the educational philosophy of the District.

Objective

The school media centers are to function as an integral part of the total educational process. Its programs are to reinforce the philosophy of the Hilliard City Schools by "providing meaningful learning experiences for each student as an individual." To this end, the Board asserts the following as both the objectives and responsibilities of the media centers:

1. to provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served;
2. to provide materials that will stimulate growth in factual knowledge, literacy appreciation, aesthetic values and ethical standards;
3. to provide a background of information, which will enable students to make intelligent judgments in their daily life;
4. to provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking;
5. to provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage and
6. to place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for users of the media center.

Selection Procedures

The media specialist/staff will use all available resources to determine what materials should be purchased for the media center. When selecting titles or subjects for purchase, the following will be considered:

1. requests from teachers, students, administration;
2. regular reading of media reviews;
3. preview of materials;
4. use of guides developed specifically to aid in selection and
5. personal knowledge.

Criteria for Selection

Each year the media specialist will make an assessment to determine what materials are needed. All forms of media will be considered for purchase. In deciding what materials to order, the following will be considered:

1. replacement of needed, lost, stolen or discarded materials;
2. additions that are necessary because of changes in the curriculum;
3. new areas of knowledge;
4. new types of media and
5. cost (price).

Evaluation of Materials

Materials considered for selection will be evaluated on the basis of:

1. Quality – the materials should meet the qualitative standards set by the media center regarding contents, physical characteristics, reputation of the author, editor, publisher and the reliability of the manufacturer.
2. Suitability – the material should meet the abilities, needs and interests of the students and is presented in an effective media.
3. Usability – the materials should be studied to determine minimum anticipated usage. A reasonable number of uses should be expected in order to justify acquisition; conversely, materials may receive rather limited use but be of permanent value. Adequate equipment needed to use with the media is available.
4. Cultural influence – the materials should represent the views of all cultural, political, ethnic, religious, or social groups. Therefore, controversial materials that inform are acceptable as long as they do not misrepresent or harm any particular person, group or belief.
5. Accessibility – the materials are not readily accessible at another library or would not be more properly housed in another collection.
6. Balance – the acquisition helps to maintain a balanced collection properly proportioned to patron need and use and the departments being served.

Donation of Gifts

A person or group may wish to donate a gift of materials or money to the media center. All District policies must be followed when accepting donations. Before any gifts can be accepted, they must be evaluated using the same procedure followed when selecting materials to be purchased with District funds. The final determination about accepting or rejecting gifts will be left to the discretion of the media specialists.

Reviewing the Collection

It is the responsibility of the media specialist to continually re-evaluate the collection to ascertain that it is active and up to date. Materials may be discarded because they are damaged, badly worn, obsolete, or infrequently used. At no time will this practice be used to rid the collection of materials simply because someone disapproved of them.

Censorship

The Hilliard City Board of Education supports the "Library Bill of Rights". This District supports the idea of freedom of choice and will provide materials on the various viewpoints of the many different issues which exist today. It is recognized by the Hilliard City Board of Education that no individual or group has the right to have materials suppressed because one segment of the community considers them controversial.

Library Bill of Rights

The Council of the American Library Association reaffirms its belief in the following policies which should govern the services of all libraries:

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all people of the community. In no case should library materials be excluded because of the race or nationality or the social, political or religious views of the author.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from the libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. The rights of an individual to the use of a library should not be denied or abridged because of his/her age, race, religion, national origins, or social or political views.
6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

Challenged Materials

Since the following subjects are sometimes topics of criticism, these shall be our policies concerning them:

1. Religion – factual unbiased material which represents all major religions shall be included.
2. Ideologies – the media centers shall, without making any effort to sway the readers' judgment, make available basic factual information on the level of its reading public, or any ideology or philosophy which exerts a strong force, either favorable or unfavorable, on government, current events, politics or any other phase of life.
3. Sex and Profanity – related materials shall be subjected to a comprehensive test of literary merit.

The Board recognizes rights of individual parents with respect to books/resource materials used by their children. Parents may submit a Student Book Selection Exemption Form (available on the District website) to request that a book/resource not be checked out to their student.

