



## POLICY REVIEW COMMITTEE

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

Hilliard City School District  
Operations Department

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### COMMITTEE MEMBERS

Nadia Long, Board of Education  
Kara Crowley, Board of Education  
Brian Wilson, Treasurer/CFO  
Mike McDonough, Deputy Superintendent  
Jill Abraham, Assistant Superintendent  
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Matt Trombitas, Asst Principal Hilliard Station Sixth Grade  
Kevin Landon, Principal Avery Elementary  
Monica Campana, Principal Washington Elementary  
Kathy Parker-Jones, HEA Representative

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# RECOMMENDATION

**First Reading**  
**June 12, 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. JED – Student Absences and Excuses  
*Note - Pending adoption, student handbooks and JED-E will be updated to reflect these revisions.*
2. JHCCB – Tuberculosis Control Policy

### Revision Notes:

- Language with a ~~line drawn through it~~ is language to be removed.
- Language underlined is language to be added.

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

- First reading – June 12, 2023
  - Second reading – July 6, 2023
  - Third reading and adoption – August 14, 2023
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Book	Policy Manual
Section	Section J: Student
Title	Copy of Student Absences and Excuses
Code	JED
Status	
Adopted	August 14, 2001
Last Revised	October 26, 2020
Prior Revised Dates	01/28/2008, 11/12/2014, 05/11/2015, 07/08/2015, 02/06/2017, 04/17/2017, 05/14/2018, 05/13/2019, 06/15/2020

### Student Absences and Excuses

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

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

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

### Family Trips

It is recognized that planned family trips often provide enrichment to regular classroom instruction. It is further recognized that employers cannot always grant vacation periods which fall within the school vacation and holiday period, and for families to be together, some trips must necessarily be scheduled during the academic year. Application for approval (JED-E) must be made by a parent or guardian at least two weeks in advance. If the student is not a member of the immediate family, his/her parent or guardian must complete the application. Each student is limited to one approved trip of ~~10~~ **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 ~~10~~ **5** days or less may be approved by the building principal or his/her designee. Trips of more than ~~10~~ **5** school days shall not be approved except in extraordinary circumstances as determined by the ~~building principal~~ **superintendent** or his/her designee. If a student is absent for family travel outside of the ~~10~~ **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. ~~The District monitors daily absences for trends related to COVID-19.~~

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

### Medically Excused Absence

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

1. Personal illness. The approving authority may require a medical certification if he/she deems it advisable. **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 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 by the Superintendent (applies to students over 14 years of age only);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observance of religious holidays consistent with a student's truly held religious belief;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
7. absences due to a student being homeless;
8. ~~temporary internet outage for individual students or households;~~
9. ~~technical difficulties for individual students or households occurring at inopportune times such as during a teacher led remote learning lesson;~~
10. ~~absence due to COVID 19 reasons that are not considered medically excused until alternative arrangements can be made or~~
11. as determined by the Superintendent.

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

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

### Unexcused Absences

An unexcused absence, whether resulting from truancy or other unacceptable reasons, ~~eliminates~~ **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](#)

[JEDA - Truancy](#)

[JEDB - Student Dismissal Precautions](#)

[JEE - Student Attendance Accounting \(Missing and Absent Children\)](#)

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

[JHCC - Communicable Diseases](#)



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

### **Tuberculosis Control Policy**

In an effort to control the incidence of tuberculosis in our schools and community, Hilliard City Schools requires any student who was born outside of the United States or spent ~~90~~ **30** or more days in a country outside the United States to have a ~~tuberculin skin~~ **tuberculosis** test. ~~The test that is required is the Mantoux PPD Test.~~ Students needing this test will be informed by letter upon enrollment or re-entry and referred to the appropriate public health agencies or their personal physician.

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

Enrollment for new students will be deferred until documentation of a negative TB test or negative chest x-ray is received by the registration compliance officer. Re-entry for students who have traveled outside the United States for ~~90~~ **30** or more days will be deferred until such documentation is received by school personnel.

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