In cases where material in the school media center is challenged, the following course of action will be followed:

1. **The complainant must reside within the district boundary or be employed by the district.** All complaints must be in writing **and submitted to the Superintendent. All complaints must specifically allege the ground(s) for the challenge to the material. Complaints must identify the specific topic(s), theme(s), scene(s), or other aspect(s) of the challenged work that are objectionable and include specific examples from the work itself (e.g., pages, passages). Complaints which fail to meet the requirements of this paragraph and/or allege only that the work is unpopular, offensive to some, and/or conflicts with the complainant's political views, may be subject to dismissal by the Superintendent. Any such dismissal will be communicated to the complainant in writing and is not subject to further action or appeal. Any complaint that is pending as of [DATE], the date when this policy was last amended, will be reviewed consistent with this amended procedure. If the complaint does not meet the requirements of this paragraph, the complainant will be given written notice and will have the opportunity to refile the complaint within thirty (30) days of such notice.**
2. **The Superintendent will review and consider** ~~All complaints~~ **in a reasonable amount of time and will determine which complaints** ~~will be reviewed by a committee appointed by the Superintendent/ designee consisting of an odd number of members to avoid a split vote consisting of the media specialist, an administrator, a teacher in the subject area involved, an English teacher and a member of the Board. If a complaint is not referred to the committee, a record of the complaint will be maintained in a list on the District's website for four (4) years following the date of the complaint. The complainant's name will be included.~~

3. When the Superintendent has referred a complaint to a committee:

a. The complainant shall be invited to address the committee.

b. The committee will review the material in question and any outside information it deems necessary.

c. Utilizing the applicable components of the "Evaluation of Materials" framework listed above, the committee will:

i. Determine if the material should be removed from the school/district collection

ii. If the committee determines to leave the material in the school/district collection, the committee will then decide if the material should be restricted to a specific age/grade level

d. The Superintendent will consider the committee's recommendation and will make a written decision on the complaint.

e. If the Superintendent's decision is to remove the material, that decision will be forwarded to the Board for final action.

f. If the Superintendent decides not to remove the material, that decision is final. A record of the complaint and the Superintendent's decision will be maintained in a list on the District's website for four (4) years following the date of the Superintendent's decision. The complainant's name will be included.

- 4. No challenged material may be removed except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.** ~~After all members of the committee have reviewed the work in question, the committee will meet and consider the official complaint. The complainant may meet with the committee in reviewing the case before the committee makes a recommendation to the Board which makes the final decision.~~

Legal

[ORC 2907.01](#)

[ORC 3329.05](#)

[ORC 3329.07](#)

[OAC 3301-35-03](#)

Cross
References

[IIA - Instructional Materials](#)

[INB - Teaching about Controversial Issues](#)

[KLB - Public Complaints About the Curriculum or Instructional Materials](#)



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Graduation Requirements
Code	IKF
Status	
Adopted	August 14, 2001
Last Revised	February 14, 2022
Prior Revised Dates	03/09/2004, 04/09/2007, 05/12/2008, 01/12/2009, 12/14/2009, 01/10/2011, 02/13/2012, 04/25/2012, 04/22/2013, 04/28/2014, 11/24/2014, 05/11/2015, 10/26/2015, 04/25/2016, 07/05/2017, 03/12/2018, 11/11/2019, 02/10/2020, 06/15/2020, 11/08/2021

Graduation Requirements

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education (ODE) as well as State law and, further, that our high school compares favorably with other high schools in the state that are recognized for excellence.

The requirements for graduation from high school are as follows:

Statutory Graduation Requirements	
English Language Arts	4 units
History and government, including Social Studies, including one-half unit of world history and civilization, one-half unit of American History and one-half unit of American Government	1 3 units
Social Studies *	2 units
Science, including one unit each in Physical Science and Biology** *	3 units
Math, including one unit of Algebra II or its equivalent** *	4 units
Health	½ unit
Physical Education	½ unit
Electives *** *	5 units
Financial Literacy**** *	
Total	20 units

The statutory graduation requirements also include:

~~1*~~ ~~students entering ninth grade for the first time on or after July 1, 2017 must take at least one-half unit of instruction in the study of world history and civilizations "as part of the required social studies units";~~

~~2~~ ~~1~~. * students can choose to apply one credit in advanced computer science to satisfy one unit of advanced science (excluding biology or life sciences);

~~3~~ ~~2~~. ** students may take one unit of advanced computer science in lieu of Algebra II and students entering ninth grade for the first time on or after July 1, 2015 who are pursuing a career-technical instructional track may complete a career-based pathway math course approved by ODE as an alternative to Algebra II;

~~4~~ ~~3~~. *** student electives of any one or combination of the following: foreign language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), financial literacy, business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the statutory graduation requirements;

~~5~~ ~~4~~. **** financial literacy requirements:

A. units earned in social studies shall be integrated with economics and financial literacy for students entering ninth grade for the first time prior to July 1, 2022;

B. students entering ninth grade for the first time on or after July 1, 2022 are required to complete one-half unit of financial literacy to be used toward the elective credits required for graduation, or in lieu of one-half unit of instruction in math. If used toward a math credit, it cannot be used in lieu of Algebra II or its equivalent, or a course for which the State Board of Education requires an end of course exam. A student who chooses to take one unit of advanced computer science in lieu of Algebra II is not permitted to complete the required half-unit of financial literacy instruction to satisfy a math unit requirement; instead, the student must complete a half unit of financial literacy as part of their required elective credits.

~~6~~ ~~5~~. meeting the applicable competency/assessment and/or readiness criteria required by law based on date of entry into ninth grade.

Diploma Seals

In accordance with State law, the Board establishes the criteria for at least one of the local diploma seals outlined in State law. The seals include a method to give, to the extent feasible, a transfer student a proportional amount of credit for any progress made toward completing that seal at the district or school from which the student transfers. The District recognizes a locally defined diploma seal that a student transferring into the District earned at another district regardless of whether the Board has developed local guidelines for that seal.

Hilliard City Schools Graduation Requirements Class of 2018 and Beyond

English	4 units
World Studies	1 unit
U.S. History	1 unit
U.S. Government	1 unit
Science - Including one credit each in Biology & Physical Science and a physical science	3 units
Math - Must include Algebra II or Honors Algebra II** its equivalent**	4 units
Health	½ unit
Physical Education - Students may waive the physical education requirement with participation in athletics, marching band and/or cheerleading. Students who pursue this option must earn one-half elective credit in another subject area to meet the minimum credit requirement for graduation.	½ unit
Digital Connections - Future Ready	½ unit
Financial Literacy Elective - The financial literacy elective requirement can be fulfilled by taking one of the following courses during the Sophomore, Junior or Senior year: Careers & Money Management, Financial Independence, Personal Finance, College Fundamentals or Principles of Entrepreneurship, Life Skills 1 or CBI 3 Related. Note: Taking one of these prior to the Sophomore year will not fulfill the graduation requirement. This requirement is strongly encouraged for 10th graders who are interested in Tolles Career & Technical Center.	½ unit
Senior Capstone - The Senior Capstone can be completed in a variety of ways/courses and must meet defined criteria. The Senior Capstone must be completed during the senior year.	½ unit

Additional Electives - One credit must be earned in fine arts unless two semesters of fine arts course work were successfully completed in middle school (grades 7-8). Participation in Tolles or CBI may fulfill the fine arts graduation requirement. Elective credits must include one or any combination of world language, fine arts, business, career-technical education, family and consumer sciences, pre-engineering or English, Mathematics, Science or Social Studies not otherwise required.	5 units
Total Credits	21.5 units

Summer School

Summer school credits are accepted toward graduation provided that administrative approval has been given prior to registration for the course.

Educational Options

High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements.

College Credit Plus Options

Credit is awarded for courses successfully completed at an accredited postsecondary institution. High school credit awarded for a course successfully completed under College Credit Plus counts toward the graduation requirements and subject area requirements of the District. If a course comparable to the course successfully completed is offered by the District, then comparable credit for the completed equivalent course is awarded. If no comparable course is offered, the District grants to the student an appropriate number of credits in a similar subject area.

Correspondence Courses

High school courses offered through correspondence courses are accepted for credit toward graduation only when they meet the following criteria.

1. Credits earned in correspondence schools directly affiliated with state universities are evaluated by the school administration for students who wish to qualify for graduation from high school.
2. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.
3. Credits earned from schools, which have been established primarily for correspondence study, rather than an institution primarily for residence study, are not accepted toward graduation.

Course Work Prior to Ninth Grade

Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

Physical Education Exemption

A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

Junior Reserve Officer Training Corps (JROTC) Exemption

A student who has participated in JROTC for at least two full school years is not required to complete any physical education courses as a condition to graduate. In addition, the academic credit received from participating in JROTC may be used to satisfy the one-half unit of Physical Education and completion of another course is not necessary for graduation.

Community Service

The District offers community service education, which acquaints students with the history and importance of volunteer service and with a wide range of existing community needs. Community service opportunities may be considered an elective towards graduation.

Legal [ORC 3301.07\(D\)\(3\)](#)
[ORC 3313.60](#)
[ORC 3313.6014](#)
[ORC 3313.603](#)

[ORC 3313.605](#)

[ORC 3313.61](#)

[ORC 3313.617](#)

[ORC 3345.06](#)

[OAC 3301-35-04](#)

[OAC 3301-16-05](#)

Cross
References

[IGBM - Credit Flexibility](#)

[IGCA - Summer Schools](#)

[IGCD \(Also LEB\) - Educational Options](#)

[IGCH \(Also LEC\) - College Credit Plus](#)

[IGCI - Community Service](#)

[IKFC - Graduation Plans and Students at Risk of not Qualifying for a High School Diploma](#)

[JN - Student Fees, Fines and Charges](#)

Draft



Book	Policy Manual
Section	Section J: Student
Title	Copy of Student Absences and Excuses
Code	JED
Status	
Adopted	August 14, 2001
Last Revised	August 14, 2023
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

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.

~~The Board directs the Superintendent/designee to develop appropriate procedures for tracking student attendance based on the mode of learning.~~

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.

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

Nonmedically Excused Absence

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 a student's **the truly sincerely** held religious beliefs **s 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.

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

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal. 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](#)